

Master Agreement
between the
Center Line Board of Education
and
MEA/NEA Local 1
for the
Center Line Education Association

2018-2020

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2018-2020

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**Agreement between the Board of Education
of
Center Line Public Schools
and
MEA-NEA Local 1**

Whereas, the Board of Education of the Center Line Public Schools has been offered good and sufficient evidence that it is the desire of the majority of the teaching staff to be represented by MEA-NEA Local 1; and further, the Board has a statutory obligation, pursuant to the Public Employment Relations Act, Act 336 of the Public Acts of 1947 as amended, to bargain with the Association as the representative of its teaching personnel in matters of hours, wages, and other terms and conditions of employment; and

Whereas, said Board of Education has formally recognized MEA-NEA Local 1 as exclusive bargaining representative of the teaching staff as designated below; and

Whereas, the Board of Education of the Center Line Public Schools and MEA-NEA Local 1 recognize and declare that providing a quality education for the children of the Center Line Public Schools is their mutual aim; and

Whereas, the members of the teaching profession are particularly qualified to recommend to the Administration and Board policies and programs designed to improve educational standards:

Therefore, the parties agree as follows:

Section 1. Basic Contract Agreement

1.1 Definitions

Board: The Board of Education of the Center Line Public Schools.

Association: MEA-NEA Local 1, which is affiliated with the Michigan Education Association and the National Education Association.

District: The territory officially designated as the Center Line Public Schools.

Teacher: With qualifying designations--any person represented by MEA-NEA Local 1, CLEA, in this Agreement.

Principal: The person responsible for the administration and supervision of a single school building.

Superintendent: The person responsible for the administration of all the schools in the district, or any person to whom he/she may delegate authority in a particular situation.

1.2 Basic Agreement

- A. The Board agrees that its rules and regulations governing employees' conduct will be reasonable and enforcement of discipline will be fair. No teacher shall be disciplined, reprimanded, reduced in compensation, or deprived of any professional advantage for reasons which are arbitrary or capricious.
- B. In all cases regarding teacher discipline, due process safeguards will be exercised.
- C. Teachers will faithfully perform their assigned duties in a professional and efficient manner under the terms of this contract.

- D. The Board will compensate teachers according to the attached schedule for their services to the district.
- E. All areas of this Agreement, unless specifically noted otherwise, shall apply to all teachers.
- F. A time after working hours shall be reserved for a monthly meeting of representatives of the Board and the Association to discuss matters of mutual concern. The meetings will be held upon agreement of a mutually-accepted agenda. The agenda should be agreed to by the Friday preceding the requested meeting date. These meetings are not intended to by-pass the grievance procedure.

1.3 Recognition

- A. The Association recognizes the Board as the elected representative of the people of the district, as the employer of all personnel on the payroll of the district, and that under state law it is charged with the general management of the schools.
- B. The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this Agreement. Nothing contained herein shall be construed to prevent any individual, the Association, or their representative from presenting a grievance and having the grievance adjusted without intervention of the Association if the adjustment is not inconsistent with the terms of this Agreement. The Association will be given the opportunity to be present at such adjustment.
- C. The Board hereby recognizes the Association as the exclusive and sole bargaining representative, as defined in Section 11 of Act 379, Public Acts of 1965, for all professional personnel whose position with the district requires a valid certificate, employed or to be employed by the Board (whether or not assigned to a public school building), but excluding those with the title of Superintendent, Business Office Manager, Assistant Superintendent, Executive Director, Director of Special Education, Principal, Assistant Principal, Athletic Director, Maintenance/Transportation Supervisor, Assistant Supervisor of Maintenance and Custodial Services, Supervisor of Food Services, Technology Director, Transportation Coordinator and any other which in the future may be determined to be excluded under the law.
- D. Nothing contained herein shall be construed to deny or restrict any rights a member of the Association may have under the laws of the State of Michigan and the United States of America.
- E. Upon appropriate written authorization from the bargaining unit member, the Board shall deduct from the salary of any such teacher and make appropriate remittance for any institution or program jointly approved by the Board and the Association, Board-authorized annuities, the Metro Credit Union, savings bonds, Board-approved charitable donations, including MEA-NEA PAC. Dues authorization for MEA-NEA, including PAC, will be submitted annually. Other contributions will be considered by the Board of Education on their individual merit.
- F. The Association shall indemnify and save the Board harmless against any and all claims, demands, suits, and other forms of liability that may arise by reason of the Board's complying with the provisions of this article.

1.4 Grievance Procedure

- A. Definitions

Grievance: A claim based upon an event or condition which affects the conditions or circumstances under which a teacher works, allegedly caused by a misinterpretation or inequitable application of established law, Board policy, or the terms of this Agreement.

Party in Interest: The person or persons making a claim (complaint) and any person or persons who might be required to take action or against whom action might be taken to resolve the problem.

Days: When used in this section, days shall mean business days excluding summer.

The first day of the 30-day limit for a Board of Education decision at Level Four of the Grievance Procedure shall be the Wednesday immediately following receipt of the grievance notification letters in the Administration Building.

B. Purpose

The primary purpose of the procedure set forth in this section is to secure, at the lowest level possible, equitable solutions to the problems of the parties. Both parties agree that these proceedings shall be kept confidential as may be appropriate at any level of such procedure. Nothing contained herein shall be construed as limiting the right of any teacher to discuss informally any matter of mutual concern or interest with an appropriate member of the Administration.

C. The number of days indicated at each level should be considered as maximum and every effort should be made to expedite the process. The time limits may be extended by mutual consent.

In the event a grievance is filed after May 15 of any year, the Board and the Association shall use reasonable efforts to process such grievance prior to the next school year.

If the grievant does not process the grievance to Level Two, or Level Three, or Level Four, or Level Five, within the prescribed time period, the grievance shall be considered settled on the basis of the answer at the last previous level, as the case may be.

D. When a grievance involving more than one building arises, the grievance shall be channeled to the Superintendent.

E. Levels of the Grievance Procedure:

1. Level One

A teacher with a grievance shall notify his/her immediate supervisor or principal within twenty-five (25) days of its occurrence or from the time the grievant knew or should have known of its occurrence. Discussion of the complaint shall be within five (5) days of notification, individually, together with his/her Association representative, or through the Association representative. A written copy describing the grievance shall be given to the supervisor or principal for his/her records prior to or during the discussion at Level One. An Association representative will assist in writing the grievance.

2. Level Two

In the event the grievant is not satisfied with the disposition of the grievance at Level One, or if the grievant does not receive an answer within five (5) days of the meeting to discuss the grievance, he/she may, within ten (10) days, submit the grievance to the Association for screening. At the same time, notice shall be given to the supervisor that Level Two is being invoked. The Association shall have thirty (30) days to determine if the grievance has merit.

3. Level Three

The grievant may submit the grievance to the Superintendent within ten (10) days of the completion of Level Two action. Within ten (10) days from receipt of the grievance by the Superintendent, he/she shall meet with the Association in an effort to resolve the grievance.

The Superintendent will provide a written answer to the Association and grievant within ten (10) days of the meeting.

4. Level Four

In the event the grievant is not satisfied with the Superintendent's answer, or if no decision has been rendered within ten (10) days of the meeting with the Superintendent, the grievant may submit the grievance to the Board of Education within ten (10) days following the receipt of the unsatisfactory answer at the preceding level or from the expiration of the ten (10) days given for an answer. The Board shall, within thirty (30) days from submission of the grievance, provide a written decision on the grievance.

5. Level Five

a. In the event a grievance is not resolved at Level Four, or if no disposition has been made within the period above provided, the grievance may be mediated according to state law and/or submitted to arbitration before an impartial arbitrator within twenty-five (25) days following completion of the procedures at Level Four. The Association must give the district simultaneous notice of the appeal at the time they invoke the arbitration/mediation authority. The arbiter shall be selected by the American Arbitrator 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. 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 judgment thereon may be entered in any court of competent jurisdiction.

b. The fees and expenses of the arbitrator shall be paid jointly by the parties.

c. No judgment shall be awarded prior to the date of the grievance.

d. In the event the Association decides that the grievance does not have merit to proceed to arbitration, the grievant may not utilize the grievance procedure any further. However, nothing contained herein shall be construed as limiting the right of the grievant to pursue any or all other legal recourses from that point with the exclusion of arbitration.

F. The parties shall be guaranteed the right to produce such witnesses as are necessary to present their respective cases. The days used by teachers will be accounted for under the terms of Section 2.1, C., D.

G. Miscellaneous

1. A grievance may be withdrawn at any level without prejudice of record. However, if in the judgment of the Association Grievance Committee the grievance affects a group of teachers, the Association Grievance Committee may process the grievance at the appropriate level.

2. Decisions (answers) rendered at all levels shall be in writing and shall be promptly transmitted to all parties of interest.

3. No reprisals of any kind shall be taken by or against any party in interest or any participant in the grievance procedure by reason of such participation.

4. All documents, communications, and records dealing with a grievance shall be filed separately from the personnel files of the participants.

5. Forms for filing and processing grievances shall be available from the Association Grievance Chairperson and designated Association representatives in a manner to be determined by the Association. The design of the grievance form will be by mutual consent of the Superintendent and the Association.

6. A grievant may in no event be represented by an officer, agent, or other representative of any teacher

organization other than the Association.

7. Processing of grievances shall be done at appropriate times and places so that all parties in interest will continue to perform their regular duties and classes will be continued on a regular schedule.

Section 2. Employment Relations

2.1 Association Rights and Privileges

- A. The Association and its committees shall be allowed the reasonable use of school buildings for meetings. Times and places of Association meetings shall be reserved with building principals or their offices. Association meetings will not be monitored.
- B. Notices of meetings, social events, and matters of general information from the Michigan Education Association and the National Education Association may be posted in teachers' lounges or other mutually agreed upon areas and school offices. Reasonable use of office telephones for local calls and use of the inter-school mail service for Association business are also permitted.
- C. The Association shall be credited with thirty-two (32) days to be used by teachers who are officers or agents of the Association, such use to be at the discretion of the Association. The Association agrees to notify the Board no less than twenty-four (24) hours in advance of taking such days.
- D. The Association may purchase any number of additional days from the Board of Education for Association business at the cost of a regular substitute. It is agreed that the use of these days will not permit one individual's program to be excessively interrupted. Request for use of these days shall normally be made in writing to the Superintendent by the Association president at least twenty-four (24) hours before the day is to be used.
- E. The Association will purchase up to three-fifths (3/5) of the time of the Association president, who shall be released from that portion of his/her normal duties during his/her term of office. The Board will provide a replacement for the above portion of time to take over the president's normal duties during his/her term of office. The Association president will confine the Association business to purchased time.
- F. Bargaining unit members will be given the first opportunity to fill extra-curricular bargaining unit positions for which they are qualified. Extra-curricular positions unfilled by bargaining unit members will be offered to non-bargaining unit members. Positions filled by non-bargaining unit members will be posted upon vacancy.
- G. The class sponsor positions (two at each grade level) at Center Line High School shall be filled by Center Line High School teachers. Teachers will be given the opportunity to volunteer for these positions.

In the event that the positions are not filled by volunteers, the high school principal will make assignments based on a rotation system. The system to be established will be mutually agreed upon between the Center Line High School Administration and CLEA building representatives. If a mutually-agreed system cannot be achieved by the end of the second week of school, the high school principal will establish the system.

The rotating system will provide that no teacher will serve as class sponsor the second time before every teacher has served once.

- H. The Board agrees to accept no student teachers without the approval of the supervising teacher.

Supervisory teachers of student teachers/interns shall be tenured teachers who voluntarily accept the assignments.
- I. The following provisions shall be applied to all requests for information regarding a teacher under the Freedom of Information Act (FOIA).

1. Once the Board receives a FOIA request, the teacher and Association President shall be notified immediately and provided with a copy of the FOIA request.
 2. As soon as possible and before the FOIA request is granted, the administration will contact the teacher and/or Association representatives to arrange for a review of the FOIA request and the documents requested.
 3. The Board shall honor all exemptions to the production of documents contained in Section 13 (1) of FOIA.
 4. On any documents that may be released under a FOIA request, all exempt material must be re-dated.
 5. On any documents that may be released under a FOIA request, all information exempted under the Bullard-Plawecki Employee right to Know Act (MCL423.501) will be removed.
- J. The Association shall be provided up to one-half (1/2) day during new teacher orientation to meet with new teachers.

2.2 Vacancies, Promotions and Transfers

A. Definitions

1. Vacancy

A vacancy is an unassigned position within the bargaining unit resulting either directly or indirectly from the establishment of a new position, a leave of absence or placement on LTD for the remainder of the school year, or resignation. The Superintendent will determine where the specific vacancy exists provided that the recall of the certified laid-off teacher is affected.

2. Temporary Vacancy

A situation where an active position within the bargaining unit is unassigned due to the granting of a leave of absence or an extended illness where the teacher is expected to return before the end of the school year. The Superintendent will determine where the specific temporary vacancy exists provided that placement is effected for the certified laid-off teacher.

3. New Position

A position within the bargaining unit not previously held by an employee.

4. Promotion

Assignment of an employee to a position with a higher pay scale.

5. Transfer

Assignment of a teacher to a different building or to a completely new department.

6. Reassignment

Assignment of a teacher to a different grade within a building or in part to a new department.

7. Part-Time Assignment

Assignment of a teacher to a position consisting of less than a full day, less than five days per week, or

a position which becomes available after the first term or semester.

8. Certified

To be certified a teacher must hold a valid Michigan teaching certificate with endorsements in the subject area to be taught. In addition, a teacher must meet federal and state requirements for being qualified to teach a subject matter (i.e. highly qualified standards of No Child Left Behind Act) to be considered certified.

NOTE: In the elementary and middle schools, at least a minor or its equivalent will be needed to be considered certified for a full assignment in vocal music, instrumental music, physical education, art, home economics, and industrial education.

9. Posted

Items that are required to be posted shall be sent to entire CLEA memberships through the district's email system.

B. Transfer When Staff Layoff Is Not A Factor

1. Voluntary

a. Request for voluntary transfer may be made any time a vacancy is posted. Vacancies for the next school year will be published as they arise. Vacancies arising between the start of the school year and the last ten school days of the year shall be posted for five (5) SCHOOL days unless mutually agreed upon by the Association and the Board.

Requests by a teacher for transfer to a different class, building, or position shall normally be made in writing to the Superintendent or his or her designee, one copy of which shall be filed with the Association and the principals involved. The request shall specify the posted position being requested and set forth the applicant's academic qualifications. Teachers must be certified for the positions requested.

b. To prevent undue disruption of the educational program, transfer requests will normally not be honored after the first Board of Education meeting in October. Transfer requests may be honored at the term break on a tentative basis (see 2.2B3).

2. Involuntary

a. When an involuntary transfer is necessary, the Superintendent will notify the affected teacher and the Association of the reason for such a transfer. If the teacher objects to such a transfer for the reason given, the teacher and representatives of the Association will meet with the Superintendent in an effort to resolve the matter.

b. Teachers involuntarily transferred in one school year will be given the opportunity to return to their former positions in the next school year if possible. Requests for return should be made in accord with the provisions on voluntary transfer.

c. Involuntarily transferred teachers may elect a voluntary leave of absence providing a certified and qualified laid-off teacher is available. Requests for voluntary leaves may be received in writing prior to the first October Board meeting. Teachers requesting voluntary leaves will be placed at the bottom of the seniority list for one school year.

2.3 Reduction in Personnel

- A. A teacher shall be notified of discharge or layoff at least sixty (60) days prior to June 30 of the current school year.
- B. When it is necessary to reduce staff because of a decrease in enrollment, financial reasons, or fiscal responsibility, the Superintendent will meet with representatives of the Association and inform them of the situation and explain the reductions to be made. The Board shall develop a list of necessary staff reductions based upon the proposed educational program for the forthcoming school year. The Association will be given an opportunity for advisory input and be kept informed of implementation.

The above meeting(s) will take place after preliminary scheduling has been completed in all areas, but in no case will the meeting(s) be later than one week prior to the anticipated date for layoff notification.

- C. Special reimbursable programs will be staffed by individuals who are certified by the standards established by the respective programs.
- D. A bargaining unit member who has not previously attained tenure under the Michigan Teachers' Tenure Act, MCLA 38.71 et seq.; MSA 15.1971 et seq., in a position other than as a classroom teacher and who is placed in a position other than a classroom teacher shall not be deemed to have tenure in such position by virtue of this contract or any individual contract for such non-classroom position but shall be deemed to have continuing tenure as an active classroom teacher.

2.4 Placement

- A. The Board, at its discretion, may make use of voluntary and involuntary transfers to accomplish suitable placement.
- B. Teachers assigned to a minor field of certification not taught during the past five years may be required to take an approved credit course in that field.
- C. Involuntarily transferred teachers will be assigned only to positions for which they are certified.
- D. When the above process has been completed, teachers not yet assigned to a position, teachers who are subject to both voluntary and involuntary transfer, teachers returning from leaves of absence, and teachers being recalled will be assigned to any unfilled positions for which they are using preference forms. This assignment process will take place when scheduling has been completed but prior to the end of the school year.
- E. The Association will be kept informed of the progress of placement.
- F. Positions within the bargaining unit, outside of a regular classroom, that are filled by special training experience and interview will not be filled by involuntary transfer. These positions include, but are not limited to, counselors, learning consultants, and Special Projects Coordinator. Positions in this category will be re-posted and filled on a tentative basis by certified bargaining unit members if at all possible.
- G. When involuntary transfers are necessary to retain the most senior teacher(s), two members of the Association and two members of the Administration will meet to determine which teachers must be transferred involuntarily.

2.5 Re-staffing in Event of School(s) Closing(s)

Except in an emergency due to acts of God, the procedure listed below will be used to reassign staff when a school is closed. The procedure will be completed as soon as practical prior to the end of the school year.

- A. A list of available teaching positions will be published. The list will include:
 - 1. New teaching positions created by the realignment of classes.
 - 2. Teaching positions available because of transfer requests.
 - 3. Teaching positions vacant because of leaves, resignations, etc.
 - 4. Teaching positions available through implementation of Section 2.5 of the Master Agreement.
- B. All bargaining unit members affected by the above, teachers on leave, and teachers on layoff will indicate their choice of teaching position on an appropriate form. Teachers must be certified to be placed in any position.
- C. Teachers unable to have their choice of positions will be assigned to positions for which they are certified. Involuntary transfers may be necessary to accomplish this placement. The Association will be advised in writing as to who will be involuntarily transferred and the reason for the transfer. Involuntary transfers are not grievable.
- D. Teachers will be notified of the date on which assignments will be made. Teachers who have previously requested a transfer will have five (5) days to withdraw their request.
- E. If a teacher selects or is assigned a specific teaching position and the subject area of that position is changed prior to the opening day of school, the teacher and a representative of the Association will be given an opportunity to meet with the Administration and review the need for the change.
- F. The Association will be provided an opportunity for advisory input into these procedures. The Association will be invited to monitor the assignment.

2.6 Racial Balance

The foregoing (Sections 2.2 - 2.7) shall not be construed in such a way as to prohibit the Board from providing a racially-balanced staff in each school building, and the Association will cooperate with the Board in seeking and promoting the employment of minority group educators.

2.7 Professional Participation - District, Building or Department Level

- A. The Board and the Association recognize the importance of collaborative decision making (I.e. Collaborative Leadership, Strategic Planning, etc.). The parties agree that all collaborative planning processes shall contain adequate teacher representation. Both planning processes shall be voluntary, and there shall be no discipline or adverse evaluation for non-participation in the decision making process. Both parties agree that the intent of any school improvement plan is not to circumvent the terms and provisions of the master agreement.
- B. The Board continues to work to build marketable programs that meets the need of every student.
 - 1. The Board will share facts with the teachers about maintaining traditional and non-traditional programs.

Section 3. Teaching Conditions

3.1 Teaching Hours/Tardiness

A. Elementary Teaching Hours

1. Elementary School Schedule:
 - a. A 433 minute day.
 - b. Report 10 minutes before and remain 8 minutes after
 - c. Thirty minute duty-free lunch
 - d. In classroom 5 minutes prior to the start of school
 - e. 240 minutes of preparation time per week will be provided for elementary teachers in grades K-5. The increase will be determined by teachable minutes of specialized teachers/ the number of elementary classroom teachers. The increase will be a 10 minute increase.
 - f. Staff meetings on Tuesday or mutual agreed time frame. Professional development will be provided through district-wide days.
 1. 1 professional development day to be provided in August.
 2. 18 hours of Professional Development to be provided during early release time.
 3. Teachers must complete 6 hours of professional development on their own (must be approved by the Curriculum Department).
 4. District-wide training will be relative to identified needs.

B. Secondary Teaching Hours

1. Middle School Schedule:
 - a. A 433 minute day.
 - b. Report 10 minutes before and remain 8 minutes after
 - c. Thirty minute duty-free lunch
 - d. Staff meetings on Tuesday or mutually-agreed time frame. Professional development will be provided through district-wide days.
 1. 1 professional development day to be provided in August.
 2. 18 hours of Professional Development to be provided during early release time.
 3. Teachers must complete 6 hours of professional development on their own (must be approved by the Curriculum Department).
 4. District-wide training will be relative to identified needs.
 - e. One period for preparation, conference, and evaluation.

- f. The Board recognizes that it is desirable for a secondary teacher to have not more than three separate class preparations per day. A reasonable effort will be made by the Board to so limit the number of preparations.
2. High School Schedule:
 - a. A 433 minute day.
 - b. Report 10 minutes before and remain eight minutes after.
 - c. Thirty minute duty-free lunch
 - d. Staff meetings on Tuesday or mutually-agreed time frame. Professional development will be provided through the district-wide days.
 1. 1 professional development day to be provided in August.
 2. 18 hours of Professional Development to be provided during early release time.
 3. Teachers must complete 6 hours of professional development on their own (must be approved by the Curriculum Department).
 4. District-wide training will be relative to identified needs.
 - e. One period for preparation, conference, and evaluation.
 3. During the day, teachers will be at their assigned classes on time unless unusual circumstances or duty prevent them from doing so.
 4. Attendance at 1 evening conference and 1 evening activity per semester is obligatory.
- C. Part Time -- Shared Time Positions
1. Any shared position will not cost the Center Line Public Schools more than the assignment of one teacher to the same position in salary and fringe benefits.
 2. When an assignment involves a partial schedule at any level or in any area, the salary will be prorated. A person will not be paid for an entire planning period. These teachers are expected to take part in evening events, after-school meetings, and to adjust their personal schedule to the school schedule when necessary.
 3. Requests for a part time or shared time assignment must be received by the human resource office no later than June 30 of the current school year and will expire on June 1 of the current school year. An explanatory meeting will be held at least one week prior to the March 31 due date. All items in Section 3.1 will apply to these employees except those that refer to full-time assignments.
 4. The above assignments are for one (1) year and for tenure teachers.
 5. The teachers will be granted a step on the salary schedule and full seniority for a full year assignment.
 6. Teachers may personally pay the difference in fringe benefits if they desire the full coverage or may apply the prorated amount to one or more fringe benefits (providing it is allowed by the carrier.)
- D. Teachers will not leave buildings during working hours (excepting the lunch hour) without the consent of the

building principal or his/her designated representative. When teachers leave the building during lunch hour, they are expected to notify the office.

- E. Teachers shall leave school no earlier than is provided for in 3.1A and 3.1B of this Section.
- F. Failure to comply with the above provisions shall be deemed the same as a case of tardiness.
 - 1. Tardiness at the start of the day must be reported to the building principal as soon as it is known that such tardiness will occur and an estimate given as to the extent of the tardiness.
 - 2. Teachers must furnish the building principal an explanation for each tardiness before the last dismissal bell.
 - 3. In cases of unexcused tardiness, administrators will take appropriate disciplinary action.
 - 4. In cases where a pay deduction is enacted, such deduction shall be to the nearest hour missed.
 - 5. Under situations involving acts of God, civil disorders, or other conditions affecting travel, the Superintendent may suspend the above rules.
- G. The Association and the Board agree that it is the responsibility of each individual teacher, as well as the Board, to provide the highest quality educational program practicable for every student in the school district through careful daily preparation. It will be the teacher's responsibility to provide adequate daily lesson plans in case of absence. Administrators will take appropriate disciplinary action when a teacher fails to have plans available for the substitute teacher which makes it possible to carry on a meaningful class.
- H. The Association and the Board agree that the above shall not be interpreted to limit teachers' obligations to the district. Attendance at parent conferences, open houses, and regularly scheduled PTC meetings will be obligatory. In addition, attendance at in-service meetings, curriculum meetings, staff meetings, or other public relations activities is a recognized professional obligation of all teachers. Attendance at these functions will be obligatory unless the teacher is excused by the principal. All such meetings are to be held on Tuesdays (as provided for in Section 3.1, J. 1 of this Contract).
- I. The school district may schedule two after school in-service sessions each semester (four total). One session may be 2 ½ hours long and the three additional sessions will be limited to no more than 2 hours. Pay will be at the hourly rate listed in Appendix G (Special Teaching Assignments) for after school in-service when the employee is in attendance.
- J.
 - 1. Tuesday afternoons and evenings shall be reserved for professional and Association use. The second Tuesday of each month shall be reserved for professional use. The third Tuesday of the month shall be reserved for Association use and other school activities will not be scheduled for those times. Additional building meetings, when necessary, shall be scheduled at a time mutually agreed upon by the principal and staff. The Association recognizes the responsibilities of its members to be active participants in the public relations program of the school and the school district.
 - 2. Building meetings shall be scheduled at a time mutually agreed upon by staff and principal. The time established for building meetings can be utilized for meetings of the staff for up to sixty (60) minutes immediately before or after the pupils' regular school day. When called, such meetings shall be attended by personnel involved. In meetings of the staff, the use of time for announcements of administrative detail will be minimized.
- K.
 - 1. Teachers will attend and supervise functions which take place during the school day, e.g., school assembly programs. Teachers whose planning period falls during such a program shall use discretion in determining where their responsibility lies.

2. In the case of a conflict between an assembly and an elementary music, art or physical education period, the elementary music, art, or physical education teacher will pursue one of the following courses after conferring with the teacher affected:
 - a. Hold class as regularly scheduled (with the mutual assent of the building principal).
 - b. Request that the classroom teacher assume responsibility for the students during the assembly and hold a make-up class for the students during the music, art, or physical education teacher's planning period.
 - c. Assume responsibility for the students during the assembly program.
The foregoing applies only insofar as the elementary music, art, or physical education teacher does not have an active part in the assembly program.
- L. Permanent changes in the regular daily schedule in any building will not be made without prior consultation with the staff involved. Permanent is defined as anything longer than two (2) days.
- M. When music, art, and physical education teachers are not available in sufficient number to staff all buildings equitably, the school schedule will be adjusted to equate classroom time for teachers, and any difference in time between elementary buildings will be assigned as planning time for teachers.
- N. It is recognized by both the Association and the Board of Education that the successful operation of schools and the welfare of the students will at times require responsibilities which extend beyond the standard teaching duties. Teachers will, therefore, rightfully be expected to assume these responsibilities when such emergencies exist. If the emergency is recurring in nature, it becomes an administrative problem.
- O. In the event school is closed "because of conditions not within the control of school authorities, such as severe storms, fires, epidemics of health conditions as defined by city, county, or state health authorities (PA 239)," those days that may not lawfully be counted to arrive at the annual instructional days required by law will be rescheduled prior to June 30 of the current school year. These days will be added at the end of the school year. Other dates may be selected by mutual agreement.

3.2 Teaching Loads and Assignments

- A. The Board and the Association are committed to quality education for all students in the Center Line Public Schools. One of the major variables that contributes, positively or negatively, to the quality of instruction is the number of students a teacher is responsible for in the classroom. The grouping of students in class size units is dependent upon many factors. The level of instruction, the nature of the instructional program, the type of students, the type of class, the availability of materials and facilities, instructional methods, the number of students at any given grade level, the interest and ability of the teacher(s), and budget limits are some of the factors that contribute to class size determinations.
- B. The Board and the Administration will, to the extent possible in making staffing determinations, utilize the following guidelines for classes:
 1. It is desirable to have prorated class sizes range between twenty-four (24) and twenty-eight (28) students at the elementary school level. (Less than full-time students will be prorated at 1/6 per hour).
 2. It is desirable to have lower elementary classes smaller in size than upper elementary classes.
 3. It is desirable to have average class sizes range between twenty-five (25) and twenty-nine (29) at the middle school and senior high levels.
 4. Traditionally large classes, including but not limited to instrumental music, physical education, vocal

music, and drama, will be excluded from the above guidelines.

- C. Prior to the fourth Friday of each school year, the Association will review all class sizes K-12. The Association will notify the Administration of any area that it feels may not meet the guidelines and hasn't been dealt with to date. The Administration will provide to the Association all information necessary for such review.
 - 1. In all instances where prorated elementary class size and average secondary and middle school class size exceed the above contractual guidelines, the teacher and principal will first explore possible adjustments that would bring class size into conformity with the guidelines. Efforts to be considered would include, but not be limited to, the following:
 - a. Balance classes
 - b. Reassign students
 - c. Hire additional staff
 - d. Adjust teacher schedules
 - e. Establish a new section or class
 - f. Establish split sections
 - 2. If the above adjustments are not practicable, relief may include:
 - a. Teacher aide time
 - b. Additional funds for teaching materials and supplies
 - c. Team teaching
 - d. Assistance of student aides
 - e. Other possible relief mutually deemed desirable
 - 3. If consensus cannot be reached on the form of relief, the principal will make the final decision but will include one or more of the above.
- D. Teaching loads at the secondary level will conform to North Central Association standards except in cases of emergency.
- E. Two days per year will be allotted to special education classroom teachers to meet with regular education classroom teachers for the sole purpose of informing the general education teachers of student information and recommendations for the educational plans of mainstreamed students.
- F. Since pupils are entitled to be taught by teachers who are working within their areas of competence, it shall be the policy of the school to assign teachers to fields of instruction within the scope of their certification and/or training except temporarily in emergencies where such teachers are not available or when extreme financial limitations necessitate reassignment of staff.
- G. Teachers will be given written notification of their assignments for the forthcoming year as early as possible. If the notification occurs after June 30, the teacher will be granted a ten-day period to resign if the assignment is non-acceptable. Elementary teachers will be notified only if there is a change in grade assignment.
- H. The Association shall be notified of any district application for a waiver from the Department of Education

Special Education Rules and Regulations. The Association shall also be notified of any Intermediate School District waiver from the Department of Education Rules and Regulations which affects the Center Line Public Schools.

3.3 Conditions Related to Teaching

- A. In the building and remodeling of schools, the Board will provide for adequate lunchroom and lavatory facilities exclusively for teachers' use and at least one room appropriately furnished and ventilated which shall be reserved for use as a faculty lounge. Existing facilities will be continually evaluated and improvements made which both parties feel are necessary and reasonable. The building administrator will provide space for Special Services personnel that meets the need of the service being performed.
- B. Adequate, off-street, paved, properly maintained parking facilities will be provided. A posted parking area will be provided at the high school.
- C. Requisition forms will contain one copy to be returned to the originator upon approval by the Business Office. Invoiced costs will be provided to the department or building when determined by the Business Office.
- D. The Business Office will publish and provide to each building and department an updated budget report no later than the tenth of each month. Such report is to include the unit's approved budget and all accumulative charges against said unit's budget.
- E. Inter-school mail service shall be considered a means of private communication between individuals.
- F. Any case of an employment-related assault on a teacher's person or personal property shall be promptly reported to the building principal. The Board will provide legal counsel to advise the teacher of his/her rights and obligations with respect to such assault. The Board will provide additional business days for handling of the incident in connection with law enforcement and/or judicial authorities. Representatives of administration will notify CLEA leadership of teachers who are injured. The teacher will be provided and will complete an incident report and they may share the report with whoever they chose.
- G. The typing and duplicating facilities in each school will be made available to teachers for the preparation of instructional materials. Instruction in the use of these facilities will be provided. If a copy machine is not available at the school, the teacher may use the copy machine at the Administration Building provided funds remain in the teacher's budget or use is approved by the building principal.
- H. The Board will provide sanitary and safe schools. If health and sanitary conditions are in question, the County Health Department will be consulted.
- I. In the event the Board of Education authorizes a subsequent revision of the Board policy dealing with communicable diseases, the employer will provide the Association, prior to adoption or implementation, notice and opportunity to bargain on said policy as it impacts on the terms and conditions of employment of bargaining unit members.
- J. **Medically Fragile Students**
 - 1. "Medically fragile" applies to only those students who have chronic conditions which are severe enough to require specialized health procedures, equipment, and techniques, the absence of which could result in a life-threatening situation.
 - 2. Classroom teachers shall not be required to perform medical procedures. These procedures are: catheterization, tracheotomy suctioning, tube feeding, respiratory treatment and maintenance of medical apparatus. However, teachers are expected to provide assistance in medical emergencies.
 - 3. Prior to classroom placement of a medically fragile student, representatives of the Board and the

Association shall meet to discuss an appropriate plan for medical and educational concerns.

4. The teacher will be advised in writing regarding the handling of emergencies arising as a result of the student's condition.
- K. The Board recognizes that it is the responsibility of the administrative staff to give all reasonable support and assistance to teachers with respect to the maintenance of discipline in the classroom and the general school facilities.
- L. A teacher may temporarily exclude a pupil from class when, in the judgment of the teacher, the grossness of the offense, or the persistence of the misbehavior, or the disruptive effect of the violation makes the continued presence of the student in the class intolerable.

When temporarily excluding a student from the classroom, the teacher shall direct the student to the appropriate administrative office. It will be the teacher's responsibility to show cause as to why the student should be excluded and what steps were taken to remedy the situation.

On the same day of the exclusion, the teacher will provide full particulars of the incident in writing and will meet with the administrator involved to review the problem and recommend remedies. The principal will communicate the disposition of the problem to the teacher in writing, with efforts made to provide the written statement prior to the student's return to the classroom.

- M. The administration will review the code of conduct with staff at fall staff meetings. Teacher will have input in the code of conduct revisions. Discipline data will be reviewed quarterly at district-wide committee meeting. Committee will be composed of equal representatives from all levels.
- N. The Board recognizes its responsibility to give all reasonable support and assistance to teachers whenever it appears that a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians, or other professional personnel. The parties recognize that some children may have physical, mental, or emotional problems that may require specialized classroom experiences or the attention of district specialists. A teacher believing a student has need for special assistance may make such a recommendation to the building principal, in writing, with data in support of the recommendation.
- O. Serious complaints against a teacher will be brought to the attention of the teacher within twenty-four (24) hours.
- P. When special education students are placed in a regular classroom, the special education teacher and the Administration shall inform the regular teacher in writing of the reasons for such placement, information on the student being placed, and the type of remediation in effect.
- Q. Teachers shall endeavor to respond to electronic communications (email and phone messages) within two (2) school days.
- R. Teachers are not required to carry firearms.
- S. Teachers will be notified within 24 hours by administration of known threats against the teacher.
- T. In the event of injury, the teacher shall be provided an incident report and may share it with whomever he or she chooses.
- U. Representatives of administration will notify the CLEA president of teachers who are injured at work.
- V. Teachers do not have to physically intervene in a fight between 2 students. When possible he or she must take proactive steps to remediate the problem.

- W. Teachers will utilize tools and strategies in conscious discipline and restorative practices, and will be trained in such behavior management systems and state law. Teachers must review the code of conduct online.
- X. Teachers will keep parent portal up to date in grades 3-12.
- Y. Administration and staff will work together to provide adequate supervision. Whenever possible, staff will assist in outside of classroom student behavior.

3.4 Tuberculosis Test

Those employees required by state law to furnish a statement of freedom from communicable tuberculosis shall do so as a condition of entering employment. The statement will be on a form provided by the Michigan Department of Public Health, (K-708) completed in full, and signed by a physician licensed to practice in Michigan or by a local health department official. The statement shall be valid for three (3) years from the date of signing. Those employees shall hold a valid statement during their period of employment. The original statement, or a photocopy, shall be filed with the employee's personnel record and shall be available for examination by public health department personnel. If an employee fails to comply with the state law, administrators will take appropriate disciplinary action.

3.5 Professional Qualifications

- A. When hiring personnel for bargaining unit positions, the Board shall give preference to certified teachers on layoff from other school districts where MEA-NEA Local 1 is the bargaining agent unless there are certified Center Line teachers on layoff and eligible for recall.
- B. New teachers hired for a regular teaching assignment will hold at least a bachelor's degree from an accredited college or university and a provisional, permanent or professional certificate.
- C. Exceptions to the above will be limited to vocational education personnel who do not hold a degree but are fully certified by the state in their vocational area.
- D. The Board and Association recognize the value of professional growth in the continuing effort to provide quality education. Teachers are encouraged to participate in activities that promote professional growth. The Board will provide the opportunity for teachers to become involved in local staff development activities, and teachers are encouraged to take advantage of Macomb Teacher Center Programs. Teachers are also encouraged to complete a minimum of one graduate course in the field of reading or their teaching field every five (5) years.

3.6 Special Reserve Teacher/Substitute Teacher

- A. The Administration will have an adequate supply of certified substitute teachers available so that calling on regular teachers for substitute duty will not be done except in emergencies.
- B. The Board of Education will continue the position entitled "Special Reserve Teacher." A teacher in this position will serve as a daily substitute teacher or as a substitute teacher in a long-term assignment. The Special Reserve Teacher may also be assigned to other professional responsibilities similar to those assigned to teachers in the past.

Teachers on layoff will be offered this position in order of seniority. Voluntary refusal of the position will not jeopardize future recall or position rank on the layoff list. Bargaining unit status will continue and unemployment compensation status will not be jeopardized. A teacher accepting this position will receive the following salary and benefits:

1. Rate of pay at 0 Step, BA Lane.

2. Fringe benefits as provided for in the Master Agreement.
 3. Continuation of seniority.
 4. One year of credit on the salary schedule for each year in the position.
- C. The Association recognizes the responsibility of its membership to service and supervise children when unusual circumstances cause all or part of a class to be without a teacher. Substitute pay will not apply in this area.
- D. In addition to lesson plans, teachers will provide substitute teachers with a kit containing adequate information such as seating charts, schedules, and lunch procedures for the job conditions of the day.

Section 4. Professional, Personal Leaves

4.1 Absence Policy

- A. This Absence Policy provides for payment for absence due to reasons stated below. While teachers do not have a right to these days, it is not the purpose to establish or sanction an annual period of absence to which an employee is entitled. Thirteen (13) days absence without loss of salary will be allowed each year for the following reasons: (Leave Days are pro rated for part time employees)
1. Members will receive 13 days at the start of each school year.
 2. Any PTO day prior to or after a holiday shall be approved by the Superintendent or his or her designee.
 3. A teacher absent from work because of mumps, scarlet fever, measles, chicken pox, pink eye, or lice, shall suffer no loss of compensation and shall not be charged with loss of personal sick leave time if the sickness is judged to be job-related.
- B. The unused portion of the thirteen (13) days shall be added to the employee's PTO reserve at the close of each school year. This reserve may be built up to an unlimited number and shall be available to the employee. Absence occurring after accumulated leave days have been used will be considered absence without pay.
- C. If a teacher falsifies information, administrators will take appropriate disciplinary action.
- D. Teachers shall exercise sound professional judgment in utilizing leave days. When possible, personal business matters should be scheduled outside school hours.
1. Requests for two (2) or more consecutive leave days must have prior approval of the Superintendent or designee.
 2. Personal business days may not be used as vacation days, nor the day before or the day after vacation days as defined by the school calendar. The Superintendent may approve requests under exceptional situations.
 3. Leave days used as vacation days, or the day before or the day after vacation days as defined by the school calendar, are prohibited without the approval of the Superintendent or his or her designee.
- E. 1. When an absence of five (5) consecutive days occurs, an appropriate verification by physician will be provided. In case of dispute over the inability to work, the Board shall be entitled to a medical examination of the person by a certified physician who shall be acceptable to the Superintendent and

the Association. The Board shall pay the fees of this physician. The teacher will not be charged sick leave for such time as shall be used for the examination. The decision of the examining physician as to the teacher's ability or inability to work shall be a final and binding determination.

2. In cases of absenteeism where there is reasonable cause for suspected substance abuse, the Administration will notify the Association, and the teacher, of the reasons for suspecting abuse and request appropriate verification from a physician.
- F. When a teacher is absent because of illness or accident covered under the Workers' Compensation Act, the Board will pay the difference between the lost-time compensation received under the Workers' Compensation Act and the teacher's regular salary and in turn will charge only that portion of time to the teacher's sick leave as is paid in salary. When a teacher's personal sick leave, including the Sick Leave Bank provision, is exhausted, the long-term disability provision provided in the contract will apply after one hundred eighty (180) calendar days.
 - G. A teacher called for jury duty will not be charged for absence in his/her accumulated leave. Compensation received for jury duty during a school day will be paid to the school business department. When summoned to jury duty, teachers should respond to such summons as directed. Classroom teachers may request to be excused from jury duty or to serve their jury duty at a time other than during the school year. Letters to support such requests may be obtained from the Administration.
 - H. Teachers will not be charged with a day of absence if their absence is due to an unscheduled delay directly connected with a student activity.
 - I. A teacher absent from school due to a religious observance shall have such days charged against either his/her accumulated leave days or the option being the teacher's.
 - J. A teacher absent from school due to the adoption of a child may choose to have up to ten days charged against his/her accumulated leave days.

4.2 Sick Leave Bank Policy

- A. The Board will continue the operation of a Sick Leave Bank on a voluntary basis.
 1. Membership:
 - a. ALL employees represented by the CLEA/MEA-NEA Local 1 bargaining unit.
 - b. ALL members of the Center Line Administrative Council (CLAC).
 - c. Administrative Assistant to the Superintendent and Executive Secretary for Administrative Services.
 2. Participation: Members of the Sick Bank are only eligible to participate for their personal illness/disability.
- B. Each employee enrolling in the Bank will donate one (1) day of his/her sick leave to the Bank each year until the Bank is built up to a maximum of one thousand five hundred (1,500) days. No more days will be added to this maximum until the Bank is depleted to one thousand (1,000) days. If the Bank is depleted to five hundred (500) days, two (2) days will be deducted the following year from each member's sick leave to bring the number of days up to one thousand five hundred (1,500) days.
- C. Additions will be made to the Bank as needed according to the above limitations.

- D. To opt out of participation for the next school year, the member must inform central office on or before June 30 of the current school year.
- E. A person withdrawing from membership in the Bank will not be able to withdraw the contributed days.
- F. The first twenty (20) days of illness or disability will not be covered by the Bank but must be covered by the person's own accumulated sick leave or absence without pay.
- G. A teacher with up to five (5) years of service to the district will not be able to withdraw days from the Sick Leave Bank until all but ten (10) days of his/her accumulated sick leave days are depleted. A teacher with five (5) years or more of service to the district will not be able to withdraw days from the Sick Leave Bank until all but twenty (20) of his/her accumulated sick leave days are depleted.
- H. A maximum of one hundred five (105) days each school year can be drawn by one individual from the Bank.
- I. Persons withdrawing sick leave days from the Bank will not have to replace these days except as a regular contributing member of the Bank.

4.3 Leaves of Absence

- A. Leave of Absence requests will be considered on their individual merit. This leave is granted with the understanding that if the position left is not open, the teacher may be placed in any position for which he/she is qualified. The teacher must notify the Board of his/her intent to return by April 1. Teachers granted a one-year leave may request an additional year. Such request should be made by April 1.
- B. Teachers on Leave of Absence who do not notify the Board of their intentions for the forthcoming school year by April 1 will not be eligible for leave renewal.
- C. FAMILY AND MEDICAL LEAVE - (FMLA)

The Board will grant up to twelve (12) weeks of family and medical leave during any twelve (12) month period to eligible employees in accordance with the Family and Medical Leave Act (FMLA) of 1993.

All requests for such leave will be made to the Assistant Superintendent.

When the need is foreseeable, notice will be given thirty (30) days before the start of the FMLA. If it is not possible for the employee to give thirty (30) days notice, the employee will give as much notice as is practicable.

Proper certification of the reason for the leave must be provided.

All time on a leave (see Section 4) which falls under Family Medical Leave Act (FMLA) definitions, will be counted toward FMLA leave time.

At the end of the FMLA leave, the employee will be returned to his/her position held prior to the leave or an equivalent position.

4.4 Noncompensable Leaves of Absence

- A. Leaves With Increment
 - 1. Peace Corps, Teacher Corps, Job Corps, or Exchange Teaching Programs.
A Leave of Absence without pay of one year may be granted to any tenure teacher, upon application, for the purpose of participating in the Peace Corps, Teacher Corps, Job Corps, or Exchange Teaching Programs as a full-time participant in such program.

2. Military Leave

A Military Leave of Absence shall be granted to any teacher who shall be inducted, recalled from active or inactive reserve duty, or shall enlist for military duty in any branch of the armed forces or the National Guard of the United States. Upon return, the employee will be returned to his/her position held prior to the leave or an equivalent position. The teacher will be given full credit for seniority and salary purposes for all time up to one (1) year spent on the Military Leave of Absence.

3. Child Care

A Leave of Absence shall be granted to any teacher for the purpose of child care or care for a family member suffering physical or emotional illness or disability. (Family member shall be defined by the United States Internal Revenue Service.) This leave will also be granted in cases of adoption. The teacher shall be given one-half year credit for seniority and salary purposes for the semester during which the leave commences.

B. Leaves Without Increment

1. Study

A Leave of Absence of one (1) year may be granted to any tenured teacher, upon application, for the purpose of engaging in study reasonably related to his/her professional responsibilities at an accredited college or university.

2. Travel

A Leave of Absence of one (1) year may be granted to any tenured teacher, upon application, for cultural travel or a work program related to his/her professional responsibilities.

3. Professional or Public Service Leave

Leaves of Absence without pay shall be granted, upon application, for the purpose of holding elected or appointed office in the Association, NEA, MEA, MEA-NEA Local 1, or an affiliate of NEA, MEA, MEA-NEA Local 1, or for members elected or appointed to full-time public office. The leave will coincide with the length of each term of office.

4. Medical Leave

A teacher who is unable to teach because of personal illness or disability and who has exhausted all sick leave available (including sick leave days and Sick Leave Bank) 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 by the Board upon written request of the teacher for the duration of such illness or temporary disability. Requests for such extension must be until the end of the next school year (June). Extensions may be granted for two (2) years. Conditions for returning will be the same as in Section 4.3.

5. Pregnancy- Related Disability, Maternity and Child Rearing Leaves

a. Pregnancy-Related Disability

1. A pregnant teacher shall provide a physician's certificate to the Superintendent indicating the estimated date of delivery. It is presumed that a teacher is able to teach until the birth

of the child. A teacher who is pregnant may continue employment as late into pregnancy as desired provided she is able to perform regularly-assigned duties.

2. In the event a teacher shall be certified by a physician (or in the case of dispute, by the examining physician) that she is unable to work, she shall be entitled to use accumulated sick leave pay benefits and have access to the Sick Leave Bank provisions.
3. Following childbirth, the teacher shall be eligible for all sick leave benefits for the period of pregnancy-related disability. The teacher shall provide the Board a statement from the attending physician defining the period of pregnancy-related disability. Disability related to pregnancy shall be governed by the provisions of Sections 4.1 and 4.2.
4. Unless the teacher has requested and been granted a Child Rearing Leave as hereinafter defined, the teacher shall return to work upon the termination of the disability period.

b. Maternity Leave

1. A teacher who is pregnant shall be entitled, upon request, to a Maternity Leave from the commencement of her pregnancy to the birth of her child. A Maternity Leave shall be without pay or benefits.

c. Child Rearing Leave

1. A Child Rearing Leave beginning within one year of the birth of the child shall be granted to teachers upon request. Such leave shall commence either upon submission of a physician's statement that the pregnancy-related disability period has ended, or following Board action. Such leaves shall be granted for the remainder of the school year and shall be renewable for an additional year upon request of the teacher. A Child Rearing leave that does not fall into the above time period may be granted upon request.
2. Requests for Child Rearing Leaves shall be made as soon as practicable. Application for such leaves shall be made at least two (2) months prior to scheduled commencement. However, if the leave request is related to child adoption or the birth of the child should occur prematurely, such time limits shall be waived.
3. Such leaves shall be granted without pay, seniority, or benefits. If a teacher on Child Rearing Leave chooses to return prior to the expiration of the leave, the teacher must declare the intention to return in writing to the Superintendent no later than ninety (90) days prior to her intended return. A teacher returning from a Child Rearing Leave will be placed in the first available vacant position as described in accordance with Section 2.6, A.
4. A teacher on Maternity and/or Child Rearing Leave shall not be denied the opportunity to substitute in the school district by reason of the fact that the teacher is on such Leave of Absence.

6. Personal Leave

A leave of absence of one (1) year without pay or benefits may be granted to any teacher, upon application, for the teacher's personal use. Personal Leaves may be granted for a teacher to try another occupation. Leaves request will be considered on their individual merit, program, and staffing needs of the school district.

7. Child Related Matters

Teachers shall receive free latchkey for their legal dependents.

Section 5. Compensation and Benefits

5.1 Retirement

- A. Beginning July 1, 2004, an employee retiring under the provisions of the Michigan Public School Employees Retirement Act after being employed at least ten (10) years in the district shall receive severance pay as follows:
1. Accumulated sick days will be paid out at the rate of \$35 per day.
 2. In addition, all employees with a hire date prior to May 1, 2011 will receive an amount equal to one-half percent (0.5% or .005) of the base salary (Appendix A) multiplied by (total years of service to the district minus 10 years) at retirement. This provision is not in effect for any employees hired on or after May 1, 2011.

5.2 Hospitalization, Medical, Dental, Life and LTD Insurance

- A. Teachers are entitled to receive district provided health insurance through MESSA beginning August 1, 2018. The available plan options are listed below:
- MESSA ABC 1 PPO \$1,350/\$2,700 – 0% Coinsurance and ABC Rx
 - MESSA ABC 2 PPO \$2,000/\$4,000 – 0% Coinsurance and ABC Rx
 - MESSA ABC 2 PPO \$2,000/\$4,000 – 0% Coinsurance and 3-Tier Rx
- B. If a teacher declines they can exercise a cash in lieu option of \$2,500.
- C. If there is more than 38 insurance opt-outs, each teacher that opted-out will receive an additional \$500 cash option.
- D. The Board shall provide dental insurance without cost to the teachers as follows:
1. All teachers not having dental insurance through their spouse will receive a dental insurance plan at the level of 80 80 80 with a maximum of one thousand five hundred dollars (\$1,500) for Class I (Diagnostic and Preventive), II (Restorative, Endodontic & Periodontal), and III (Prosthetic) services and one thousand five hundred dollars (\$1,500) lifetime maximum for a 60% Class IV (Orthodontics) Services for dependents to age 19.
 2. All teachers receiving dental insurance through their spouse, whether internally or externally coordinated, will receive a dental plan at the level of 50 50 50 for themselves and their dependents with a maximum of one thousand five hundred dollars (\$1,500) for Class I, II and III services and one thousand dollars (\$1,000) lifetime maximum for 60% Class IV services (Orthodontic) Services for dependents to age 19.
- E. The Board shall provide Long-Term Disability Insurance. The one hundred eighty (180) day plan shall be provided, which includes a 60% benefit with a four thousand five hundred dollars (\$4,500) monthly maximum income benefit. The Board shall provide the health insurance contained in Section A for the first two years of disability.
- F. The Board shall purchase supplementary group life insurance which shall provide the teacher life insurance protection equal to forty thousand dollars (\$40,000) with an equal AD&D provision.
- G. The Board will provide family optical coverage comparable to that provided under National Vision Administrators (NVA) Plan (Appendix I). CLEA members will be reimbursed out of pocket expense for

the following items:

- Frames up to \$280 out of pocket charges
 - Contact Lens Exam/fitting fee up to \$50
- H. For teachers who opt out of hospitalization and medical protection, the following options program will be made available at no cost to the teacher:
1. Life insurance which will provide the teacher life insurance protection to a total of fifty thousand dollars (\$50,000) with an equal AD&D provision commencing September 1, 1981. (In lieu of Section 5.2, D.)
 2. And 100% of eligible out of pocket vision expenses.
- I. With the exception of the Association president, fringe benefits will be prorated for part-time teachers. The teacher will pay the difference between the amount the Board pays and the full premium rate, provided however:
1. Wherever possible, part-time positions shall be combined into full-time positions.
 2. No part-time teacher shall be required to participate in or contribute to any fringe benefit program.
 3. A teacher holding a part-time position shall be entitled to apply any or all the prorated portion of the Board's fringe benefits toward the full cost of those fringe benefits selected by the teacher.
 4. A teacher shall be entitled to refuse a part-time teaching assignment without losing any of his/her employment rights or status with the district, nor will the employer challenge the employee's right to collect unemployment compensation.
- J. All carriers shall be named and remain as named for the life of this contract by a letter of understanding. If carriers are changed by the Board of Education during the life of this contract, the matter is subject to the grievance procedure.

5.3 Salary Schedule and Extra Compensation

All appendices referred to are incorporated herein and made a part of this Agreement.

- A. The teachers' base salary schedule is shown in Appendix A.
- B. A longevity increment of Five Hundred Seventy-five Dollars (\$575) will be paid at the beginning of the 16th and 20th year of service to the district. At the beginning of the 21st year, an additional Five Hundred Seventy-five Dollars (\$575) will be paid. Longevity increments of Three Hundred Dollars (\$300) will be added and paid at the beginning of the twenty-sixth year and each 5th year thereafter. (26th, 31st, 36th etc).
- C. The Board will allow each teacher the option to be paid 1/26 of his/her scheduled salary every two weeks for twenty-six (26) pay periods or 1/20 of his/her scheduled salary every two weeks for twenty (20) pay. The only exception to this will be teachers retiring or terminating their employment with the district. Written notification of a change from one option to the other must be received in the payroll office by June 30 prior to implementation of the change.
- D. One day's pay shall be considered as 1/183 of the annual salary for the school year. This will be used for determining deductions for absence without pay, and at all other times when a daily rate must be computed.

- E. In determining the salary of a teacher, experience received outside of the district may be credited at full credit up to a maximum of four (4) years of the basic schedule and half credit of an additional maximum of four (4) years.

Exceptions to the above may be made with written consent of the Association President.

- F. Vocational personnel not holding a degree but fully certified by the state will be placed on the salary schedule no higher than the bachelor's maximum. Credit for experience in that vocation may be given at the rate of one-half year for every year of work experience beyond ten (10) years.
- G. The Association recognizes that in critical areas it may be necessary for the Board to exceed the salary schedule to hire personnel for a comprehensive program. In such cases the Association will be consulted.
- H. Bachelor's plus 20 semester hours (30 term hours) schedule will be paid to those persons who have earned such hours after completion of requirements for a bachelor's degree and provisional certification.
- I. A Master's plus 20 semester hours (30 term hours) schedule will be paid to those persons who possess a Master's Degree and thereafter earn additional academic credit hours entitling them to placement on the Master's + 20 salary lane.
- J. Post Master's schedule shall be paid to those persons already being paid on that scale, for Educational Specialist Degree, for 30 semester hours toward a Doctoral Degree, for 30 semester hours beyond a Master's Degree in field taught, or for a second Master's Degree earned with 30 semester hours work above first Master's.
- K. Semi-annual adjustments for salary lane changes will be made for teachers who qualify. These salary adjustments will be implemented for the full year in the fall and for a half year at mid-year. For full-year adjustments, teachers must notify the Superintendent by no later than the second Friday after school commences in the fall. For half-year adjustments, teachers must notify the Superintendent by no later than the second Friday in February. Documentation to the Superintendent must be provided by the teacher as soon as possible.
- L. Coaches for the interscholastic sports program will be paid as specified in Appendix C.
- M. The Board shall have the right to exceed the salary schedule when special programs demand substantial amounts of extra time on the part of individual teachers. Payment for these programs is shown in Appendix D.
- N. A bank of money (see Appendix D) will be set aside for club sponsors who will be paid according to criteria established jointly by Administration and the Association.
- O. Extra compensation for certain specialized services is shown in Appendix E.
- P. The Board and Association agree that some supervisory responsibilities for extracurricular activities are a part of the teaching job and should be distributed equitably among the teaching staff insofar as possible. Because of their nature and distribution, certain of these responsibilities will be compensated for as shown in Appendix F.
- Q. Compensation for special teaching duties outside of school hours, summer, and substitute duties is shown in Appendix G.
- R. The rate of pay for special summer assignments at the date such assignment commences shall remain the same for the duration of that assignment.

Section 6. Other

6.1 Code of Ethics

The Association subscribes to the Code of Ethics as adopted by the Michigan Education Association Representative Assembly and will support its enforcement among and with the teachers it represents. Infractions may be brought to the attention of the Ethics Committee of the Association for its consideration and possible recommendation. This clause will in no way affect the power of the Board to discipline its employees for infractions of the rights, restrictions, and responsibilities of this contract.

6.2 Non-Discrimination

The provisions of this Agreement shall be applied without regard to race, color, religion, national origin or ancestry, gender, age, disability, height, weight, marital status or membership in or association with the activities of any employee organization. The Board and Association pledge themselves to seek to extend the advantages of public education to every pupil enrolled in the public schools without regard to race, color, religion, national origin or ancestry, gender, age, disability, height, weight, marital status, and to seek to achieve full equality of educational opportunity to all pupils.

6.3 No Strike Agreement

The Association recognizes that strikes, as defined by Act 379 of the Public Acts of 1965, State of Michigan, by the teachers are contrary to law and public policy. The Board and the Association subscribe to the principle that differences shall be resolved by good faith bargaining, in keeping with the high standards of the profession, without interruption of the school program. Accordingly, the Association agrees that it shall not direct, instigate, participate in, encourage, or support any strike or withholding of services against the Board by any teacher or group of teachers during the term of this Agreement.

6.4 Negotiation Procedures

Within ninety (90) days prior to the expiration of this Agreement, upon written request of either party, the parties will promptly meet to begin negotiating a new agreement. In response to reasonable requests, the Board agrees to furnish the Association all the information that will assist the Association in developing intelligent, accurate, informed, and constructive programs, together with information which may be necessary for the Association to process any grievances or complaint and necessary to the bargaining process.

6.5 Savings Clause

If any provision of this Agreement is held to be contrary to law, then such provision will be deemed valid only to the extent permitted by law, but all other provisions of this Agreement will continue in full force and effect. The parties will meet no later than ten (10) days after any such holding for the purpose of renegotiating the provision or provisions affected.

6.6 Term of Agreement

This Agreement between the Board of Education of the Center Line Public Schools and MEA-NEA Local 1 shall remain in full force and effect from the 1st day of July 2018 until and including the 31st day of August, 2020.

6.7 Contract Ratification

The signatures affixed to this Master Agreement between the Board and the Association verify the ratification of the Agreement by both parties.

In witness whereof, the parties hereto have caused this Agreement to be executed by their respective and proper officers, duly authorized, on the 16th day of July, 2018, by the Board and on the 16th day of July, 2018, by MEA-

NEA Local 1.

For the Board:

/Gary Gasowski/
President

Witness

/Henry Newnan/
Secretary

Witness

For the Association:

President, MEA/NEA Local 1

Executive Director, MEA/NEA Local 1

/Ron Howery/
President, CLEA

r. 6.10.2019

**Appendix A
Teacher's Salary Schedule
2018 – 2020**

2018-2019: ½ Step and 1% off Schedule for those at Step 10 or above

2019-2020: ½ Step August 1, 2019 and ½ Step January 1, 2020 and 1% off Schedule for those at step 10 or above

STEP	B.A.	BA +20	MA	MA+20	PM
0	40,734	42,133	46,056	47,372	49,043
0.5	42,664	44,069	48,762	49,434	51,915
1	44,594	46,004	50,105	51,493	53,333
1.5	46,531	47,936	51,524	52,948	54,841
2	48,457	49,876	52,923	54,390	56,357
2.5	49,684	51,087	54,429	55,931	57,946
3	50,897	52,301	55,924	57,469	59,530
3.5	52,170	53,578	57,507	59,099	61,213
4	53,174	54,574	58,790	60,414	62,597
4.5	54,507	55,908	60,449	62,128	64,369
5	56,106	57,523	62,419	64,146	66,457
5.5	57,523	58,934	64,165	65,957	68,333
6	58,924	60,324	65,948	67,781	70,213
6.5	60,389	61,794	67,803	69,683	72,201
7	61,862	63,274	69,670	71,593	74,181
7.5	63,409	64,817	71,645	73,617	76,287
8	64,951	66,364	73,604	75,639	78,377
8.5	66,581	67,992	75,668	77,772	80,597
9	68,204	69,609	77,765	79,910	82,796
9.5	69,918	71,318	79,961	82,169	85,133
10	72,701	74,120	83,391	85,693	88,804

**Appendix B
Coaches Pay Schedule
2018 – 2020**

Step	Category	Varsity	Assistant & Jr. Varsity	Middle School & 9th Grade
0	A	2,495	2,105	1,622
	B	3,076	2,596	2,003
	C	3,654	3,089	2,370
	D	4,236	3,579	2,751
	E	4,823	4,067	3,127
1	A	2,627	2,222	1,710
	B	3,236	2,734	2,105
	C	3,849	3,255	2,506
	D	4,464	3,771	2,905
	E	5,068	4,285	3,300
2	A	2,761	2,336	1,800
	B	3,408	2,878	2,220
	C	4,048	3,418	2,637
	D	4,688	3,968	3,055
	E	5,338	4,503	3,491
3	A	2,911	2,456	1,896
	B	3,584	2,997	2,332
	C	4,264	3,603	2,776
	D	4,940	4,177	3,210
	E	5,614	4,755	3,650
4	A	3,062	2,580	1,991
	B	3,775	3,188	2,454
	C	4,490	3,781	2,913
	D	5,206	4,390	3,379
	E	5,913	4,993	3,846
5	A	3,217	2,721	2,096
	B	3,971	3,359	2,580
	C	4,720	3,992	3,066
	D	5,470	4,628	3,561
	E	6,217	5,263	4,048
6	A	3,392	2,866	2,209
	B	4,181	3,535	2,718
	C	4,966	4,203	3,236
	D	5,758	4,866	3,756
	E	6,516	5,534	4,271

--continued--

Appendix B

**Coaches Pay Schedule (continued)
2018 - 2020**

Step	Category	Varsity	Assistant & Jr. Varsity	Middle School & 9th Grade
7	A	3,579	3,011	2,327
	B	4,408	3,712	2,866
	C	5,240	4,415	3,408
	D	6,072	5,127	3,946
	E	6,904	5,825	4,490
8	A	3,760	3,161	2,444
	B	4,644	3,923	3,010
	C	5,513	4,645	3,584
	D	6,395	5,389	4,151
	E	7,265	6,120	4,720
9	A	3,967	3,334	2,573
	B	4,882	4,112	3,164
	C	5,800	4,893	3,772
	D	6,725	5,666	4,367
	E	7,649	6,445	4,966
10	A	4,164	3,510	2,712
	B	5,140	4,338	3,337
	C	6,109	5,144	3,970
	D	7,081	5,971	4,604
	E	8,053	6,785	5,228

Coaches who would receive a reduction in their 1977-78 coaching pay on the above schedule would continue to be paid as provided in the 1976-77 Master Agreement. This provision shall pertain as long as any coach continues to coach the same sport he/she coached during the 1977-78 school year.

The categories are defined as follows:

- A - 8 - 9 weeks
- B - 10 - 11 weeks
- C - 12 - 13 weeks
- D - 14 - 15 weeks
- E - 16 - 17 weeks +

To determine the applicable category, determine the weeks from the first OFFICIAL contest to the date of the FINAL contest. To this, add four (4) additional practice weeks. If one runs official practices during summer weeks, the individual will be given double credit for those weeks (e.g., three weeks of practice equals six (6) weeks credit.) The maximum practice weeks allowable for credit -- four (4).

Appendix C
Special Programs

For those assignments that are not percentage based, the base is 3% for 2018-2020.

The following positions will be paid at the BA level, Step 0:

Cheerleading:	
Senior	5%
Middle School	2%
Safety Patrol	3%
Service Squad	1.5%
Senior Sponsors	4%
Junior Sponsors	4%
Sophomore Sponsors	3%
Freshman Sponsors	2%
Yearbook Sponsor	5% Middle School 8% *High School

*OR the teacher may elect a planning period for the 1st semester when both Yearbook and Journalism are taught by the same teacher. Otherwise, 5% of the B.A. level, Step 0 would be paid for the high school when Yearbook is not taught by the same teacher.

The bank of money for club sponsors will increase as follows:

2018-2020
\$2,000

Other pay:

Drama Club	7%
Assistant Drama Club	5%
Directing Plays or Operettas (with approval of principal)	<u>2018-2020</u> \$118
Building Coordinator	
Elementary	\$590
Middle School	\$236
High School	\$236

Appendix D

Specialized Services

Co-op Coordinator 1/40 base salary per extra week

Secondary Band

6th Grade	1%
7th Grade	1%
8th Grade	2%
High School Band	4%
High School Marching Band	2%
High School Jazz Band	1% BA, Step 0

High School Vocal Teacher 5%

Counselor 1/40 base salary per extra week

Department Heads will receive \$3,000 and are subject to annual application, interview and selection process. A per section base amount will be paid for the first year in the position; rate will increase \$1 per year per section for each consecutive year served in the capacity.

2018-2020
\$11.93

High School Area Reps (Physical Education/Health; Art; Foreign Language; Business):

2018-2020
\$278

Appendix E

Extracurricular Activities

For those assignments that are not percentage based, the base is 3% for 2018-2020.

Chaperoning pupils to sporting events away from home (including bus trip); monitoring concerts, plays, etc. (not including the selling of tickets); sponsoring bowling league.

2018-2020

Chaperones.....	per event	\$13.98
Senior High Dances	per event	\$18.06
Middle School Dances	per event	\$15.32

Appendix F

Special Teaching Assignments

For those assignments that are not percentage based, the base is 3% for 2018-2020.

Section 3.1, I - After school in-service: rate per hour - Leave time deducted if absent.

2018-2020
\$15.46

Teaching special work session or summer school: per hour base amount for first year in position; \$0.35 increase per year for each consecutive year taught by the individual.

2018-2020
\$14.76

High School Auditorium Supervisor: \$3,000 and subject to annual application and interview

Elementary Split Classes: Defined as a class where the teacher is required to deliver any two grade level curriculums (For example, third grade mathematics and fourth grade mathematics). Teachers will be paid \$2,000.

Lunchroom duty and social adjustment supervisor: per hour base amount for first year in position, will increase \$.25 per consecutive year performed by the individual.

2018-2020
\$8.85

Extra Period Assignment: Secondary

One-fifth of base salary. The extra period (in lieu of planning period) shall be offered, within the confines of the building schedule, in seniority order to the eligible highly qualified teachers.

Faculty Manager: per year base amount for first year in position; this amount will be increased at the rate of \$100 per year of continuous service in this specific position. (Current employees would not be reduced in compensation.)

CL High School (per released hr.)	<u>2018-2020</u>
Wolfe Middle School (per year)	\$2,360

Substituting for another teacher will be paid at the following rate per 50 minute period:

2018-2020
\$33.93

Mileage for School Business: .16 per mile

Intramurals will be paid on the basis of a sliding scale:

	<u>2018-2020</u>
3 weeks	\$ 92.15
4 weeks	\$122.16
5 weeks	\$153.24
6 weeks	\$184.31
7 weeks	\$214.32
8 weeks	\$247.54

Swimming pool supervisor: per hour base amount for first year in position; will increase \$.25 per consecutive year performed by the individual.

2018-2020
\$8.85

6th grade approved camp program: Per teacher/per year

2018-2020
\$59.00

APPENDIX G

CENTER LINE PUBLIC SCHOOLS
2019-2020 CROTHERS, PECK, WOLFE, CLP, and AC21 Calendar

Month	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total	
Students	0	0	0	20	23	17	15	19	17	22	17	20	10	180
Teachers	0	2	20	23	18	15	19	17	22	17	20	10	183	

Month	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Students & Staff	9:05 AM	4:00 PM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	12:10 PM
Early Release	9:05 AM	4:00 PM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	12:10 PM
School Breaks - No Students/Staff	9:05 AM	4:00 PM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	12:10 PM
Records/Teacher Work Day - No Students	9:05 AM	4:00 PM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	12:10 PM
Professional Development - No Students	9:05 AM	4:00 PM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	12:10 PM

Month	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Students & Staff	9:05 AM	4:00 PM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	12:10 PM
Early Release	9:05 AM	4:00 PM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	12:10 PM
School Breaks - No Students/Staff	9:05 AM	4:00 PM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	12:10 PM
Records/Teacher Work Day - No Students	9:05 AM	4:00 PM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	12:10 PM
Professional Development - No Students	9:05 AM	4:00 PM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	12:10 PM

Month	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Students & Staff	9:05 AM	4:00 PM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	12:10 PM
Early Release	9:05 AM	4:00 PM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	12:10 PM
School Breaks - No Students/Staff	9:05 AM	4:00 PM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	12:10 PM
Records/Teacher Work Day - No Students	9:05 AM	4:00 PM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	12:10 PM
Professional Development - No Students	9:05 AM	4:00 PM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	9:05 AM	12:10 PM

 Students & Staff
 Early Release
 School Breaks - No Students/Staff
 Records/Teacher Work Day - No Students
 Professional Development - No Students

2nd Tuesday of Each Month is Staff Meeting
 3rd Tuesday of Each Month is CLIA Meeting

CENTER LINE PUBLIC SCHOOLS 2019-2020 ROOSE Calendar

Month	Year	Week	Monday	Tuesday	Wednesday	Thursday	Friday	End
JULY	2019	1						7
		2						14
		3						21
		4						28
		5						31
AUGUST	2019	1						7
		2						14
		3						21
		4						28
		5						31
SEPTEMBER	2019	1						7
		2						14
		3						21
		4						28
		5						30
OCTOBER	2019	1						7
		2						14
		3						21
		4						28
		5						31
NOVEMBER	2019	1						7
		2						14
		3						21
		4						28
		5						30
DECEMBER	2019	1						7
		2						14
		3						21
		4						28
		5						31
JANUARY	2020	1						7
		2						14
		3						21
		4						28
		5						31
FEBRUARY	2020	1						7
		2						14
		3						21
		4						28
		5						29
MARCH	2020	1						7
		2						14
		3						21
		4						28
		5						31
APRIL	2020	1						7
		2						14
		3						21
		4						28
		5						30
MAY	2020	1						7
		2						14
		3						21
		4						28
		5						31
JUNE	2020	1						7
		2						14
		3						21
		4						28
		5						30

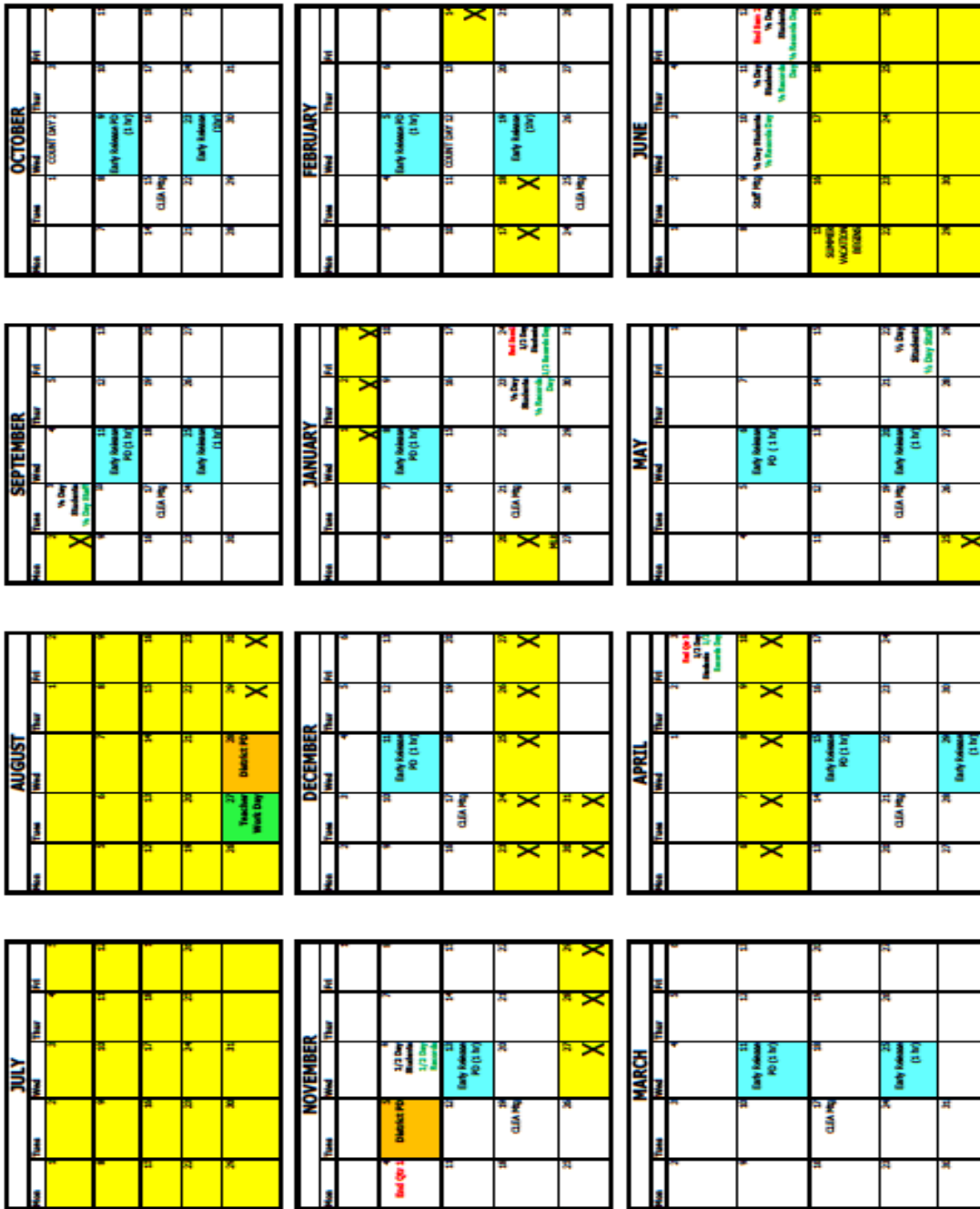
Month	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Students	0	0	20	23	17	15	19	17	22	17	20	10	180
Teachers	0	2	20	23	18	15	19	17	22	17	20	10	183

School Times		Early/Late Release Time		Half Day Release Times	
Start	End	Start	End	Start	End
Crofters Elementary	9:05 AM - 4:00 PM	Crofters Elementary	9:05 AM - 2:00 PM	Crofters Elementary	9:05 AM - 12:10 PM
Peck Elementary	9:05 AM - 4:00 PM	Peck Elementary	9:05 AM - 2:00 PM	Peck Elementary	9:05 AM - 12:10 PM
Roose Elementary	8:35 AM - 3:30 PM	Roose Elementary	10:35 AM - 3:30 PM	Roose Elementary	8:35 AM - 11:40 AM
Wolfe Middle School	8:05 AM - 3:00 PM	Wolfe Middle School	8:05 AM - 1:00 PM	Wolfe Middle School	8:05 AM - 11:12 AM
Center Line High School	7:30 AM - 2:25 PM	Center Line High School	7:30 AM - 1:25 PM	Center Line High School	7:30 AM - 10:45 AM

 Students & Staff
X Late Start
 School Breaks - No Students/Staff
 Records/Teacher Work Day - No Students
 Professional Development - No Students

2nd Tuesday of Each Month is Staff Meeting
 3rd Tuesday of Each Month is CLEA Meeting

CENTER LINE PUBLIC SCHOOLS 2019-2020 HIGH SCHOOL Calendar



Month	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Students	0	0	20	23	17	15	19	17	22	17	20	10	160
Teachers	0	2	20	23	18	15	19	17	22	17	20	10	163

School Times	Start	End
Crofters Elementary	9:05 AM	4:00 PM
Pack Elementary	9:05 AM	4:00 PM
Roose Elementary	8:35 AM	3:30 PM
Walk Middle School	8:05 AM	3:00 PM
Center Line High School	7:30 AM	2:35 PM

Early/Late Release Time	Start	End
Crofters Elementary	9:05 AM	2:00 PM
Pack Elementary	9:05 AM	2:00 PM
Roose Elementary	10:35 AM	3:30 PM
Walk Middle School	8:05 AM	1:00 PM
Center Line High Sch	7:30 AM	1:25 PM

Half Day Release Times	Start	End
Crofters Elementary	9:05 AM	12:10 PM
Pack Elementary	9:05 AM	12:10 PM
Roose Elementary	8:35 AM	11:40 AM
Walk Middle School	8:05 AM	11:12 AM
Center Line High School	7:30 AM	10:45 AM

Students & Staff
 Early Release/Late Start
 School Breaks - No Students/Staff
 Records/Teacher Work Day - No Students
 Professional Development - No Students

3rd Tuesday of Each Month is CLIA Meeting

**Center Line Public
Schools**

and

MEA-NEA Local 1

Letters of Agreement

**Letter of Agreement
between
The Center Line Public Schools
And
MEA-NEA Local 1**

For the duration of the 2018-2020 Master Agreement between the Center Line Education Association and the Center Line Board of Education, \$21,000/year will be reimbursed to the district for the Association President.

For Center Line Public Schools:

Thomas Laskowski 09/15/06
Assistant Superintendent Date
For Curriculum and Instruction

For MEA-NEA Local 1:

John T. Duffy 09/15/06
CLEA President Date

Center Line Public Schools
Macomb County, MI

Letter of Agreement
between
Center Line Public Schools
and
MEA-NEA Local 1 for Center Line Education Association

The Center Line Public Schools Board of Education (“Board”) and the CLEA/MEA-NEA Local 1, (Association” or “Local 1”) hereby agree to the following Letter of Agreement concerning **Charter Schools**.

The school district shall comply with the State of Michigan Public Act (Senate Bill No. 896) as it relates to charter schools. In the event that the Board of Education considers the authorization of a Public School Academy or Charter School as defined in the Michigan Statute, the MEA-NEA Local 1, Center Line Education Association will be given prior notice. The Association shall be provided an opportunity to negotiate on the impact of any district-authorized charter school.

For the School Board:

For the Association:

Richard Fabrikiewicz 02/13/95
Board President (Date)

Richard J. Deneweth 01/30/95
CLEA President (Date)

Gary Gasowski 02/27/95
Board Secretary (Date)

Leo Battaglia 01/30/95
Local 1 President (Date)

**Center Line Public Schools
Macomb County, MI**

**Letter of Agreement
between
Center Line Public Schools
and
MEA-NEA Local 1 for Center Line Education Association**

The Center Line Public Schools Board of Education ("Board") and the CLEA/MEA-NEA Local 1, ("Association" or Local 1") hereby agree to the following Letter of Agreement concerning **Mentors**.

The school district shall comply with P.A.s 59 and 60 of 1993. The district accepts its responsibility to select and assign a mentor for each probationary teacher.

1. A mentor will be selected, using the following guidelines:
 - a. A current staff member, a retired teacher or administrator from Center Line within the last three years.
 - b. Five years of classroom experience.
 - c. A bargaining unit member may serve as a mentor.
 - d. Knowledgeable in the pedagogy of teaching.
 - e. Attendance at workshops beyond the school day shall be voluntary.
2. Compensation - \$18 per hour for bargaining unit member hours outside the "normal" work day. Hours in excess of eight must have school district approval. (Any bargaining unit member who uses release time or preparation time would not receive extra compensation for that time.)
3. A mentor shall not be directly involved in the formal evaluation process.
4. A probationary teacher shall not be directly involved in the evaluation of his/her mentor.
5. Selection or non-selection as a mentor is non-grievable.
6. Mentors who are not members of the bargaining unit are excluded from the recognition clause in our Master Agreement. The effective date of this Agreement is 1995.

For the School Board:

For the Association:

Richard Fabrikiewicz 02/13/95
Board President (Date)

Richard J. Deneweth 01/30/95
CLEA President (Date)

Gary Gasowski 02/27/95
Board Secretary (Date)

Leo Battaglia 01/30/95
Local 1 President (Date)

**Center Line Public Schools
Macomb County, MI**

Letter of Agreement

between

**Center Line Public Schools
and**

MEA-NEA Local 1 for Center Line Education Association

When a teacher on Long Term Disability terminates employment in order to draw benefits under the Michigan Public School Employees Retirement Act, the district will provide the following:

1. All fringe benefits, as per the Master Agreement, for one year from the date the individual eligible for the LTD.
2. LTD shall be governed by the conditions of the policy in force at the time of the disability.

In addition, teachers on LTD will receive full seniority but salary increments will not accrue during the time of disability.

The district shall reemploy a teacher who desires to return to teaching from LTD according to the following conditions:

1. The disability no longer exists or has been corrected to allow the teacher to return to work.
2. The teacher provides the district with a physician's statement indicating that the teacher is physically able to perform his/her duties satisfactorily. In case of dispute over the ability of the returning teacher to work, the Board, at its own cost, shall be entitled to a medical exam by a certified physician who shall be acceptable to the Superintendent and the Association. The decision of the examining physician regarding the teacher's fitness to return shall be final and binding.
3. Return must be within five (5) years of the date of termination.
4. The teacher must notify the Board of his/her intent to return for the following school year by June 1 of the current school year.
5. Teachers requesting return from LTD will be considered part of the staff when developing staffing needs for the following school year. Teachers requesting return from LTD will be placed by seniority as vacancies are available in accordance with the placement and recall provisions of the Master Agreement.
6. Remaining sick days will be restored.

The above conditions will apply one (1) time only to each employee on Long Term Disability.

On behalf of MEA-NEA Local 1,
Center Line Education Association

Rick Flynn

Karen L. Danielson

Joellyn N. Ellis

04/21/83
Date

On behalf of the Center Line
Board of Education

Larry A. Peters

Marvin F. Helhowski

Gene L. Scofield

05/09/83
Date

Center Line Public Schools

Macomb County MI

Letter of Agreement

between

Center Line Public Schools

and

MEA-NEA Local 1 for Center Line Education Association

The parties agree that the Center Line Board of Education may retain one (1) additional Non-CLEA educator for the Great Start Readiness Program (GSRP) for the school years of 2013-2014 and 2014-2015 provided that all other educators in this or a similar program are Center Line Education Association (CLEA) members. For school years beyond 2014-2015, all educators working in this program will be CLEA members. Further, it is agreed that the current GSRP CLEA employee will maintain their current job requirements and not perform extra duties required because of the addition of a Non-CLEA employee.

Andrew McKinnon 11/22/13
Center Line Public Schools (Date)

Ronald Howery 11/22/13
CLEA President (Date)

Paula J. Herbart 11/21/13
MEA/NEA Local One President (Date)

Center Line Public Schools

Macomb County MI

Letter of Agreement

between

Center Line Public Schools

and

MEA-NEA Local 1 for Center Line Education Association

The Center Line Public Schools Board of Education and the Center Line Education Association hereby agree to the following letter of Agreement for the 2018-2020 contract: each CLEA member will receive a \$100 merit pay stipend for a completed 6 hours of student time outside of the teacher school day. The 6 hours must be approved by the building principal prior to completion. Once completed, the teacher will finalize the form providing documentation of 6 hours of work time with students.

For the School Board:

For the Association:

Shannon McBrady, EdD 04/12/2019

Assistant Superintendent for Human Resources (Date)

Ronald Howery 04/12/2019

CLEA President (Date)

National Vision Association (NVA)
Schedule of Benefits

Benefit	In-Network	Out-of-Network
Examination – Once every 12 months	Covered 100%	(Reimbursed Amounts) \$45
Lenses – Once every 12 months	Standard glass or plastic; covered 100% (Limitations Apply)	Single Vision \$56 Bi-focal \$90 Tri-focal \$110 Lenticular \$128
Frame – Once every 12 months	Up to \$130 retail	\$55
Contact Lenses – Once every 12 months	(In lieu of Lenses/Frame)	(In lieu of Lenses/Frame)
Elective – Medically Necessary	Up to \$150 retail* Up to \$210**	\$150 \$210

Scratch coating, tints, and UV coating are covered in full.

* Fitting Fees are deducted from the Contact Lens Allowance shown above.

** Prior Authorization required from NVA.

Additional Discounts

The following lens options are available to members at the discounted price indicated:

Lens Options	Pricing
AR Coating	\$40.00
Polycarbonate (Single Vision)	\$25.00
Polycarbonate (Multi-Focal)	\$30.00
Glass Photogray (Single Vision)	\$20.00
Glass Photogray (Multi-Focal)	\$30.00
Plastic Photogray	\$40.00
Transitions Single Vision Standard	\$65.00
Transitions Multi-Focal Standard	\$70.00
Progressives (Standard)	\$50.00
Blended Segment	\$30.00
Polaroid	\$75.00
Glare Resistant	\$35.00
High Index	\$55.00

Options not listed above will be charged to the member at the provider's UCR fee (retail)

Limitations

If the Contact Lenses Benefit is payable in lieu of the Standard Eyeglass Lenses Benefit and the Eyeglass Frame Benefit, an Insured Person shall be eligible to receive benefits under the Standard Eyeglass Lenses Benefit or the Eyeglass Frame Benefit only after the Contact Lenses Benefit Frequency has ended.

Regardless of optical necessity, benefits are not available more frequently than that which is specified in the Master application.

Exclusions

Benefits will not be payable under this Policy for expenses incurred for:

1. Professional services and/or materials in connection with:
 - a. Compensated or special multi-focal lenses.
 - b. Plain (non-prescription) lenses.
 - c. Anti-reflective, scratch, uv400, or any coating of lamination applied to lenses.
 - d. Subnormal visual aids.
 - e. Tints other than solid.
 - f. Orthoptics, vision training, and developmental vision procedures.
 - g. Polycarbonate lenses.

National Vision Association (NVA)
Schedule of Benefits

Exclusions Continued:

2. Broken, lost or stolen lenses, contact lenses, or frames.
3. Medical or surgical treatment of the eye, unless such treatment is performed during a vision examination, subject to the applicable vision examination maximum benefit shown in the master application.
4. Services or materials, which are payable under any workers' compensation act or similar law or any public program other than Medicaid.
5. Services or materials rendered by a provider other than ophthalmologists, optometrists, or opticians acting within the scope of their license.
6. Any additional service required outside basic vision analysis for contact lenses, including but not limited to fitting fees.
7. Vision examination for vision materials that may be required as a condition of employment, including but not limited to industrial or safety glasses.
8. Services rendered after the date an insured person ceases to be covered under this policy, except when vision materials ordered before coverage ended are delivered and the services rendered to the insured person within 31 days from the date of such order.
9. Services rendered or materials ordered before the date coverage began under this policy.



PO Box 610
 Southfield, MI 48037
 248-901-3705

CENTER LINE PUBLIC SCHOOLS Dental Benefits Plan
 Teachers without other coverage

Group #9534

The Plan-at-a-Glance

PPO Networks: ADN Dental Network, DenteMax

Maximum Benefits

Plan year January 1 through December 31

Annual Maximum

\$1500 per eligible individual for covered class I, II and III services.

Lifetime Maximum

\$1500 per eligible individual for covered class IV services

Class I Preventive Services – 80%

Oral Examinations	Twice per plan year
Bitewing X-Rays	Twice per plan year
Prophylaxis/Perio Maintenance(Cleaning)	Twice per plan year
Topical Application of Fluoride	Twice per plan year
Full-Mouth Series or Panoramic X-Rays	Once per 36 months
All Other X-Rays	
Space Maintainers	Once per area per lifetime, up to age 19

Class II Restorative Services – 80%

Composite and Amalgam fillings**	Once per tooth surface per 12 months
Root Canal Therapy	Once per tooth per 12 months
Periodontal Root Planing	Once per quadrant per 12 months
Periodontal Surgery	Once per quadrant per 36 months
Oral Surgery and Extractions	
General Anesthesia or IV Sedation	With covered oral surgery or medically necessary
Inlays, Onlays, Crowns**	Once per permanent tooth in 36 months
Denture Repair and Adjustment	
Denture Reline or Rebase	Once per 36 months, per arch
Occlusal Guards	Once per lifetime

Class III Major Services – 80%

Complete and Partial Removable Dentures**	Once per arch per 36 months
Fixed Partial Dentures (Bridges)**	Once per arch per 36 months
Addition of Teeth to Partial Dentures	

Class IV Orthodontic Services – 60%

Limited and Interceptive Treatment	Removable and Fixed Appliance Therapy, up to age 19
Comprehensive Treatment	Fixed Appliance Therapy, up to age 19

Not Covered

Sealants Implants TMJ/TMD Treatment Cosmetic Treatment

Deductible – None

Missing Tooth Clause – None

12 Month Billing Limitation

Waiting Periods – None

COB – Standard

**Composite, porcelain and ceramic not covered for posterior teeth, alternate benefit applies

**Prosthetics are considered on delivery date

****Note – Quotes of benefits do not constitute a guarantee of payment. Covered benefits may have limitations or exclusions affecting plan payment. Refer to plan booklet for additional coverage details and limitation. Predetermination is strongly encouraged for all non-emergency dental treatment exceeding \$200.00 in charges. The treatment plan should be submitted to ADN prior to beginning any treatment.**

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PO Box 610
Southfield, MI 48037
248-901-3705

CENTER LINE PUBLIC SCHOOLS Dental Benefits Plan
Teachers with other coverage

Group #9534

The Plan-at-a-Glance

PPO Networks: ADN Dental Network, DenteMax

Maximum Benefits

Plan year January 1 through December 31

Annual Maximum
Lifetime Maximum

\$1500 per eligible individual for covered class I, II and III services.
\$1000 per eligible individual for covered class IV services

Class I Preventive Services – 50%

Oral Examinations	Twice per plan year
Bitewing X-Rays	Twice per plan year
Prophylaxis/Perio Maintenance(Cleaning)	Twice per plan year
Topical Application of Fluoride	Twice per plan year
Full-Mouth Series or Panoramic X-Rays	Once per 36 months
All Other X-Rays	
Space Maintainers	Once per area per lifetime, up to age 19

Class II Restorative Services – 50%

Composite and Amalgam fillings**	Once per tooth surface per 12 months
Root Canal Therapy	Once per tooth per 12 months
Periodontal Root Planing	Once per quadrant per 12 months
Periodontal Surgery	Once per quadrant per 36 months
Oral Surgery and Extractions	
General Anesthesia or IV Sedation	With covered oral surgery or medically necessary
Inlays, Onlays, Crowns**	Once per permanent tooth in 36 months
Denture Repair and Adjustment	
Denture Reline or Rebase	Once per 36 months, per arch
Occlusal Guards	Once per lifetime

Class III Major Services – 50%

Complete and Partial Removable Dentures**	Once per arch per 36 months
Fixed Partial Dentures (Bridges)**	Once per arch per 36 months
Addition of Teeth to Partial Dentures	

Class IV Orthodontic Services – 60%

Limited and Interceptive Treatment	Removable and Fixed Appliance Therapy, up to age 19
Comprehensive Treatment	Fixed Appliance Therapy, up to age 19

Not Covered

Sealants Implants TMJ/TMD Treatment Cosmetic Treatment

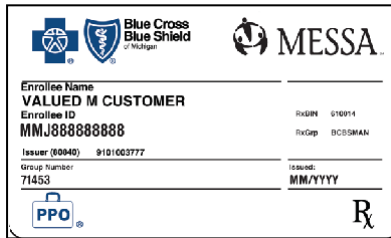
Deductible – None
Missing Tooth Clause – None
12 Month Billing Limitation
Waiting Periods – None
COB – Standard

**Composite, porcelain and ceramic not covered for posterior teeth, alternate benefit applies
**Prosthetics are considered on delivery date

****Note – Quotes of benefits do not constitute a guarantee of payment. Covered benefits may have limitations or exclusions affecting plan payment. Refer to plan booklet for additional coverage details and limitation. Predetermination is strongly encouraged for all non-emergency dental treatment exceeding \$200.00 in charges. The treatment plan should be submitted to ADN prior to beginning any treatment.**

0101109540

Quick tips for MESSA ABC members



Always give pharmacies and medical providers your MESSA card before paying any bill. It will save you money.

MESSA ABC Plan 1 — Medical and Rx coverage

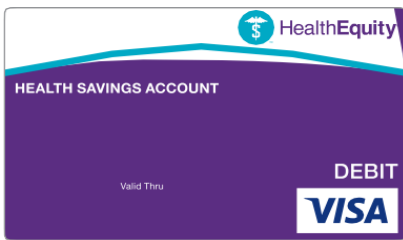
- With MESSA ABC plans, you have to meet your deductible before MESSA begins to pay your claims.
- Annual checkups, cancer screenings, immunizations, and certain preventive prescriptions are covered at no cost to you when you go to in-network providers.
- The full cost of prescriptions is subject to the deductible. After your deductible is met, you only pay prescription copayments or coinsurance.
- Once you've met your deductible, you may have to pay coinsurance for medical services.
- Out-of-network costs do not count toward the in-network deductible.
- It's important to stay in-network. If you go to in-network providers, the deductible for 2019 is \$1,350 for single coverage and \$2,700 for 2-person and family coverage. The out-of-network deductible is twice as much (\$2,700/\$5,400). Also, you will have lower coinsurance by staying in-network.
- Your deductible resets Jan. 1 every year.
- Routine vision and dental costs do not count toward your MESSA ABC medical deductible.

MESSA ABC Plan 2 — Medical and Rx coverage

- With MESSA ABC plans, you have to meet your deductible before MESSA begins to pay your claims.
- Annual checkups, cancer screenings, immunizations, and certain preventive prescriptions are covered at no cost to you when you go to in-network providers.
- The full cost of prescriptions is subject to the deductible. After your deductible is met, you only pay prescription copayments or coinsurance.
- Once you've met your deductible, you may have to pay coinsurance for medical services.
- Out-of-network costs do not count toward the in-network deductible.
- It's important to stay in-network. If you go to in-network providers, the deductible for 2019 is \$2,000 for single coverage and \$4,000 for 2-person and family coverage. The out-of-network deductible is twice as much (\$4,000/\$8,000). Also, you will have lower coinsurance by staying in-network.
- Your deductible resets Jan. 1 every year.
- Routine vision and dental costs do not count toward your MESSA ABC medical deductible.

MESSA ABC Plan 3 — Medical and Rx coverage

- With MESSA ABC plans, you have to meet your deductible before MESSA begins to pay your claims.
- Annual checkups, cancer screenings, immunizations, and certain preventive prescriptions are covered at no cost to you when you go to in-network providers.
- The full cost of prescriptions is subject to the deductible. After your deductible is met, you only pay prescription copayments or coinsurance.
- Once you've met your deductible, you may have to pay coinsurance for medical services.
- Out-of-network costs do not count toward the in-network deductible.
- It's important to stay in-network. If you go to in-network providers, the deductible for 2019 is \$3,500 per individual with a \$7,000 family maximum. The out-of-network deductible is twice as much (\$7,000/\$14,000). Also, you will have lower coinsurance by staying in-network.
- Your deductible resets Jan. 1 every year.
- Routine vision and dental costs do not count toward your MESSA ABC medical deductible.



Use your HealthEquity Visa™ HSA card to pay out-of-pocket medical and prescription expenses.

HealthEquity™ HSA

- Your health savings account (HSA) is a bank account. This account is separate from your insurance.
- MESSA sends your medical, prescription, dental and vision claims payment information to your HealthEquity HSA electronically for your convenience.
- You can pay your out-of-pocket expenses at the point-of-service using your HSA Visa debit card or you can pay online later from your HealthEquity member portal. Try to avoid paying your doctor at the time of service. It's better to wait until the bill shows up in your online HealthEquity account, once discounts are applied.
- You can use the funds in your HSA to pay for IRS-qualified medical expenses, including your insurance plan deductible, prescriptions, copayments, coinsurance and dental and vision charges. Copayments, coinsurance, dental and vision expenses do not count toward your deductible.
- Put money in your HSA. Employee and employer contributions to your HSA are tax-free.
- Your HSA is yours forever. You don't pay taxes on money you put in your HSA as long as you use it for IRS-qualified medical expenses.

Keys to using your MESSA card and HealthEquity® card

At the Doctor:

Present MESSA insurance card



Member asks doctor to bill MESSA

MESSA applies discount

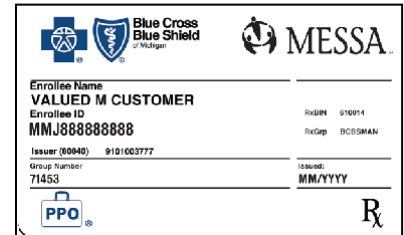
MESSA sends explanation of benefits to member and doctor

Doctor will bill member for outstanding balance (deductible, coinsurance)

Member pays doctor using HSA funds or an alternate method (cash, debit card, check, credit card)

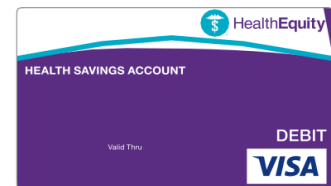
At the Pharmacy:

Present MESSA insurance card



Pharmacy applies discount

Member pays pharmacy using HSA funds or an alternate method (cash, debit card, check, credit card)



Pharmacy sends claim and payment information to MESSA

MESSA applies member payment. No paperwork needed!

Questions? Call MESSA's Member Service Center at 800.336.0013 or HealthEquity at 877.218.3432

1475 Kendale Boulevard, P.O. Box 2560, East Lansing, MI 48826-2560 • 517.332.2581 • 800.292.4910 • TTY 888.445.5614 • www.messa.org