

# **PROFESSIONAL AGREEMENT**

between the

Onsted Community School District

and the

Hillsdale/Lenawee County Education Association  
Affiliated with the Onsted Education Association, the  
Michigan Education Association, and the National  
Education Association

July 1, 2019 through June 30, 2021

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**Introductory Paragraph**

This agreement entered into this 30<sup>th</sup> day of May, 2019 between the Hillsdale Lenawee County Education Association, hereinafter called the “Association”, affiliated with the Onsted Education Association, hereinafter called the “OEA”, the Michigan Education Association, hereinafter called the “MEA” and the National Education Association, hereinafter called the “NEA”, and the Onsted Community School District, County of Lenawee, Michigan, hereinafter called the “Board.” The signatories shall be the sole parties to this agreement.

**I. WITNESSETH**

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*Whereas*, the Board has the statutory obligation, pursuant to the Public Employment 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 conditions of employment, and

*Whereas*, the parties have reached certain understandings which they desire to confirm in this agreement.

In consideration of the following mutual covenants, it is hereby agreed as follows:

**II. RECOGNITION**

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The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in Section II of Act 379, Public Acts of 1965, for all professional personnel including full time and part time, tenured and probationary classroom teachers, librarians and guidance counselors employed under contract by the Board (whether or not assigned to a public school building). The bargaining unit shall exclude all administrative employees including superintendents, assistant superintendents, and directors of school community relations, principals, assistant principals, school business managers, director of counseling, athletic director, technology director, network technician, technology and instructional support technician, and all other employees including teacher substitutes.

A substitute teacher will be classified as a member of the bargaining unit when he/she occupies a long term position for more than 150 teaching days in a single school year. Teaching days do not have to be continuous.

**III. ASSOCIATION AND TEACHERS’ RIGHTS**

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- A. Pursuant to the Michigan Public Employment Relations Act, the Board hereby agrees that every employee of the Board included in this bargaining unit shall have the right to freely organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental powers under cover of law of the State of Michigan, the Board undertakes and agrees that it will not deprive or coerce any teacher in the enjoyment of any rights

- conferred by the Act of other laws of Michigan or the constitutions of the United States or Michigan; that it will not discriminate against any teacher with respect to hours, wages, or any terms of employment or conditions of employment by reason of his/her membership in the Association, his/her participation in any activities of the Association or collective professional negotiations with the Board, and his/her institution of any grievance, complaint or proceeding under this Agreement, or otherwise with respect to any terms or conditions of employment.
- B. Nothing contained herein shall be construed to deny or restrict any teacher rights he/she may have under the Michigan General School Laws or other laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.
  - C. Onsted employees within the bargaining unit represented by the Association may be allowed to use school buildings at reasonable times with prior approval of the Superintendent. No competing teacher organization shall be granted the right to use school buildings for meetings. When custodian services are required, the Board may make a reasonable charge therefore. No charge shall be made for use before commencement of the school day or until 6:00 P.M.
  - D. Duly authorized representatives of the Association who are employees of the Onsted School District shall be permitted to transact official Association business on school property, provided that this shall not interfere with or interrupt normal school operations, nor in any case shall it be discussed during scheduled classes or scheduled study hall periods or during preparation time except upon the express prior approval of the administration.
  - E. Employees in the bargaining unit shall be granted the right to use school facilities and equipment, including computers, copier and fax machines, audiovisual equipment and calculating machines, other than during school hours when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use. The employee's use is subject to compliance with the District's ITS Acceptable Use Policy. All arrangements must be made through the building principal. The Association and the teachers shall have the right to use, free of charge, the Internet, internal school E-mail and computer equipment.
  - F. The Association shall have the exclusive right to post notices on teacher bulletin boards. At least one shall be provided in each building on a location agreeable to both parties. The Association may use the interschool mail service and the teachers' mailboxes for communication to teachers. Items to be posted shall be submitted to the Secretary of the Association. The administration and the Board of Education shall not be held liable for Association materials, which may be placed in their possession. All Association material will clearly be marked "Lenawee County Education Association, O.E.A., M.E.A., N.E.A.".
  - G. The Board agrees to furnish to the Association in response to reasonable requests all publicly available information concerning the financial resources of the district, tentative budgetary requirements and allocations, and other generally available public information.
  - H. The Board agrees in principle that it is advisable to consult the Association on tax programs, construction programs, or major revisions of educational policy which are proposed, and where possible, the Association may be given the opportunity to advise and consult with the Board on said matters prior to their adoption.

- I. The private and personal life of any teacher is not within the appropriate concern of the Board but is subject to the section(s) of the Revised School Code that mandate or permit termination or discipline of the teacher for conviction of certain crimes and require teachers to report being charged with a crime.
- J. The Board shall place on the agenda of each regular meeting, as an early item, under items listed as “new business”, any matters being presented by the Association as long as these matters are presented to the Superintendent’s office 56 hours prior to said regular meeting. Position on the agenda will be determined by the Superintendent.
- K. The rights granted herein to the Association shall not be granted or extended to any competing teacher organization.
- L. Each teacher shall have the right, upon written appointment, to review the contents of his/her own personnel file, which is located in the Board of Education office. A representative of the Association may, at the teacher’s request, be present at this review. Each teacher’s personnel file shall contain the following minimum items of information:
  - 1. All teacher evaluation reports and TSDL Effectiveness Label and Report
  - 2. Copy of teacher’s certificate
  - 3. Transcript of academic records
  - 4. Tenure recommendation, dated
  - 5. Birth certificate, or certified copy
  - 6. Social Security number

The time of review shall be no later than three (3) working days after the written request is submitted. All copies of past annual contracts shall also be available at the time set for the review.

Except as required by law, the contents of any teacher’s file shall not be divulged to any unauthorized person. Privileged information such as confidential credentials, letters of reference from universities, individuals, or previous employers are specifically exempted from such review. The administration shall remove such credentials and confidential reports from the file prior to a review of the file by the teacher.

In the event a third party is requesting the personnel file of an employee, the affected employee will be notified immediately. The district can allow five (5) business days before disclosing the employee’s personnel file to a third party.

Teachers will receive written notification if documents of a disciplinary nature or complaints regarding the teacher by parents or the community are placed in the teacher’s personnel file. Notification will be within three (3) days.

Individual teachers shall have a right to know of and review all documents that are part of their personnel file.

- M. In the event any bargaining unit member has responsibilities and/or duties in different buildings, said member shall be assigned by the administration to a building principal, for the purpose of teacher evaluations, staff meetings, and other duties of said member.
- N. In the event any bargaining unit member has responsibilities and/or duties in a building where the member's principal does not maintain his/her office, e.g. a fourth grade class housed in the middle school building, consideration will be given to providing a personal two-way communication system with said office.
- O. Teachers shall be entitled to the IRS rate for mileage reimbursement when driving their own vehicle in the course of their duty. Teachers must check for availability of District vehicle first for transportation needed for work purposes, or forfeit mileage reimbursement. If District vehicle is available, teacher is to use that vehicle or may use own vehicle without reimbursement. If District vehicle is not available, employee may use own vehicle and seek reimbursement as described above.
- P. Teachers will be reimbursed for conference expenses at the following rates if it is a full day/multi-day/overnight conference and at the following limitations: \$10.00 (breakfast), \$15.00 (lunch) and \$25.00 (dinner), plus up to a 15% tip. The daily maximum per person reimbursement is \$50.00 plus tip if required. Itemized receipts are required for all reimbursements. Parking will be reimbursed in full, but an itemized or specific receipt is required.

**IV. BOARD OF EDUCATION RIGHTS**

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The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and/or the United States, including, but without limiting the generality of the foregoing; the management and control of school properties, facilities, grade levels and courses of instruction, athletic and recreational programs, methods of instruction, library resources, materials used for instruction, and the selection, direction, transfer and promotion or demotion, discipline or dismissal of all personnel. The exercise of these powers, rights, authority, duties and responsibilities by the Board and the adoption of such rules, regulations and policies as it may deem necessary, shall be limited only by the specific and express terms of this agreement.

**V. PAYROLL DEDUCTIONS**

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- A. The Board shall make payroll deduction upon written authorization from any teacher for the teacher's credit union and/or financial institution, Association and Board approved tax sheltered annuities, city income tax, United Way, U.S. Bond Program, additional insurance coverage approved by approved carrier or any other plans or programs jointly approved by the Association and the Board. No change in deductions will be allowed except by written authorization from any teacher at least two (2) weeks prior to the change.
- B. All payroll transactions will be conducted through Electronic Deposit.

**VI. TEACHING HOURS AND CLASS LOAD**

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- A. The teaching day for all teachers shall start 15 minutes prior to the regularly scheduled school day and end 10 minutes after the regularly scheduled school day, except that on Fridays and the day before holidays, the teachers may leave five minutes after dismissal. Start and end times of the school day schedule will be mutually agreed upon with the Association prior to changes being made. One 1-hour general staff meeting may be held per month during the months of September through the duration of the school year. Up to four (4) additional 1-hour staff meetings may be used for school improvement; two (2) weeks' notice will be given for these meetings by school administration. Teachers will have forty-eight (48) hours' notice prior to such meetings except in the case of an emergency. Meeting notice will include an agenda and supplementary materials to prepare for the meeting. In case of emergency, or for professional improvement, changes may be made for individual teachers if mutually agreed upon with the Principal.
- B. The normal teaching assignments in grades 6, 7, 8, 9, 10, 11 and 12 shall be scheduled class periods and one unassigned preparation period of not less than 40 minutes in length. The preparation period shall be used for class preparation, correcting papers, assisting pupils, parent conferences and is not to be considered free time for personal or Association business. Teachers may be assigned other supervisory duties during the regularly scheduled day not to include the scheduled teacher's lunch period and/or the unassigned preparation period. Students in grades kindergarten through fifth grade may have a daily fifteen (15) minute recess period in the morning or afternoon, but will be supervised by certified teachers or bargaining unit members. Elementary teachers may use any released time accorded them by dismissal of their students or by assignment of a special teacher to their room for professional planning and conferences with parents or other staff or other work related duties.
- C. If at any time during the life of the contract, the instructional hours of any student are below the minimum state requirement, the Board and the Association agree to reopen this section of the contract.
- D. All teachers shall be entitled to a duty free lunch period of no less than thirty (30) minutes.
- E. A teacher engaged during the school day in negotiations or arbitration on behalf of the Association regarding Onsted teachers with any representative of the Onsted Board, shall be released from regular duties without loss of salary not to extend beyond two days.
- F. Teachers in grades 6-12 could be assigned one overload assignment per subject, per building, per semester for extra pay (per diem rate) during the regularly scheduled school day.
- G. In the event a teacher is requested to teach in place of another teacher during his/her conference/planning hour, the teacher will be compensated at the teachers' hourly rate per Schedule A. This shall be voluntary unless in cases of emergency, and opportunities will be assigned on a rotating basis. All teacher payments and time off will be recorded on time sheets and documented as established by the business office. In the event that a substitute teacher is unavailable and teachers absorb the students from unattended classroom(s) into their classroom(s), each teacher will be compensated at the rate of \$50.00 per day.
- H. The maximum load of elementary students is listed below. Elementary teachers whose assigned classes exceed 32 students shall be supplied with the services of a paraprofessional for two (2) hours per day to the maximum of 37. Beyond 37, the teachers shall be supplied the

services of a paraprofessional at the rate of one (1) hour per day per student. Teachers who are assigned students identified on an IEPC will receive training in an effort to increase awareness for special education student needs. It is the Board’s intention that these special education inclusion students will be spread out among Sections unless mutually agreed upon.

A paraprofessional shall be assigned with a workday of no less than 3.25 hours per school day for full day sessions of developmental kindergarten, transition, and kindergarten classes. The paraprofessional will work in the assigned classes in classroom activities with the primary purpose being to improve reading and mathematics skills in students who meet At-Risk criteria as established by the Michigan Department of Education.

The Board may assign paraprofessionals to development kindergarten, transition and kindergarten classes in the following manner:

18 or less students	No paraprofessional
19 to 26 students	Paraprofessional at least 3.25 hours/day
27 or more students	Paraprofessional at least 5.0 hours/day

Paraprofessionals shall be under the supervision of the teacher while in the classroom and shall be under the general supervision of the building Principal. The Board will provide in-service training for both paraprofessionals and the teachers who receive the services of the paraprofessionals. Teachers who do not attend the in-service training sessions may be denied the services of a paraprofessional. Teachers will have input on the testing of paraprofessionals.

**I. Pupil Teacher Ratio**

**1. Elementary-Intermediate**

	Maximum
Dev Kindergarten	22
Kindergarten	25
Transition	22
First-Second Grades	35
Third-Fifth Grades	35

**2. Middle School-High School**

English	33
Mathematics	33
Science	33
World Languages	33



Business	33
Industrial Arts	33
Vocational Courses	33
Music	--
Art	33
Physical Education	40
Health	33
Social Studies	33
Computer (Grades 6-12)	33
Tech Ed	33
Online Lab	42

No more than two students shall be assigned to a computer. This restriction does not apply to classes when the computer is used as a supplement.

- 3. Special Education class loads will follow state guidelines and the LISD plan, including waivers.**
- 4. Pupil/Teacher Ratio Average shall not be used to determine maximums.**

- J. In the Middle School and High School the Board will strive to remain below the maximums as stated in I-2. The teacher will be compensated a stipend of \$125.00 per class period in excess of thirty-three (33) students, per semester. Determination of the stipend will be based on class list of the third Monday of each marking period. Physical Education, Online Lab and Music are excluded from the stipend.
- K. The classroom learning environment will not be interrupted with public address announcements or bell sounds when teachers are administering semester exams, State Assessments or high school proficiency tests except in cases of emergency.  
  
Each building will have a committee or appropriate format that involves input from teaching staff related to schedules for any abbreviated day.
- L. Parent-teacher conferences shall be scheduled for each semester for DK-12. There shall be one conference of an agreed upon length for each semester.
- M. Extra-curricular activities may begin immediately after the close of the pupil's regular school day, provided arrangements have been made with the principal for the teacher to fulfill his regular obligations.

**VII. SPECIAL STUDENT PROGRAMS**

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The Principal shall recommend to the school counselor and special education staff and all specialized personnel that they correlate special aid with the classroom teacher. Teachers who are assigned students identified on an IEPC will be afforded an opportunity to attend the initial and subsequent IEPC process of such students.

**VIII. CURRICULA STUDIES**

- A. Realizing the importance of change, the Board wishes to encourage the involvement of teachers in curriculum revisions within the school. In order to facilitate this action, each building Principal may form committees in the various subject areas to be studied.

Recommendations of each committee shall be presented to a general curriculum committee composed of representatives of the subject areas, representatives of the Board and administration. Decisions of this group shall be presented to the Board for their study. The Board's decision shall be submitted to the District School Improvement and Curriculum Committee.

Representatives to this committee shall be designated no later than October 1<sup>st</sup> of each year.

- B. No less frequently than every four years, the Board shall establish a committee consisting of no less than two representatives each (representation to be equal) from the administration, teaching staff and Board of Education, to review the existing requirements for graduation from Onsted High School. The committee shall present their recommendations to the Board, and the resulting Board action on the recommendations will be recorded.
- C. Realizing the importance of adequate yearly progress and to review staff portfolios under Elementary-Secondary Education Act/No Child Left Behind (ESEA/NCLB) the Board wishes to encourage the involvement of teachers.

In order to facilitate this action, the District School Improvement and Curriculum Committee will review the failure of achieving adequate yearly progress and will study various remedies to resolve the failure of adequate yearly progress.

**IX. TEACHING CONDITIONS**

- A. The parties recognize that optimum school facilities are desirable for both students and teachers to insure high quality education, which is the goal of both parties. The primary duty and responsibility of the teacher is to teach, and the organization of the school day should be directed toward insuring that the energy of the teacher is utilized to this end. Academic freedom, subject to accepted standards of professional responsibility, will be guaranteed to all teachers.

- B. The Board recognizes that appropriate texts, library reference facilities, maps and globes, laboratory equipment, audiovisual equipment, art supplies, athletic equipment, current periodicals, standard tests and questionnaires, and similar materials are the tools of the teaching profession. The parties will confer from time to time for the purpose of improving the selection and use of such educational tools.
- C. The Board agrees to make available in each school adequate typing and duplicating facilities and clerical personnel to aid teachers in the preparation of instructional material.

***THE BOARD SHALL PROVIDE:***

1. Each teacher in the school system with a lockable drawer space large enough to file exams and papers.
  2. Suitable space for each teacher to store coats and personal articles.
  3. Adequate storage space in each room for materials.
  4. Copies, exclusively for the teacher to use, of all texts in each course he/she is to teach.
  5. Adequate attendance books, paper, pencils, pens, chalk, erasers and other materials required in daily teaching.
  6. Work areas shall be provided for teachers during conference periods.
- D. The Board shall make available restroom and lavatory facilities exclusively for teacher use. Also, there shall be one room, appropriately furnished with desk and chair and facilities for use of an electric coffee maker if desired, which shall be reserved for use as a faculty lounge. Provision for such facilities shall be made in all future buildings. The Association will maintain adequate professional decorum in rooms designated as faculty lounges.
  - E. Telephone facilities shall be made available to teachers for school business. Teachers should limit their personal calls, and the school must be reimbursed for all personal long distance calls.
  - F. Adequate parking facilities shall be provided and identified exclusively for teacher use.
  - G. General announcements to students will be limited to three times per day except in cases of emergency. The times for the announcements will be given to the teachers at the first meeting of the year.
  - H. Teachers will receive in his/her opening day packet and/or upon hire the Board's policy on acceptable use of Internet/Intranet agreement. The Board agrees to provide appropriate, regularly updated virus detection software on all of the Board's computers. The software shall function in an automatic, passive fashion. Teachers will be given notice of any changes and/or policies regarding the Internet/Intranet prior to implementation. The staff and administration will settle disputes about the planned computer program and the evaluation of computer usage through consensus building.

- I. In the event the Board desires to add a Virtual High School Distance Learning program, the Board will inform and discuss the program with the Association.
- J. All teachers are required to prepare and keep up-to-date student records and up-to-date lesson plans.
- K. Bargaining unit members may choose appropriate supplemental and general accepted teaching techniques consistent with the educational goals and objectives of the Board of Education.

**X. PROFESSIONAL QUALIFICATIONS**

- A. No new teacher shall be employed by the Board for a regular teaching assignment who does not have a Bachelor's Degree from a college or university approved for teacher candidacy by the State of Michigan and a Provisional, Permanent, Continuing, Professional Education Certificate, or a Full-year or Emergency Permit. This shall apply to all contract teachers.
- B. All teaching personnel must file a copy of a birth certificate with the Board at the time of employment; or in lieu thereof, such person shall file other reasonable proof of date of birth.
- C. Teachers holding certificates shall maintain a program to fulfill State requirements for Continuing or Professional certificates and are encouraged to show evidence of further advancement by means of resident study, correspondence work, travel, participation in professional faculty study groups and similar means of professional growth.
- D. Each teacher must submit his/her Social Security number to the Board.
- E. All teachers shall receive a copy of their individual contract. All teachers shall receive a copy of the master schedule by Friday before school starts from the building Principal.
- F. The Board and the Association recognize the desirability of multiethnic representation on the teaching faculty.

**G. ADDITIONAL DUTIES**

- 1. All teachers will be expected to supervise a student activity two times per year.
- 2. During the changing of classes, teachers should make themselves available in their teaching areas. All teachers shall be responsible for supervision of students. Noted infractions of school policies and rules shall be reported to the building Principal.

**H. ATHLETICS AND COACHING**

- 1. All coaching assignments shall be made by the Athletic Director with the approval of the Board.
- 2. Coaching positions and assignments are non-tenure assignments. The Board's determination not to appoint or reappoint any individual to a coaching assignment shall not be subject to arbitration.

3. Coaching and athletics shall be under the supervision of the Athletic Director.

**I. ADDITIONAL IN-SERVICE AND/OR WORK SESSIONS**

1. Up to two (2) additional teacher days may be scheduled for the purpose of in-service, work sessions, etc. for a part of or the entire faculty.
2. The teachers shall be paid their per diem rate of pay for each day.
3. Advance notice of no less than six (6) months shall be given to teachers required to attend additional sessions.

**XI. TEACHER PROGRESSION**

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- A. Mentor - In accordance with Public Act 335 of 1993, Section 1426, for the first four (4) years of employment in classroom teaching, a teacher shall be assigned one or more master teachers, or college professors or retired master teachers, who shall act as a mentor or mentors to the teacher. The building principal shall make the assignment(s). The Mentor Teacher assignment shall be subject to review by the Mentor Teacher and the Mentee after each semester/trimester. Either the Mentor Teacher or the Mentee may terminate the relationship at that time. The building principal shall publish a listing of mentors and mentees annually. The Mentor Teacher shall not be involved in evaluating the Mentee. A Mentor Teacher shall receive \$100 per semester/ ~~trimester~~ for being a Mentor Teacher. The Mentee shall be paid \$50 per day if the fifteen (15) professional development days required by P.A. 335 are not within the parameters of the regular workday and work year. The probationary teacher's mentor will be involved in meetings regarding the IDP. New teachers need to report conflicts with building administrator to their mentor/Association Representative. Mentor/Association Representative will use conflict resolution to resolve issues.
- B. The non-renewal of a probationary teacher shall not be subject to arbitration. The grievance procedure shall not apply to those areas covered by the Tenure Act including, but not limited to, the discharge and/or demotion of a tenure teacher.

**XII. CALENDAR ACT OF GOD DAYS**

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- A. For the 2019-20 and 2020-21 school years, the school calendar shall consist of: One hundred eighty-four (184) staff days (minimum hours consistent with Michigan law for Student contact hours and professional development hours) and a minimum of one hundred eighty (180) student instructional days (minimum hours consistent with current Michigan Law). A combination of half days and full days of in-service for professional development may be used. On the last day of each semester, teachers will not be required to work once the students have left. Some staff development will be incorporated into the instructional hours. Any changes in the school calendar will be negotiated with the Association annually on or before April 1 and attached to the contract, as Schedule C, amended. The total annual salary of each teacher is based upon the total number of days scheduled. In the event of make-up of student instructional days/hours lost due to circumstances outside the control of the district, make-up of student instructional

days/hours will be no more than the state mandated student instructional days/hours needed to qualify for state aid without penalty.

- B. Should a closing that occurs because of conditions not within the control of school authorities require the scheduling of additional days/hours of student instruction because previously scheduled days/hours could not be counted to meet State minimum student attendance requirements, the days/hours shall be made up at the end of the school year unless negotiated differently. Professional development hours will be used to compensate for any hours lost to fog delays or early Act of God dismissals as long as the District does not lose State Aid. If the District is allowed state compensation for Professional Development instead of counting it as instructional hours, this paragraph shall be void.
  
- C. If at any time during the life of this Agreement it becomes lawful to count as days/hours of pupil instruction days when pupil instruction is not provided due to conditions not within the control of school authorities, such as due to inclement weather, fires, epidemics or health conditions, it is agreed that the following school closing provision shall become immediately effective. When an Act of God or an employer directive forces the closing of a school or other facility of the employer, bargaining unit members shall be excused from reporting to duty without loss of pay. Days/hours lost due to school closing under the foregoing circumstances shall not be rescheduled. To the extent that any other provision of the collective bargaining agreement such as the school closing provision, school calendar or the like shall be inconsistent with the foregoing, such provisions shall be null and void as to the extent of the inconsistency.

**XIII. CONTINUITY OF OPERATIONS**

- A. Both parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year and the avoidance of disputes which threaten to interfere with such operations. Since the parties are establishing a comprehensive grievance procedure under which unresolved disputes may be settled by an impartial third party, 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, directly or indirectly engage in or assist in any strike as defined by Section I of the Public Employment Relations Act.
  
- B. Nothing in this article shall require that the Board keep the schools open in the event of severe or inclement weather or otherwise when prevented by an Act of God. When the schools are closed to students due to the above conditions, teachers shall not be required to report for duty.

**XIV. LEAVES**

**A. Illness or Disability**

At the beginning of each school year, each teacher shall be credited with eleven (11) sick days-sick leave allowance to be used for absences caused by illness or disability of the teacher, including illness or disability due to pregnancy or childbirth. The unused portion of such allowance shall accumulate from year to year but at the end of the year, the maximum number

carried over to the following year is sixty-seven (67) days. Unused business days shall be added to the accumulative sick days. The building administrative assistant shall furnish a written statement at the end of each school year setting forth the total sick leave credit to be carried over to the following year. Teachers who have accumulated sixty-seven (67) sick leave days at the beginning of a school year who use some of the sick leave days prior to becoming eligible for L.T.D. will be credited for the full sixty-seven (67) sick leave days if they are placed on long-term disability in that school year. If a teacher, having met the requirements for terminal leave pay, exercises that provision of the contract, the maximum sick leave days accumulation used to determine the rate of terminal leave pay shall not exceed sixty seven (67) days.

Unused sick day and personal business day payout for those days over sixty-seven (67) will be at the rate of fifty-five dollars (\$55.00) a day and will be paid out at the end of the school year. Regardless of age, the payment can be made in cash or via a tax sheltered annuity plan from an approved vendor. Anyone selecting the tax sheltered annuity option should notify the business office by May 1 of the current school year. Any limits on tax sheltered annuity plans will be the individual employee/retiree's responsibility.

1. A teacher who is unable to teach because of personal illness or disability, including illness or disability due to pregnancy or childbirth, and who has exhausted all sick leave available shall be granted a leave of absence without pay for the duration of such illness or disability up to one year, and the leave may be renewed each year upon written request by the teacher.
2. A teacher reporting for duty at the beginning of his/her work period who is forced to leave because of illness or accident after two (2) hours of duty will be considered absent for sick leave purposes for one-half (1/2) day. If forced to leave one and one-half (1 ½) hours after the beginning of the afternoon session, he/she is considered present for the entire day, and no deduction of salary or sick leave shall be made.
3. Following a prolonged or serious illness, the teacher shall on request of the Superintendent or the Board present a doctor's certificate certifying he/she is capable of returning to work.
4. A teacher who is absent from school and does not call in prior to 7:15 A.M. may have one day's salary deducted from his/her pay except in case of emergency.
5. A teacher may be required to submit to a physical examination by a physician upon request by the superintendent and will be paid by the Board.
6. A teacher proven guilty of using sick leave days, as defined in the contract, for purposes other than illness will be dismissed as an employee of the Onsted Schools.
7. A teacher shall be required to furnish medical certification of his/her continued ability to perform his/her duties as often as the Board may, in its discretion, request.

**B. Leaves of absence with pay, chargeable**

Leaves of absence with pay, chargeable against the teacher's sick leave allowance, shall be granted for the following reasons:

1. A maximum of five (5) days per school year for a critical illness in the immediate family. (Spouse, parents, children or equivalent). Clarification – these five days are in addition to FMLA. Definition of immediate family is spouse, parents, children and stepchildren.
2. One (1) day per occurrence when emergency illness in the immediate family requires a teacher to make arrangements for necessary medical or nursing care.
3. The time necessary for the conducting of personal medical attention, which cannot normally be handled outside school hours, such as medical and dental appointments which cannot be made at any other time.
4. In an emergency the teacher may apply to their administrator for additional sick days for immediate family illness. These days shall not exceed eleven (11) days.

**C. Leaves of absence with pay**

Leaves of absence with pay not chargeable against sick leave allowance of the teacher shall be granted for the following reasons:

1. At the beginning of every school year each teacher shall be credited with three (3) days to be used for personal business. Personal business is interpreted to be legal or business matters which cannot be conducted outside regular school hours. A teacher may be entitled to one (1) additional personal business day upon request, stating the nature of the business to be transacted and upon prior approval by the administration. This one (1) personal business day may be granted at the discretion of the administration whose decision shall be final and not subject to the grievance procedure. Personal business days must be requested by said teacher five (5) days in advance. In cases of emergency, the administration may waive the advance request period. Personal business days shall not be granted on the last workday prior to a school recess or the first workday of school after a school recess. Personal business days may not be used for social, recreational, travel or other nonessential reasons.
2. Up to five (5) days for the death of a spouse, children, parents, step-parents, brothers, sisters, stepchildren, in-laws, grandchildren and grandparents.
3. When a teacher is called for jury service, the compensation shall be the difference between the daily wage and the amount received for jury service.
4. Teaching days shall be granted for court appearance in any case connected with the teacher's employment. Two teaching days will be granted whenever a teacher is subpoenaed to attend any proceeding, except that this provision shall not apply in the event a teacher is requested or subpoenaed by the L.C.E.A., O.E.A., M.E.A., and N.E.A. or for a personal matter to appear in any proceeding.
5. In the event a bargaining unit member holds a statewide association position, the bargaining member will be released with pay to attend statewide board meetings up to eight (8) days per year and the Association shall pay for the cost of subs.

**D. Leaves of absence without pay**



1. Upon receipt of a written application, the Board of Education may grant a teacher a leave of absence, without pay, for the reasons which follow:
  - a. Study related to the teacher's license field
  - b. Study related to a teacher meeting eligibility requirements for license other than that held by the teacher. A teacher under contract by the Board shall be considered on leave of absence for any time spent in the district to meet requirements for provisional certification, or any special certification continuations the state may allow.
  - c. Study, research, or special teaching assignment involving probable advantage to the school district.
2. Leaves of absence in this section shall not exceed one (1) year.
3. When the leave of absence under this section is for one (1) year, the teacher shall return to the same step on the salary schedule as prior to said leave. If the leave of absence is for less than one (1) year, a teacher completing ninety (90) days shall be placed on the next higher step on the salary schedule. A teacher completing less than ninety (90) days shall return to the same step as prior to said leave.

**E. Military leaves of absence**

Military Leave – a leave of absence without pay shall be granted a teacher who is inducted or enlists for one (1) period of enlistment in any branch of the Armed Forces of the United States. Reinstatement upon completion of such service shall be in accordance with the requirements of the applicable laws of the United States and of the State of Michigan, including but not necessarily limited to 145 of 1943 as amended.

- A. When the teacher returns to the District, she/he will be given the benefit of any salary increments to which she/he would have been entitled had she/he remained an active teacher in the district.
- B. If a teacher is in a military reserve program and is required to take a temporary military leave during the school year, the Board will compensate the teacher for the difference between his/her normal teaching pay and his/her military pay for up to a maximum of fifteen (15) calendar days.
- C. Provisions of this paragraph shall not apply to a person being separated from military service for other than honorable reasons.

**F. Association**

At the beginning of the school year, the Association shall be credited with eight (8) days to be used by the Association officers or designated members providing there is not excessive disruption of school operations (i.e. parent/teacher conferences, professional development). The Association agrees to request such days no less than three (3) calendar days in advance and shall pay for the cost of the substitute.

**G. General**

1. Upon written request of a teacher, the Board of Education may grant a leave of absence for a period not to exceed one (1) year subject to renewal at the will of the Board. When the

leave of absence is for one (1) year, the teacher shall return to the same step on the salary schedule as prior to said leave. If the leave of absence is for less than one (1) year, a teacher completing ninety (90) days shall be placed on the next higher step on the salary schedule. A teacher completing less than ninety (90) days shall return to the same step as prior to said leave.

2. A teacher whose leave of absence will be terminated must notify the Board of his/her intentions not less than sixty (60) days prior to July 1<sup>st</sup> of the school year for which he/she is on leave. Failure to notify the Board of said intentions will denote his/her resignation from the faculty.

#### **H. Professional and Association Leave**

Teachers may submit to their building Principal application for a professional or Association leave, which will be referred to the Board of Education for consideration of approval. The Board of Education may approve visitations at other schools and attendance at educational conferences, conventions or Association meetings. The application will be submitted to the building Principal. The Board may provide, under approved circumstances, the necessary funds for teachers who desire to attend selected professional conferences. Application should be submitted to the Principal.

#### **I. Child Care Leave**

1. Upon application, childcare leave without pay shall be granted to any member of the bargaining unit to care for an infant, including an adopted child.
2. The teacher shall specify the beginning and ending dates of the child care leave which will correspond as nearly as possible with the beginning and ending of a school semester or grading period and shall not exceed one (1) year.
3. A child care leave shall run concurrent with any Family and Medical Leave Act leave granted for the same purpose and shall be subject to the requirements of the FMLA, including the FMLA requirement to give at least thirty (30) days advance notice of the date the teacher expects to begin the leave and its anticipated duration when a leave is foreseeable and, when not foreseeable, to give advance notice as soon as practicable.
4. Credit on the salary schedule shall be as forth in paragraph G1 of this Article XVI.

#### **J. Family Medical Leave Act**

As prescribed and required by the FMLA, the Employer will provide insurance benefits as per Article XIII of this Agreement. Before allowing any leaves for medical purposes under the FMLA, the employer may require the employee to obtain a second and/or third medical opinion or provide any necessary documentation for the need for such a leave from an Employer appointed physician. Any second or third opinion not covered by insurance will be paid for by the Employer. The employee may elect to use paid leave time accrued while on a FMLA leave. Any alleged Employer violations of the FMLA shall be dealt with under the procedures set up in the FMLA and will not be subject to the grievance procedure contained herein. Pursuant to the Family and Medical Leave Act of 1993, a teacher who has been employed at least twelve (12) months and worked at least 1,250 hours during the prior twelve (12) month period is entitled

to twelve (12) work weeks of leave during any twelve (12) month period without pay but with group health insurance coverage maintained for one or more of the following reasons:

1. Due to the birth of a teacher's child and/or in order to care for the child;
2. Due to the placement of a child with a teacher for adoption or foster care;
3. Due to the need to care for the teacher's spouse, child or parent who has a serious health condition;
4. Due to a serious health condition that renders a teacher incapable of performing the functions of his/her job.

A "serious health condition" is defined by the law as an illness, injury, impairment, or physical or mental condition that involves (1) in-patient care in a hospital, hospice, or residential medical care facility or (2) continuing treatment by a health care provider. Other conditions of the Family and Medical Leave Act shall apply to leaves in this section. Eligible teachers are entitled up to twelve (12) weeks during what would otherwise be an unpaid leave of absence. The twelve (12) month period will be measured forward from the date the teacher's first FMLA leave begins (i.e., the "leave year" is specific to each individual teacher.) A teacher will elect whether or not to utilize paid leave allowance during FMLA leave.

#### **K. Unpaid Leaves/Sabbatical**

The Board may grant unpaid leave of absence for up to one (1) year, provided that the teacher requests such leave of absence in writing to the Board on or before May 1<sup>st</sup> of each school year. This deadline will be extended to June 20<sup>th</sup> if a teacher notifies the superintendent by May 1<sup>st</sup> that he/she has applied for a fellowship or similar grant but does not expect to receive notification of his/her acceptance in such a program prior to May 1<sup>st</sup>.

1. In order to be eligible for an unpaid leave of absence, the teacher must have taught for a period of seven (7) consecutive years in the Onsted Community School District prior to requesting the unpaid leave of absence. The Board will consider written requests for an unpaid leave for exchange teaching programs, study in an accredited college or university in areas of the teacher's professional responsibilities, or if the teacher is an elected officer in a state or national professional organization.
2. A teacher, upon return from a sabbatical leave, shall be restored to his/her former position or to a position of like nature and status, and shall receive the benefits as defined in Section 1235 of the revised Michigan School Code.
3. The Board will not grant more than three (3) unpaid leaves of absence per year.
4. A one (1) year credit on the salary schedule will be given to teachers on sabbatical leave provided this time is used for professional improvement in his/her teaching area.
5. If a teacher shall have been granted an unpaid leave of absence, that teacher shall not be eligible for another paid leave of absence for a period of five (5) consecutive years.

#### **L. Terminal Leave**

A teacher who has ten (10) years of continuous service in the Onsted Community Schools shall be granted 18% of his or her accumulated sick leave to be paid as a termination bonus. The rate

will be based on the teacher's daily rate of the last year of which the teacher was actively working in the district.

Regardless of age, the payment can be made in cash or via a tax sheltered annuity plan from an approved vendor. Anyone selecting the tax sheltered annuity option should notify the business office by May 1 of the current school year. District will notify membership by March 1 of the current school year that terminal leave pay requests must be in by May 1 of said year. Any limits on tax sheltered annuity plans will be the individual employee/retiree's responsibility.

**M. Return from Leave**

Teachers returning from any leave must notify the Board sixty (60) days prior to July 1<sup>st</sup>.

**N. Leaves when district is closed**

If an individual bargaining unit member is scheduled for a paid leave day, e.g. sick leave, personal business day, Association leave, or any other leave with pay and the District is closed, then the individual will receive pay for the day in question and the leave day will not be deducted from the employee's credited days. However, if the employee is on an unpaid leave, the individual will not receive pay.

**XV. SPECIAL AND STUDENT TEACHING ASSIGNMENTS INCLUDING SUBSTITUTES**

- A. Assignments for Adult Education, Driver Education and Summer School programs will be made by the Superintendent on the basis of teacher application. Compensation shall be as set forth in Schedule A.
- B. The Principal agrees at all times to maintain an adequate list of substitute teachers. Teachers shall be informed of a telephone number they may call to report unavailability for work. Once a teacher has reported such unavailability, it shall be the responsibility of the administration to arrange for a substitute teacher.
- C. Supervisory teachers of student teachers shall not be considered as supervisors under Public Act 379, 1965.
- D. Supervisors of student teachers shall work directly with the university or college program coordinator and the Principal to assist in developing opportunities for the student teachers to observe and practice the arts and skills of the profession. Student teachers should be approved in advance by Building Principals and/or Superintendent.
- E. The Board agrees to make available to the supervising teacher, a copy of the most recent accrediting report, texts, teachers' guides, building and district policies and a copy of this agreement to assist the student teacher.

**XVI. STUDENT DISCIPLINE AND TEACHER PROTECTION**

- A. The Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance and control of discipline in the classroom. The Board acknowledges that it is in the best interest of the District and its responsibility to provide a safe learning and working environment for the District's students, teachers, administrators and

support staff. The Board will follow the student code of conduct and support teachers in disciplining students.

- B. A teacher may exclude a pupil from one class when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation makes the continued presence of the student in class intolerable. In such cases, the teacher will furnish the Principal, as promptly as his/her teaching obligations will allow, full particulars of the incident in writing. The teacher, with an administrator, is required to meet with the student's parent as soon as possible regarding the suspension.
- C. Any case of assault upon a teacher shall be promptly reported to the Board of Education or its designated representative. The Board may provide legal counsel to advise the teacher of his/her rights and obligations with respect to such assault and render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities.
- D. If any teacher is complained against or sued as a result of any action taken by the teacher while in pursuit of his/her employment, the Board may provide legal counsel and render all necessary assistance to the teacher in his/her defense.
- E. Time lost by a teacher in connection with any incident mentioned in this article may not be charged against the teacher, with the teacher's pay continuing to the time of the teacher qualifying for monthly long term disability or weekly worker's compensation.

## **XVII. DEFINITION OF SENIORITY - QUALIFICATION**

Seniority shall be defined as total years of continuous service to the Onsted School District in positions that require teacher certification. Unpaid leaves of absence shall not count towards seniority, but shall not be construed to be a break in continuous service. A current seniority list shall be made available to the Association at the beginning of each school year.

If two or more teachers have the same seniority date, the teacher with the highest last four digits in his/her social security number will have the highest seniority date.

When one or more certified staff has the same total years of continuous service, seniority will be defined as the earliest date of official hiring. Hiring means the date of Board of Education approval. Effective August 29, 1983, no new administrators (not presently employed in the system) shall be placed on the seniority list, and current administrators shall be credited only one half (1/2) their service as administrators towards seniority accumulation.

### **A. QUALIFICATION**

1. Developmental Kindergarten through fifth grade teachers must hold a valid elementary certification or equivalent. In the areas of music, special education, Spanish, early childhood, library, reading, physical education, computers, and counseling, etc., a special endorsement will be required.
2. In grades six, seven and eight a teacher must hold a major or minor within the subject area with appropriate certification required by State of Michigan or equivalent or subject matter

- experience. In the areas of music, vocational education, computers, special education, library, and counseling, etc., a special endorsement will be required.
3. In grades nine through twelve a teacher must hold a valid secondary certification or equivalent with a major or minor in the subject area. In the areas of music, vocational education, computers, special education, library, and counseling, etc., a special endorsement will be required.

**XVIII. PROFESSIONAL GRIEVANCE PROCEDURE**

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- A. An allegation by a teacher or the Association that there has been a violation, misinterpretation or misapplication of any provisions of this agreement may be processed as a grievance as hereinafter provided.
- B. In the event that a teacher believes there is a basis for a grievance, he/she shall first discuss the alleged grievance with his/her building Principal either personally or accompanied by his/her Association representative.
- C. If, as a result of the informal discussion with the building Principal, a grievance still exists, he/she may invoke the formal grievance procedure through the Association. The grievant must file the formal grievance within 30 calendar days of occurrence on the form set forth in the Schedule D signed by the grievant and a representative of the Association, which form shall be available from the Association. A copy of the grievance form shall be delivered to the Principal. If the grievance involves more than one building, it may be filed with the Superintendent.

**D. STEP I**

Within five (5) calendar days of receipt of the grievance, the Principal shall meet with the Association in an effort to resolve the grievance. The Principal shall indicate his/her disposition of the grievance in writing within five (5) calendar days of such meeting, and shall furnish a copy thereof to the Association.

**E. STEP II**

If the Association is not satisfied with the disposition of the grievance, or if no disposition has been made within five (5) calendar days of such meeting (or ten (10) calendar days from the date of filing, whichever shall be later) the grievance shall be transmitted to the Superintendent. Within seven (7) calendar days, the Superintendent shall meet with the Association on the grievance. The Superintendent shall indicate his/her disposition of the grievance in writing within five (5) calendar days of such meeting and shall furnish a copy thereof to the Association.

**F. STEP III**

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) calendar days of such meeting (or ten (10) calendar 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 or other designee of the Board. The Board, no later than its next regular meeting or two (2) calendar weeks whichever shall be later, shall meet with the Association on the grievance. 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 be furnished to the Association.

**G. STEP IV**

If the Association is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made within the period above provided, the grievance may be submitted to arbitration before an impartial arbitrator mutually acceptable to the parties. If the parties cannot agree as to the arbitrator within five (5) calendar days from the notification date that arbitration will be pursued, the arbitrator shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration proceeding. The Board and the Association shall not be permitted to assert in such arbitration proceeding any ground or to rely on any evidence not previously disclosed to the other party.

- H. The arbitrator shall have no power to alter, add to, or subtract from, the terms of this agreement. Both parties agree to be bound by the award of the arbitrator and agree that the judgment thereon may be entered in any court of competent jurisdiction.
- I. The fees and expenses of the arbitrator shall be paid equally by the parties.
- J. The time limits 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 15<sup>th</sup> of any year and the strict adherence to the time limits may result in hardship to any party, the parties shall use their best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.
- K. Notwithstanding the expiration of this agreement, any claim of grievance arising hereunder may be processed through the grievance procedure until resolved.

**XIX. MISCELLANEOUS PROVISIONS**

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- A. This agreement shall constitute the full and complete commitments between both parties, and may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in written and signed amendment to this agreement.
- B. Any individual contract between the Board and an individual teacher heretofore executed shall be subject to and consistent with the terms and conditions of this agreement. Any individual contract hereafter executed shall be expressly made subject to and consistent with the terms of this agreement.  

If an individual contract contains any language inconsistent with this agreement, this agreement, during its duration, shall be controlling. The Board shall not solicit execution of any individual contract at such time or in such manner as shall constitute an unfair labor practice under the Michigan Public Employment Relations Act.
- C. If any provision of this agreement or any application of the agreement to any employee or group of employees shall be found to be 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.

- D. A copy of the Professional Agreement between the Onsted School District and the Lenawee County Education Association will be jointly edited by the negotiating teams.

**XX. NEGOTIATION PROCEDURE**

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- A. Representatives of the Board and the Association’s negotiating team may meet on the first Tuesday of alternate months, by request of either party to discuss any problems that may arise. These meetings are not intended to bypass the grievance procedure.
- B. Each party shall submit to the other, on or before Friday prior to the meeting, an agenda covering the items they wish to discuss.
- C. The Association shall designate teachers to act as Association representatives. The Principal and the Association representatives may meet at least once each month for the purpose of reviewing the administration of the contract and to resolve problems which may arise. These meetings are not intended to bypass the grievance procedure.
- D. Between March 1<sup>st</sup> and March 15<sup>th</sup>, the parties may initiate negotiations for the purpose of entering into a successor agreement.
- E. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations.
- F. There shall be three signed copies of the final agreement for the purpose of record; one retained by the Board, one by the Association and one by the Superintendent.

**XXI. INSURANCE**

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The Board of Education shall provide to each teacher medical insurance coverage annually. This insurance package will include the following specifications:

Plan A

- 1. District contribution toward Health Insurance Plan for 2019-20 will not exceed:
  - Single - \$557.10 per month
  - Individual and Spouse - \$1165.06 per month
  - Full Family - \$1519.36 per month

The total amount of Health Insurance cost is inclusive of a deductible not to exceed \$1,350/\$2,700 which would be funded by the District and is subject to the hard cap limitations.

- 2. Long Term Disability – 66 2/3% of MAX eligible salary \$6,000 maximum monthly benefit, 90 days modified fill elimination period, mental/nervous and alcohol/drug limited to 24 months, 5% minimum payout, pre-existing limits waived, family social security offset, maternity coverage, rehabilitation benefits, 2-year own occupation, freeze on offsets



3. \$45,000 Negotiated Life and AD&D, disability waiver will apply.
4. Vision – EyeMed - Plan year is July - June.
5. District Funded BCBSM Dental- 100/80/50/50; \$1,250 annual max. ortho; 50% to lifetime max \$1,250, two cleanings per year.

Plan B Health Plan will include:

1. Teachers who waive health insurance will be on Plan B and will receive \$425 per month for 2019-20.
2. Long Term Disability – 66 2/3% of MAX eligible salary \$6,000 maximum monthly benefit, 90 days modified fill elimination period, mental/nervous and alcohol/drug limited to 24 months, 5% minimum payout, pre-existing limits waived, family social security offset, maternity coverage, rehabilitation benefits, 2-year own occupation, freeze on offsets.
3. \$50,000 Negotiated Life and AD&D, disability waiver will apply.
4. Vision – EyeMed - Plan year is July - June.
5. District Funded BCBSM Dental- 100/80/50/50; \$1,250 annual max. ortho; 50% to lifetime max \$1,250, two cleanings per year.

It is the employee’s responsibility to be properly enrolled with the carrier of his/her choice and double coverage will not be allowed.

Health Benefits for 2020-2021 are subject to reopener.

**XXII. RETIREMENT**

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Please refer to Board Policy for current early retirement incentive plan. The Board policy on early retirement incentive plan will be provided to all teachers prior to the December holiday break. Retirement incentive plans shall be negotiated with the Association. Teachers will receive an updated copy of a newly negotiated plan following negotiations.

**XXIII. PAYMENT FOR ADVANCED DEGREES**

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- A. The Board agrees to pay all teachers who have been in the system two years a special gratuity of fifty dollars (\$50.00) per semester hour for all hours beyond permanent certification and/or continuing certification required to attain the Master’s Degree. This will be paid in full upon receiving the Master’s degree.
- B. In order to encourage self-improvement beyond the Master’s Degree, the Board agrees to pay fifteen dollars (\$15) per semester hour for all hours necessary to complete work for the next higher degree. This will be paid in full to teachers who have been in the system no less than two years upon the completion of the degree.

**XXIV. MASTER TEACHER PROGRAM**

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Any teacher who meets the following qualifications shall qualify as a Master Teacher.

A. Any teacher who has been employed by the Onsted Community Schools for at least fifteen (15) years or is on the final step of the salary schedule may elect to participate in the Master Teacher program during the teacher's final two (2) years of employment.

B. An eligible teacher may elect to participate in the Master Teacher program by notifying the Superintendent in writing not later than May 1<sup>st</sup> of the year proceeding the desired participation year. A plan will be developed by the teacher and building administrator. A copy of the plan will be submitted annually, to the building administrator and Superintendent for approval by May 15<sup>th</sup> of the same year.

C. Each Master Teacher and the District shall execute a Master Teacher contract, which shall describe the additional duties and responsibilities to be performed by the teacher. Paid Schedule B duties and assignments shall not qualify as additional duties for Master Teacher purposes. The Master Teacher duties may include the following or similar duties:

- Resource Consultant
- Curriculum Review and/or Development
- Mentor
- School Improvement or NCA Responsibilities
- Staff Development
- Exploration and Implementation of Technologies
- Student Testing duties and responsibilities
- Student Assemblies
- Special projects with students
- Extra Teaching duties (perhaps teaching or supervising during planning period for a portion of the year)
- Additional duties or responsibilities as mutually determined

D. The Board will pay to the teacher the stipend specified in Schedule B for Master Teacher.

E. A Master Teacher who does not retire or otherwise leave the employ of the District at the end of the program is removed from the Master Teacher program for failing to perform the additional duties required by the teacher's Master Teacher contract (or who leaves the program before the end of the program period) and shall reimburse the District for all Master Teacher stipends received plus retirement contributions and FICA taxes paid by the District on such stipends. Reimbursement may be a lump sum payment or a reduction in the teacher's salary over a period not to exceed one (1) year.

F. Master Teacher compensation shall only be paid for duties actually performed. If a Master Teacher for any reason, including death or disability, performs only a part of the duties required by the Master Teacher Contract, the compensation shall be prorated based on the duties actually performed. Pro-ration does not apply to daily absences, but does apply to extended absences. Each Semester /Trimester during the Master Teaching duty, the participating teacher will provide a report of progress and status on assignment to the building administrator and Superintendent. A teacher failing to make sufficient or satisfactory progress may request the assistance of the building administrator, or possibly be asked to terminate the agreement.

**SCHEDULE A**  
**Onsted Community Schools**  
**Teacher Salary Schedule**  
**2019-20**

<u>Steps</u>	<u>BA</u>	<u>BA+42/MA</u>
0	40,000	43,998
1	42,736	45,834
2	44,392	47,745
3	46,110	49,739
4	47,899	51,814
5	49,753	53,978
6	51,682	56,233
7	53,687	58,583
8	55,768	61,029
9	56,326	61,640
10	56,890	62,260
15	60,095	66,132
20	63,804	70,806
25		74,225

Opportunity to earn "performance pay" on the district evaluation instrument and process.

**I. Annual Increments**

Shall be paid for each year in this school system up to the maximum allowed in the salary schedule for each preparation level.

- No Step Increases
- A two-year contract for the 2019-20 and 2020-21 school years
- A salary increase of \$1500 for those under 15 years of service at the end of 2018-19 school year rated Effective/Highly Effective for the 2018-19 school year on schedule. Same would apply for 2019-20 school year.
- A salary increase of \$1250 for those at or over 15 years of service at the end of 2018-19 rated Effective/Highly Effective for the 2018-19 school year on schedule. Same would apply for 2019-20 school year.
- A per-pupil allowance increase trigger would be used for the salary increases to take effect in year two of the contract:
  - Based on a per-pupil funding increase by the legislature/governor for the 2020-21 school year.
  - If the per-pupil funding allowance increases \$150.00 or more a student, the full salary increases will be in full effect for the 2020-21 school year.
  - If the per-pupil funding allowance increases are \$100.00 a student, the salary increase would be at 75% of Year 1 increase for 2020-21 school year.
  - If the per-pupil funding allowance increases are \$50.00 a student, the salary increase would be 50% of Year 1 increase for 2020-21 school year.
  - If the per-pupil funding allowance increases are less than \$50.00 a student, the salary increase would be at discretion of the board.

**II. Teaching Experience Outside the System**

Regular increments as set forth in the salary schedule may be allowed for teaching experience outside the system. A maximum of two (2) years military service can be included.

**III. Degree Qualification Compensation**

All graduate hours (semester hours or its equivalent) to be used for educational achievement beyond the Bachelor's Degree must be evidenced by copy of the transcript from a college or university on file before August 31 for full adjustment of pay for the school year, and/or December 31 for a prorated salary increase. Adjustments to pay will only be done at these two times each year. If a transcript is not available, other evidence such as a grade card or a letter from the university or college reflecting successful completion of the course(s) will be acceptable until a transcript is available. It is understood that said hours shall be in the teacher's major, minor or integral part of a planned program leading to an advanced degree.

**IV. Curriculum Committee**

Members working on curriculum, including accreditation, shall receive either a stipend of seventy-five dollars (\$75.00) per half day or one hundred twenty-five dollars (\$125.00) per full day during summer recess. Released time shall be granted during the regular school year. Curriculum review team members may be required to attend up to three (3) days during the summer.

**V. Summer Teaching Teachers**

In all summer programs shall be regular full time staff members unless no such staff members are able or willing to accept such summer teaching assignments, in which case temporary staff additions may be made. Teachers of academic subjects in summer school and band shall be paid at the following hourly rate:

**Teacher Hourly Rate: 2019-2021 \$25.00**

**VI. Full-Time Counselors**

Counselors, who are contracted to work additional days immediately before and/or after the school year, shall be compensated at their per diem rate for those days. Any additional summer work for counselors shall be paid at the summer hourly rate reflected in section V and previously approved by the Superintendent.

**VII. Extracurricular Assignments and Pay**

- A. Extracurricular activities will be distributed among the faculty at the discretion of the Principal involved. The assignments made shall be announced during the preschool planning meetings in each school and a list of such assignments posted in each school office. No change from this assignment shall be made without notification to the Association.
- B. Payment for the following activities shall be twice a year, one-half of the stated amount per payment.

	2019-20
	(1% INC)
Class Advisors: 9th and 10th Grade	1,065
Class Advisors: 11th and 12th Grade	1,959
Band Service	2,272
K-5 Music = 1/3 Stipend amount	284
Choir: 7-12 = 2/3 Stipend amount	567
High School Yearbook	2,937
Middle School Student Council (1)	714
Elementary Student Council (1)	714
Middle School Yearbook	714

National Honor Society	962
OAC	962
International Club	667
High School Youth in Government (2)	667
MS Kiwanis Builders Club	667
HS Kiwanis Key Club	667
BIT (K-5)	243
BIT MS	243
BIT HS	243
District Dept. Chairs/DIT Members (Mathematics, English Language Arts, Science, Social Studies and Elective 'Specials')	962
Elementary Equations (1)	401
Middle School Equations / MATHCOUNTS (1)	401
Middle School Youth In Government (2 max.)	243
High School Equations (1)	401
School Improvement Chairs	243
HS Student Council	2,448
Master Teacher	5% of Salary

C. The following activities shall be paid for at the completion of the activity:

	2019-20 (1% INC.)
Junior/Senior Play (1)	1,563
Middle School. Play (2)	711
Middle School Revue (2)	711
Faculty Counselors Sixth Grade Camp	285
MS./H.S. Dance Chaperones	44
Science Fair	687
Lock-In Overnight Chaperone	71
Sixth Grade Camp Director (1)	993
Math/Science Tech Camp	711
Middle School Trip Organizer	711
Science Olympiad	711

**SCHEDULE B**

Payment method for activities will be selected by employees on a Supplemental Pay Contract that will be completed prior to activities beginning or with Teaching Contracts as an additional form. The paycheck will be released upon completion of said items.

1. The following steps are designed for the coaching of athletics only.
2. The service at each step must be continuous or the step will revert to zero.
3. Changes of positions within a sport will not be considered experience unless approved by the Superintendent.
4. The Board reserves the right to place newly employed coaches to the system at positions of experience on the salary step.
5. Additional staff positions will be negotiated as necessary.

**Schedule B 2019-2020 Coaching Salaries**

	<b>Pay</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Football	Head	4057	4287	4526	4794	5063	5351	5664
	Var Asst	2717	2870	3032	3213	3395	3584	3798
	JV Head	2717	2870	3032	3213	3395	3584	3798
	JV Asst	2353	2488	2625	2781	2936	3104	3286
	8 <sup>th</sup> Head	2029	2141	2263	2396	2533	2679	2831
	8 <sup>th</sup> Asst	1702	1799	1899	2016	2128	2248	2380
	7 <sup>th</sup> Head	2029	2141	2263	2396	2533	2679	2831
	7 <sup>th</sup> Asst	1702	1799	1899	2016	2128	2248	2380
Basketball	Head	4057	4287	4526	4794	5063	5351	5664
	Var Asst	918	956	998	1041	1090	1139	1191
	JV Head	2717	2870	3032	3213	3395	3584	3798
	Freshmen	2353	2488	2625	2781	2936	3104	3286
	8 <sup>th</sup> Head	2029	2141	2263	2396	2533	2679	2831
	7 <sup>th</sup> Head	2029	2141	2263	2396	2533	2679	2831
	Purple Team	690	727	771	814	861	909	961
BB/SB	Head	2717	2870	3032	3213	3395	3584	3798
	Var Asst	918	956	998	1041	1090	1139	1191
	JV Head	1702	1799	1899	2016	2128	2248	2380
Track	Head	2717	2870	3032	3213	3395	3584	3798
	Var Asst	1702	1799	1899	2016	2128	2248	2380

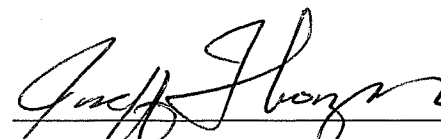
	MS Head	1702	1799	1899	2016	2128	2248	2380
	MS Asst	918	956	998	1041	1090	1139	1191
Golf	Head	2353	2488	2625	2781	2936	3104	3286
	JV Head	852	901	951	1007	1065	1122	1190
Wrestling	Head	3367	3559	3757	3977	4204	4443	4701
	Var Asst	2717	2870	3032	3213	3395	3584	3798
	MS Head	1702	1799	1899	2016	2128	2248	2380
	MS Asst	1014	1073	1132	1199	1268	1337	1416
Volleyball	Head	3367	3559	3757	3977	4204	4443	4701
	JV Head	2717	2870	3032	3213	3395	3584	3798
	Freshmen	1808	1910	2017	2136	2257	2387	2524
	MS Head	1702	1799	1899	2016	2128	2248	2380
	Purple Team	690	727	771	814	861	909	961
Cheer	Var Head Fall	1338	1415	1494	1582	1671	1768	1871
	JV Head Fall	1014	1073	1132	1199	1268	1337	1416
	Var Head Winter	1338	1415	1494	1582	1671	1768	1871
Cheer cont'd	JV Head Winter	1014	1073	1132	1199	1268	1337	1416
	Comp Cheer Head	1702	1799	1899	2016	2128	2248	2380
	Comp Cheer JV	1014	1073	1132	1199	1268	1337	1416
	MS Fall	852	901	951	1007	1065	1122	1190
	MS Winter	852	901	951	1007	1065	1122	1190
Soccer	Head	2717	2870	3032	3213	3395	3584	3798
	JV Head	1702	1799	1899	2016	2128	2248	2380
Tennis	Head	2353	2488	2630	2781	2936	3104	3286
	Var Asst	852	901	951	1007	1065	1122	1190
XC	Head	2717	2870	3032	3213	3395	3584	3798
	MS Head 7/8	1702	1799	1899	2016	2128	2248	2380

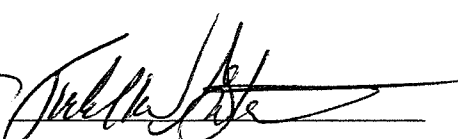


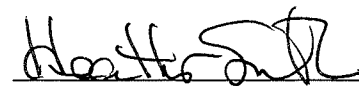
**DURATION OF AGREEMENT**

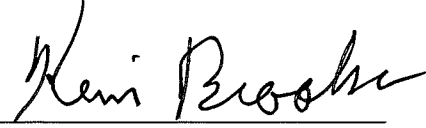
This Agreement shall be effective upon ratification of both parties and shall continue in effect until June 30, 2021.

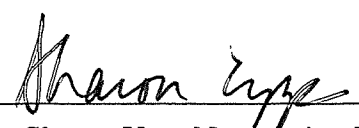
THE HILLSDALE LENAWEE COUNTY ONSTED COMMUNITY SCHOOL DISTRICT  
EDUCATION ASSOCIATION AFFILIATED WITH THE O.E.A., M.E.A., N.E.A.

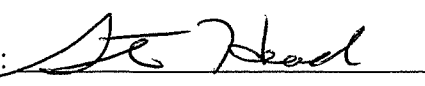
By:   
Jeff Thompson, President

By:   
Todd Gentner, President

By:   
Heather Smith, Negotiating Team

By:   
Kevin Brooks, Secretary

By:   
Sharon Upp, Negotiating Team

By:   
Steve Head, Superintendent

By: Troy S. Beasley  
Troy Beasley, MEA Uniserv Director

Schedule D

Onsted Community Schools

Part of Agreement Date: \_\_\_\_\_

**Grievance Report**

Building	Assignment	Name of Grievant	Date Filed
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**STEP I**

Grievance Occurred: \_\_\_\_\_

Statement of Grievance:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Relief Sought:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Association Authorization: \_\_\_\_\_

Date: \_\_\_\_\_

Disposition by Principal:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Grievant and/or Association Position:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**STEP II**

Date Received by Superintendent:
----------------------------------

Disposition of Superintendent:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Position of Grievant and/or Association:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**STEP III**

Date Received by Secretary of Board:
--------------------------------------

Disposition of Board of Education:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Position of Grievant and/or Association:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Appendix 1

Letter of Agreement

between

Onsted Community School District (the "Board")

and the

Lenawee County Education Association affiliated  
with the O.E.A., M.E.A., N.E.A. (the "Association")


Re: Emergency Financial Manager

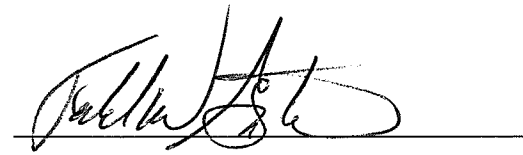
An Emergency Financial Manager appointed to the District under the Local government and School District Fiscal Accountability Act may reject, modify, or terminate this collective bargaining agreement as provided in Local government and School District Fiscal Accountability Act.

This clause is included in the Agreement because it is legally required by State Law. The parties did not agree to this provision. By signing the agreement, the Association does not agree or acknowledge that this provision is binding either on the Association or on the Board. The Association reserves all rights to assert that this clause is unenforceable.

Lenawee County Education Association  
affiliated with the O.E.A., M.E.A., N.E.A.

Onsted Community School District

  
\_\_\_\_\_  
Jeff Thompson, President

  
\_\_\_\_\_  
Todd Gentner, President

Date: 7-26-19

Date: 7-26-19

