

AGREEMENT  
2017 - 2020

ROSEVILLE COMMUNITY SCHOOLS  
AND  
ROSEVILLE FEDERATION OF TEACHERS



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# AGREEMENT

BETWEEN THE BOARD OF EDUCATION

OF THE ROSEVILLE COMMUNITY SCHOOLS

AND THE ROSEVILLE FEDERATION OF TEACHERS

This agreement for the 2017/2020 school years is made by and between the Board of Education of the Roseville Community Schools, Macomb County Michigan (hereinafter called the "Board") and the Roseville Federation of Teachers, Local 1071, AFL-CIO, affiliated with the American Federation of Teachers, and the Michigan Federation of Teachers, (hereinafter called the "Union").

## **ARTICLE I - UNION RIGHTS**

### Section 1

#### UNION RECOGNITION

The Board recognizes the Union as the sole and exclusive bargaining representative for all certified and or licensed personnel employed under contract by the district including K-12 general education teachers, special education teachers, counselors, school social workers, school psychologists, teachers of the speech and language impaired, and school readiness teachers, but excluding central administrators, principals, assistant principals, teacher-principals, other administrative positions established by the Board of Education, substitute teachers and student teachers. The Board also recognizes the Union as the sole and exclusive bargaining representative for paraprofessionals employed under contract by the district.

### Section 2

#### FAIR REPRESENTATION

The Union agrees to represent all teachers in the bargaining unit and to admit persons to membership without discrimination on the basis of race, color, age, national origin, handicap, sex or marital status.

### Section 3

#### LEAVE OF ABSENCE FOR UNION OFFICE

- A. A member of the bargaining unit elected to a state or national office shall be granted a leave of absence for one (1) year upon request. Should the term(s) exceed one (1) year, extension shall be granted upon request annually for the duration of his/her term(s). District seniority shall continue to accrue during such absence.
- B. A teacher on leave of absence due to election to a state or national office who notified the Board of Education of his intent to return on or before March 1 of a given year shall be reemployed for the following September under the same circumstances as other teachers who have been absent on approved leave as described in Article VII, Section 7.

## ARTICLE I – UNION RIGHTS (continued)

### Section 4

#### COMMITTEE REPRESENTATION

The Union shall be assured Union selected representation on all committees and councils dealing with curriculum, educational programs, or matters affecting the working conditions of the teachers.

### Section 5

#### UNION REPRESENTATION AT PUBLIC AND LEGISLATIVE MEETINGS

- A. The Board agrees to allow no more than two representatives of the RFT to attend legislative meetings and public hearings related to education without loss of pay or days in their sick bank. The RFT will reimburse the district the cost of the substitute teacher, if needed.
- B. Should the Board request the Union to send representatives to a legislative meeting or public hearing to represent the district, the Board shall bear the expense of any substitute teacher employed and may, at their discretion, pay the necessary expenses including travel, lodging, meals and registration fees, if any.

### Section 6

#### UNION USE OF OFFICE MACHINES

- A. Union building representatives and Union officers shall have the use of copy machines, copiers and computers according to building procedures and the Roseville Community Schools Acceptable Use Policy. Union officers may request permission to use other district owned equipment. Such requests shall be made to the administrator responsible for the equipment and shall include the time and nature of the use.
- B. Consumable supplies used by the Union shall either be replaced by the Union in the respective building in which used or paid for by the Union.
- C. Use of equipment and materials shall be limited to business directly related to the Local Union organization.

### Section 7

#### UNION'S RELEASE TIME

- A. The Roseville Federation of Teachers' President shall have three (3) hours daily of release time in secondary, or one-half (1/2) day daily in the elementary in the afternoon, whichever applies.
- B. The Union shall pay for one-half of the release time of the Union President at 1/6 of salary exclusive of fringe benefits.

### Section 8

#### RELEASE TIME FOR UNION STAFF

- A. The Union shall be provided thirty (30) hours of release time to be used for Union officers, staff members, or members on Union business. The President of the Union must notify the Deputy Superintendent and the Principal involved twenty-four (24) hours in advance in order to provide for a substitute. Elementary teachers will be released only in half-day blocks.
- B. Should the Union require additional time beyond thirty (30) hours, they shall reimburse the district for the additional cost of the release time. Such time may not exceed a period of three (3) consecutive days.
- C. The Union shall have the right to request conference leave for Union appointed teachers serving in district education-related activities, such as, but not limited to the M-Step Committee, State Guideline Committees and Title I Parent Advisory Council.

## ARTICLE I – UNION RIGHTS (continued)

### Section 9

#### UNION-ADMINISTRATIVE MEETINGS

- A. A copy of the prepared agenda of all regular principals' meetings shall be provided to the Roseville Federation of Teachers one (1) day prior to such meetings. Upon request, the RFT President or his designee shall be granted an opportunity to speak on prepared agenda items which may have an effect on the working conditions of employees of the bargaining unit.
- B. The Union shall have the right to propose items for the agenda and if accepted, to appear to speak to those items.

### Section 10

#### BUILDING AND UNION REPRESENTATIVES

- A. Provided there is no interference with the instructional program of others, Union representatives shall be allowed to conduct Union business when not directly engaged in teaching pupils. Upon notification to the principal, Union representatives shall be allowed to attend regularly scheduled Union meetings or meetings called by the Union President at the close of the pupil day or when it does not interfere with their teaching schedule.
- B. The building representative or his designee shall, upon advance notice to the principal, be given a place on the agenda of teachers' meetings for brief reports and announcements.

### Section 11

#### ADMINISTRATIVE COMMUNICATIONS AND INFORMATION

- A. The Union shall receive a copy of all district postings or any other information disseminated to teachers on a district basis originating from the Central Administration office or program directors who are not in the bargaining unit.
- B. The public information that is supplied to the Board of Education in advance of scheduled meetings shall be made available to the Union at the same time.
- C. After approval of hiring, the union will be notified of the name(s) of each person newly employed by the employer who will be assigned to a position in this bargaining unit.

### Section 12

#### CONTRACTS

Upon request the Union shall receive a copy of all negotiated contracts in force in the school district.

### Section 13

#### NEW POSITIONS

The Board recognizes the desire of the Union to be informed and involved in the instructional and organizational pattern of the district; therefore, there shall be consultation with the Union prior to the creation of a new instructional position or classification that could be represented by the Union.

### Section 14

#### MAIL DELIVERY

The district shall provide mail pick-up and delivery service to the president's assigned building.

### Section 15

#### PRESIDENT'S SENIORITY

The President of the Roseville Federation of Teachers shall not be subject to layoff or transfer so long as there is a position for which he or she is certified.

## ARTICLE II - DEFINITIONS

### Section 1

#### SCHOOL

Whenever the term "school" is used it is to include any work location or functional division or group.

### Section 2

#### PRINCIPAL

Whenever the term "principal" is used it is to include the administrator of any work location or functional division or group.

### Section 3

#### TEACHER

Whenever there is a use of the term "teacher" or a reference to the rights and/or responsibilities of teachers, it shall be interpreted to include all bargaining unit members identified as certified or licensed employees in Article I, Section 1.

### Section 4

#### SINGULAR-PLURAL

Whenever the term "Union Building Representative" is used, it is to mean the elected representative(s) in the school or an alternate teacher designee(s) of the Union.

### Section 5

#### AGENT

An agent shall include any person who performs for an organization such acts as: distribution of literature, collection of dues, circulation of petitions, solicitations of membership, or serving as a spokesman at teacher's meetings.

### Section 6

#### DISTRICT SENIORITY

- District seniority shall be defined as the length of service of a contracted teacher from the first date of continuing employment, including all district approved leaves taken during the term of one school year. All teachers on the layoff list will accrue seniority during their period of layoff. Extra contractual assignments will not be included in computing length of service.
- Relative position on the seniority list shall be determined by the Superintendent/Designee on the date of hire or whenever a tie is created because of an adjustment in seniority time.
- Upon employment in a continuing contractual position, teachers who have served in an extended substitute assignment of at least ninety (90) consecutive days shall be granted seniority for the time worked in such capacity.
- Whenever a teacher has interrupted continuity of service by four or more years, seniority shall be limited to the period of service following such absence. A contracted teacher who interrupts his/her teaching career for military service shall continue to accumulate seniority during the absence provided he/she returns to the district within one year of terminating military duty.

### Section 7

#### EXTENDED ASSIGNMENT-PERMANENT SUBSTITUTES

- A. An "extended assignment" is one that is known to be extending continuously for a period of time of not less than two (2) school weeks. (This does not refer to day-to-day positions that might accumulate to two (2) weeks of service.)
  1. A laid-off Roseville Teacher in an extended assignment shall be paid at the BA base salary after the twentieth day.



## ARTICLE II – DEFINITIONS (continued)

### Section 7

#### EXTENDED ASSIGNMENT-PERMANENT SUBSTITUTES (continued)

2. Laid-off Roseville teachers on extended assignment retain their position on the lay-off list.
3. Non-bargaining unit substitutes on extended assignment shall be paid at the BA base salary after the sixtieth day.

### Section 8

#### SCHOOL ORGANIZATION

Where special education classrooms for cognitively impaired, emotionally impaired, learning disabled or others are operative, they become a part of the organizational structure of the level at which they occur.

### Section 9

#### PAST PRACTICES

A past practice is defined as the repeated application or interpretation of a policy or practice undertaken by the administration in similar situations.

### Section 10

#### AUXILIARY SERVICE PERSONNEL

Whenever the term "auxiliary service personnel" is used, it is to include those teachers employed by the district to teach Art, Music and Physical Education or other classes identified as auxiliary services in the Elementary Schools.

### Section 11

#### WRITTEN POLICY

The term policy or written policy as it may appear in this Agreement shall refer to those policies identified in the Board Policy Manual.

### Section 12

#### SPECIAL SERVICE PERSONNEL

Whenever the term Special Service Personnel is used, it is to include non-classroom Special Education Personnel and Literacy Coaches.

### Section 13

#### PERMANENT SUBSTITUTES IN EXTENDED ASSIGNMENTS

This designation applies to former employees of the district serving as substitutes in an extended assignment.

## ARTICLE III - TEACHERS' PROFESSIONAL RIGHTS

### Section 1

#### ORGANIZATION MEMBERSHIP

Teachers have the right to join any teacher organization. Membership in a teacher organization shall not be required as a condition of employment.

## ARTICLE III – TEACHERS' PROFESSIONAL RIGHTS (continued)

### Section 2

#### UNION REPRESENTATION

- A. No officer, executive board member, delegate, representative, member or agent of any organization other than the Union shall represent any teacher in the grievance procedure, provided that teachers may represent themselves if they so choose.
- B. No teacher may extend, alter or modify the terms and conditions of this agreement.

### Section 3

#### TEACHERS ATTENDING CLASSES

Teachers shall be allowed to leave at the close of the pupil day to attend classes for college credit or approved in-service training.

### Section 4

#### ACADEMIC FREEDOM AND RESPONSIBILITY

- A. Teachers will be responsible for implementing district, state, and federal curriculum mandates, and for utilizing instructional materials and strategies as identified and provided by the district.
- B. In presentation of controversial material, it is the teacher's responsibility to insure fair presentation of the material. Opinion or theory shall be identified as such.
- C. The principal retains the right to question and consult with the teacher on presentation of material and, if necessary to insure a fair presentation, the principal has the right to give direction to the teacher as to the presentation.

### Section 5

#### INSTRUCTIONAL SUPPLIES

- A. Teachers may requisition books and supplies from the basic lists of all levels to enable teaching at the level of the child. Teachers shall consult with the principal prior to requisition of materials for exceptional children.
- B. A standard list of basic resource materials for each elementary grade level and each secondary student service area shall be established. Each classroom or instructor shall be provided with the items listed for that level.
- C. All instructional materials and equipment shall be readily accessible to all teachers according to practices mutually established by the staff and principal. These practices shall be subject to annual review and revision no later than October 1.  
Instructional materials and supplies shall be made available in the quantity requested, provided that the principal shall be given an accounting for unusual usage.
- D. Teachers shall review and recommend annually by March 1, the lists of student supplies and materials required for their instructional level to be provided by the school district. When items from a purchase order are deleted, the principal and/or the director shall notify in writing the affected teacher or department.
- E. Teachers shall have the right to recommend vendors.
- F. Vocational Education Personnel shall be allowed to recommend and review expenditures of funds for their respective positions and departments.

## ARTICLE III – TEACHERS' PROFESSIONAL RIGHTS (continued)

### Section 6

#### REQUISITIONS - INSTRUCTIONAL MATERIAL

- A. Teachers shall recommend purchases to be made from funds allocated to their building. It is understood that this does not include basic materials required by the school. The principal shall present to the teachers at a regularly scheduled staff meeting his/her proposed building budget and shall provide the teachers with an opportunity to review and recommend revisions to the principal of specific budget allocations prior to submitting them to the business office.
- B. Teachers may requisition additional consumable materials as necessary, provided that the principal may question or request an accounting for unusual usage or requests.
- C. Special and auxiliary service personnel shall recommend and review expenditures of funds for their respective positions and departments. Special and auxiliary personnel shall have the right to recommend vendors.
- D. Special and auxiliary service personnel shall be allowed participation in the distribution of building allocation funds.
- E. Basic lists of materials shall be recommended by the elementary Art, Music and Physical Education Departments and by Teachers of the Speech and Language Impaired and approved by the Assistant Superintendent. Each elementary school shall have on hand at the beginning of each year an adequate supply of materials from such basic lists as recommended by the Art, Music or Physical Education teacher and the teacher of the Speech and Language Impaired who services the building.
- F. While most requisitions should be filed in the spring for the following year, additional requests may be made during the school year provided there are funds remaining in the building or departmental budget.
- G. Purchases made by a teacher for classroom use shall be reimbursed from the Student Allocation Fund, provided they have the prior written approval of the principal.
- H. Funds for the purchase of specialized materials and equipment for the elementary Art, Music and Physical Education or other classes identified as auxiliary services shall be allocated on a per child basis in an account to be administered through the office of the Deputy Superintendent for Instruction.
- I. Teachers of the Speech and Language Impaired shall be allotted \$25.00 for instructional materials and supplies.

### Section 7

#### PERSONNEL FILE

- A. Teachers shall be given written notice of any materials placed in their central personnel files at the time the material is placed in the file, or at the time it is discovered that no notification was provided for material found in the file. Teachers shall have the right to inspect, comment upon and duplicate any materials in their central personnel or building personnel file.
- B. A copy of administrative or parental compliments or complaints shall be given to a teacher whenever such material is placed in the teacher's central personnel file. If there is a written follow-up to such material, the teacher shall receive a copy.
- C. A teacher shall have the right to submit a written response to any material filed. Such response shall be included in the teacher's individual file and attached to the copy of the material.
- D. The central personnel file shall constitute the official employment record of the teacher. It is recognized that only material which a teacher has received a copy of and which has been placed in the teacher's central personnel file may be used as a basis for official action against a teacher.

## ARTICLE III – TEACHERS' PROFESSIONAL RIGHTS (continued)

### Section 8

#### PROTECTIVE CLOTHING

Protective clothing and equipment for teacher use in laboratory situations including elementary and secondary art, home economics, shop, and physical education shall be made available upon teacher request. Such protective clothing shall be used only for school purposes and shall remain the property of the school district. Equipment shall be purchased from General Building Funds.

### Section 9

#### SCHOOL IMPROVEMENT/SHARED DECISION MAKING

- A. The parties agree and recognize that school improvement is a cooperative, collaborative process. All plans, proposals and recommendations shall be formulated on that basis.
- B. Any deviations from the contract which may be required by a school improvement plan will be permitted following the execution of a letter of agreement between the Federation and the district.
- C. All teachers will be responsible for the implementation of a school improvement plan adopted by the building.

### Section 10

#### PROBATIONARY TEACHERS

- A. Within sixty days after the opening of school, the Board shall provide the Union with a list of all newly hired teachers and their school assignments. Names and assignments of teaching personnel hired during the year shall be forwarded to the Union upon employment.
- B. Probationary teachers shall be advised of their entitlement to representation either by the Union or by themselves whenever the administration indicates in writing its intent not to recommend renewal of contract.
- C. Upon their employment, teachers shall be advised in writing of the procedure to be used in evaluating their services to the district.

### Section 11

#### TEACHER-PRINCIPAL CONFERENCE

During any conference between a teacher and principal or teacher and administrator, the teacher may request that the conference be recessed and reconvened with a Union representative in attendance. Such conference shall be held in private. The teacher shall receive a written resume of the conference upon request.

### Section 12

#### STAFF-PRINCIPAL CONFLICTS

- A. In a situation where teachers within a building have experienced difficulty in dealing with the principal, the Union may request an informal meeting with the Superintendent or his designee and all involved parties to try to resolve the problem.
- B. When a complaint is resolved at this level, there shall be a statement of corrective measures and action written by the Superintendent.
- C. If a complaint is not resolved at this level, the next step shall be a meeting with the Board and all involved parties.

## ARTICLE III – TEACHERS' PROFESSIONAL RIGHTS (continued)

### Section 13

#### **BUILDING POLICIES**

- A. The principal shall oversee the conduct of pupils and in cooperation with the building staff formulate necessary written procedures related to the maintenance of control and discipline of students, including physical assault, intentional damage to school property or theft, separation of students from the classroom, student referrals to the principal, student access to buildings before and after school, parental access to buildings and lounges, students use of classrooms during lunch hours, and guidelines for photocopying written materials. These procedures shall be distributed to all building staff members, and shall be reviewed annually, and shall follow present Board policy in regard to temporary exclusion of a student from a class or classes.
- B. Staff shall provide supervision of halls and lavatories in the secondary schools during passing time between classes. The principal and the staff shall mutually develop the method of implementing such supervision.

### Section 14

#### **PRINCIPAL-TEACHER COMMUNICATION**

- A. Teachers should be informed of disciplinary action taken relative to a student enrolled in their class when such action may have an effect on the student's classroom behavior or progress.
- B. Teachers should be informed of reasons for student's absence, if reasons are known, so that adequate planning for make-up work or grade adjustment can be made.
- C. Teachers shall be informed of unusual student problems reported by parents that have an effect on student behavior or progress.

### Section 15

#### **CONSORTIUM AGREEMENTS**

In the event that the District enters into a consortium agreement, teachers affected by the agreement will maintain all rights and obligations under this contract, except as may be agreed to by the Federation and the District.

## ARTICLE IV – TEACHERS' PROFESSIONAL DUTIES

### Section 1

#### **CLASSROOM MANAGEMENT**

- A. The classroom teacher is responsible for the discipline and control or management of his classroom except when under the supervision of another authorized person.
- B. Classroom management shall be the responsibility of the auxiliary teacher while the class is under his supervision. The regular classroom teacher shall use this time for preparation.

### Section 2

#### **STUDENT EVALUATION AND PLACEMENT RECOMMENDATION**

- A. Evaluation of student progress shall be primarily the responsibility of the teacher.
- B. In case of disagreements on the evaluation and/or placement recommendation of a teacher, it shall be the responsibility of the Principal after conferring with the teacher, parents, and any special personnel involved rendering a decision regarding the evaluation or placement of a student. In the event that the teacher is not satisfied with the decision of the Principal, the teacher may appeal the decision to the Superintendent who shall review the matter and render a final decision.

## ARTICLE IV -- TEACHERS' PROFESSIONAL DUTIES (continued)

### Section 3

#### COUNSELORS

- A. School counselors shall be employed at the secondary level to counsel students individually or in groups in the following areas:
  - 1. Educational and occupational planning.
  - 2. Personal and social problems.
  - 3. School attendance and conduct problems.
- B. Clerical personnel shall be provided to manage report cards, master grade sheets and to perform other routine clerical tasks in the counseling area.
- C. Counselors shall maintain a record for each individual interview held.
- D. Counselors may refer cases requiring disciplinary action to the principal. They shall not be expected to take disciplinary action with their counselees.
- E. The counselor's work day shall be used for student interviews, student group sessions, parent contacts, correspondence, contacts with outside agencies, preparation, follow-up case studies, conferences with other professional personnel and other counseling activities. Counselors shall not be held responsible for routine attendance calls, routine sick calls, or routine scheduling adjustments.

### Section 4

#### SIGN-IN PROCEDURE

The arrival and departure of a teacher in a building shall be indicated by a check mark on the sign-in sheet.

### Section 5

#### OPEN HOUSE RESPONSIBILITY

The annual "open house" in schools shall not be construed as extracurricular. Teachers will be present except when excused by the principal.

The "open house" is defined as an evening activity. This evening activity may be some educational event other than an open house with prior mutual consent of principal and staff.

### Section 6

#### USE OF SCHOOL DAY

- A. Teachers shall use the school day for:
  - 1. planning and preparing for daily classes
  - 2. teaching their pupils
  - 3. conferring with parents of their pupils when necessary.
- B. Elimination of Classes  
No scheduled class may be eliminated without permission of the principal.

## ARTICLE IV – TEACHERS’ PROFESSIONAL DUTIES (continued)

### Section 7

#### CLERICAL AND BOOKKEEPING RESPONSIBILITIES

- A. Elementary teachers shall be responsible for the recording of daily absences and printing the appropriate year-end attendance report for filing in the CA-60. Teachers shall maintain anecdotal records for pupils in their classes as necessary.
- B. Secondary teachers shall provide daily information on absences to the office as required and shall record and submit grades at the conclusion of each regular marking period as required.
- C. The Union and the Board of Education recognize the desirability of the reduction of non-teaching chores assigned to teachers. Therefore, routine clerical duties, bookkeeping tasks and maintenance of permanent records shall not be the responsibility of the teacher.

### Section 8

#### P.T.A. ATTENDANCE

Attendance at PTA and PTC activities shall be voluntary.

### Section 9

#### SUPERVISION AND EXTRACURRICULAR ACTIVITIES

Supervision and extracurricular activities shall not be considered a part of the teacher's contract responsibilities.

### Section 10

#### LESSON PLANS

Lesson plans shall always be prepared and recorded in advance, and shall be collected by the principal on a scheduled basis but not more than once per month. Plans may be requested more frequently from non-tenured teachers and those being evaluated. Plans shall reflect district curriculum.

### Section 11

#### USE OF TELEPHONE

- A. Each building shall have a telephone available for teacher's use that provides privacy.
- B. Use of the school office phone requires:
  1. Payment of charges for long distance calls, if used for personal reasons.
  2. Personal calls during the school day shall be limited to those of an urgent nature.

### Section 12

#### STUDENT TEACHERS

Assignment of student teachers to certified personnel shall be made by administration. Such assignments shall be rotated among qualified and interested personnel.

## ARTICLE V - OBLIGATIONS OF THE BOARD OF EDUCATION

### Section 1

#### FAIR EMPLOYMENT PRACTICE

The Board agrees to employ a policy of non-discrimination against any teacher, or the hiring of any teacher, on the basis of race, creed, color, age, national origin, handicap, gender, sexual orientation, marital status or membership or participation in, or association with the activities of any teacher organization.

### Section 2

#### CHIEF ADMINISTRATOR

The building principal is recognized as the chief administrative officer of the building and shall proceed professionally in the discharge of the obligations noted in this Agreement, in Board of Education Policy, and in such current practices as are not in written form.

### Section 3

#### CHANGES IN POLICY

- A. The Board agrees that, with respect to matters not covered by this agreement or proscribed by statute, changes in written policies affecting teachers will not be made without prior consultation with the Union.
- B. Changes in existing policies and mutually recognized practices in individual buildings will not be made without prior consultation between the principal and the staff. Subsequent requests to revisit the policy or practice may be made.
- C. The list of mutually recognized past practices as listed in Appendix B, shall be considered part of this Agreement.

### Section 4

#### AVAILABILITY OF BOARD RECORDS

The Board shall make available to the Union upon its request, at reasonable hours mutually agreed upon, any and all information, statistics, and records which may be necessary to make intelligent decisions relevant to negotiations, or necessary for the proper enforcement of terms of this Agreement, except that nothing stated here is deemed to permit Union access to the confidential records in a teacher's file maintained in the personnel office.

### Section 5

#### PAYROLL DEDUCTIONS

- A. All standard payroll deductions shall be allowed as long as thirty (30) days notice of starting, stopping or changing such deductions is given.

### Section 6

#### BOARD/UNION BULLETIN BOARD PROVISION

The Board shall provide the Union separate bulletin board space in each school.

### Section 7

#### BOARD/UNION MAILBOX AGREEMENT

The Board shall allow the Union the right to place materials in the mailboxes of teachers and other professional employees. The Union may use the school mailboxes for official materials published and circulated by the professional teachers' organizations.



## ARTICLE V – OBLIGATIONS OF THE BOARD OF EDUCATION (continued)

### Section 8

#### BOARD/UNION AGREEMENT OF MEETING FACILITIES

The Board shall make school facilities available for union meetings in all schools.

### Section 9

#### IMPLEMENTATION OF AGREEMENT

The Superintendent of Schools and principals of each school shall meet with representatives of the Union at the request of the Union on matters of professional concern and matters relating to the implementation of this Agreement. The call for such conferences shall provide reasonable notice consistent with the urgency of the circumstances.

### Section 10

#### PARENTAL COMPLAINTS

- A. Teachers shall be notified of any complaint received from parents by a principal or central administrator.
- B. Parental complaints relating to teachers received by central administration before the parent has followed proper channels shall be referred to the principal.
- C. A principal receiving a parental complaint relating to a teacher shall advise the parent when the teacher is available for consultation. Upon failure to resolve the complaint by such direct approach, the principal shall attempt to resolve the matter.
- D. When a principal or central administrator has resolved a parental complaint without teacher participation, the teacher shall be informed of the disposition of the complaint.

### Section 11

#### POSTING OF CONFERENCE ATTENDANCE AND INFORMATION

Conferences, available scholarships, and materials and information which might allow teacher participation shall be posted as they arise.

### Section 12

#### CLERICAL AND BOOKKEEPING PERSONNEL

The Board shall provide clerical and bookkeeping personnel to collect monies, maintain records and attend to routine clerical and bookkeeping tasks.

### Section 13

#### AVAILABILITY OF BOARD POLICY

A copy of the statement of Board Policy shall be available electronically to all members.

### Section 14

#### RESEARCH AND IMPROVEMENT

- A. The Board recognizes the desirability of professional improvement and shall continue to make funds available to provide for conferences and other programs which may contribute to this end.
- B. Upon the request of the teaching staff, the Board shall provide in-service programs or materials for experimental programs in curriculum development in accordance with funds budgeted for this purpose.
- C. School Business Days may be provided to teachers who elect to attend conferences, in-service and other such activities at their own expense. Teachers who attend conferences and other such activities at the request of the District shall be provided school business days and expenses.

## ARTICLE V – OBLIGATIONS OF THE BOARD OF EDUCATION (continued)

### Section 15

#### CONFERENCE LEAVE

- A. Conference leave monies for teachers shall be provided from an account budgeted specifically for that purpose.
- B. Counselor college follow-up visits shall not be construed as conference leave.
- C. Individual departments such as Compensatory Education, Special Education and Vocational Education shall provide funds for conference leaves as may be possible within their respective budgets. These leaves will be regulated by the Directors of the respective programs in cooperation with the department conference leave advisory committee.
- D. Each building shall adopt and review annually a policy for conference attendance and distribution of monies.

### Section 16

#### DICTIONARIES

Every classroom shall be furnished with a Webster's Collegiate Dictionary or its equivalent.

### Section 17

#### ADMINISTRATIVE AND EXTRA CONTRACTUAL OPENINGS

- A. All administrative openings shall be posted in each building during the school year. A teacher interested in administrative positions shall submit his name and summer address to Central Administration prior to the end of the school year and shall be notified by mail if an opening occurs during the summer.
- B. All teachers shall be equally eligible for and shall be given priority of employment in any extra-instructional or extra-curricular assignment, excluding coaching, within the district. The Board shall post in each building the position and qualifications for such assignment. A teacher interested in any vacancy shall submit his name and qualifications in writing to the Deputy Superintendent within five (5) days of the posting. If the qualifications are met by the teacher employed by the Board for said positions, other applicants may not grieve their non-acceptance. Appointments to such positions will not be considered continuing appointments.
- C. All teachers currently employed or on the layoff list shall be equally eligible for and shall be given priority of employment in any coaching position within the district. Posting and application requirements in paragraph B shall apply. The Board shall be required to show cause through documentation and/or evaluation whenever a teacher or laid-off teacher is denied a coaching position in favor of an applicant outside of the unit. The reasons presented in a showing of cause are grievable. If the qualifications are met by the teacher or the laid off teacher employed by the Board for said position, other applicants may not grieve their non-acceptance. Appointments to such positions will not be considered continuing appointments.
- D. Notwithstanding paragraph C any person outside of the unit who was a district coach during one of the previous two school years shall be equally eligible for the same position(s).

### Section 18

#### ASSAULT UPON A TEACHER

- A. Principals shall report to the superintendent all cases of assault against a teacher during school hours or at school-related activities in which injuries have been suffered or in which there appears to have been intent to do harm. Such assaults against teachers shall be reported to the principal who shall ascertain the facts and then shall promptly report them to the Superintendent. In any such reported assault the teacher shall be provided advice and assistance from the school attorney relative to the filing and prosecution of a criminal complaint.

## ARTICLE V – OBLIGATIONS OF THE BOARD OF EDUCATION

### Section 18

#### ASSAULT UPON A TEACHER (continued)

- B. If a principal is informed of a threat to do harm, made against a teacher, the principal will inform the teacher of the situation within one school day. The teacher will be made aware of the resulting investigation within 10 days of the resolution.
- C. The principal shall inform the teacher of any and all administrative actions in response to a verbal assault reported against the teacher.

### Section 19

#### REPORT PERIODS

Regularly scheduled reports to all parents, including parent-teacher conferences, shall be limited to one time per marking period. However, this does not preclude the right of a teacher to schedule individual conferences as necessary.

### Section 20

#### COUNSELING RATIO

The Board will make every effort to establish a counseling ratio of 350:1 in secondary education on a system-wide basis.

### Section 21

#### TUITION REIMBURSEMENT

- A. If a college course is taken at the request of the Board, the Board will pay for the tuition of such course.
- B. When a college course is taken to meet state mandated eligibility guidelines for continued certification in a subject area, the Board will pay for the tuition of such course. A joint committee of the Board and Union shall be established to review which programs shall be included in this category.

### Section 22

#### SPECIAL EDUCATION

- A. Transfer students shall be admitted upon the direction and authorization of the Director of Special Education.
- B. Special Education records on students shall be available to the teacher to review if requested.

### Section 23

#### SENIORITY LIST

The Board shall provide an updated seniority list to the Union once each year.

## ARTICLE VI - GRIEVANCE PROCEDURE

### Section 1

#### DEFINITION

The term "Grievance" shall be interpreted to mean a complaint by a teacher or by the Union in its own behalf that there has been a violation, misinterpretation or misapplication of any provision of this Agreement.

### Section 2

#### PROCEDURE FOR ADJUSTMENT OF A GRIEVANCE - INFORMAL STEP

A teacher with a grievance shall first discuss that matter with the principal, either directly or accompanied by the Union representative. In this informal conference the principal may have a non-participating observer present if he chooses.

### Section 3

#### FORMAL PROCEDURE FOR ADJUSTMENT OF GRIEVANCE

##### Step 1

- A. If the grievance is not resolved by the informal step, it shall be stated in writing, signed by the teacher or the President of the Union, or his designee, whomever seeks remedy, and shall be lodged with or submitted to the principal of the school in which the grievance arises within fifteen (15) school days following the condition or act which is the basis of the grievance.
- B. The "Statement of Grievance" shall name the employees involved, state the facts giving rise to the grievance, identify the provision of the Agreement alleged to be violated by specific reference, state the contention of the employee or Union, and shall indicate the relief requested.
- C. Within seven (7) school days after receiving the grievance, the principal shall communicate his decision and state his reasons in writing to the Union and the teacher, if any, who lodged the grievance.

##### Step 2

- A. Within fifteen (15) school days after receiving the decision of the principal, an appeal from the decision may be made to the Superintendent. The appeal shall be made in writing and shall be accompanied by a copy of the decision at Step 1.
- B. Within seven (7) school days after receiving the appeal, the Superintendent, or his designated representative, shall meet and confer on the grievance. All those listed in Step 1 shall have a right to participate.
- C. Within seven (7) school days after the meeting on the appeal, the Superintendent, or his designated representative, shall communicate his decision in writing and state his reasons, if requested, to the teacher and the Union.

### Section 4

#### APPEARANCE AND REPRESENTATION

Hearings held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses, entitled to be present to attend. Such hearing shall be conducted during school hours, unless there is mutual agreement for other arrangements. All teachers who are present at the hearing pursuant to this Article shall be excused, with pay, for that purpose.

### Section 5

#### INITIATING GRIEVANCE AT STEP 2

If the grievance arises from the action of authority higher than the principal of a school, the Union may present such grievance at Step 2 of this procedure.

## ARTICLE VI – GRIEVANCE PROCEDURE (continued)

### Section 6

#### ARBITRATION

- A. Within thirty (30) school days after receipt of the decision of the Superintendent, the Union, upon written notice to the Board, may submit the grievance to an impartial arbitrator selected from the American Arbitration Association, under and in accordance with the rules thereof.
- B. The parties will select an arbitrator as soon as possible. He shall render his opinion and decision within thirty (30) days, or as soon thereafter as possible, of the hearing. The opinion and decision shall set forth his conclusions on the issues properly submitted to him and shall be binding on both parties.
- C. No decision or adjustment shall be contrary to any provision of this Agreement.
- D. The fees and expenses of the arbitrator, including the filing fee, shall be paid by the losing party. If, in the opinion of the arbitrator, to achieve equity, the costs should be shared, he shall determine the liability of each party.

### Section 7

#### NO IMPAIRMENT OF AGREEMENT

No decision or adjustment of a grievance shall be contrary to any provision of this Agreement.

### Section 8

#### TIME LIMITS

Failure at any step of this procedure to communicate the decision on a grievance within the specified time limit shall permit the Union to lodge an appeal at the next step of this procedure. Failure to appeal a decision within the specified time limit shall be deemed withdrawal of the grievance.

### Section 9

#### APPEAL

The Union in its own behalf shall have the right to appeal a decision on a grievance at any step in this procedure.

### Section 10

#### FILING OF GRIEVANCE

All grievance documents shall be filed separately from the personnel file.

### Section 11

#### SCHOOL DAYS

During the summer recess, each weekday, Monday through Friday, excluding national holidays shall be considered a school day for the purpose of the grievance procedure.

ARTICLE VII - SCHOOL CALENDARS

Section 1

2017-2018 School Year

**ROSEVILLE COMMUNITY SCHOOLS  
2017/2018**

**SEPTEMBER 2017**

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**OCTOBER 2017**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**NOVEMBER 2017**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**DECEMBER 2017**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**JANUARY 2018**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**AUGUST**  
28 A.M. Meetings  
P.M. Professional Development  
28-30 Professional Development Days

**SEPTEMBER**  
4 Labor Day Recess  
5 A.M. K-12 Classes  
P.M. Professional Development

**OCTOBER**  
11 A.M. 8-8 Classes  
P.M. 8-8 Conferences  
11 **Evening: 8-8 Conferences**  
12 **Evening: K-5 Conferences**  
13 A.M. K-5 Classes  
P.M. K-5 Conferences

**NOVEMBER**  
7 Professional Development Day  
22-24 Thanksgiving Recess  
29 A.M. 8-12 Classes  
P.M. Professional Dev/Meetings  
30 A.M. K-12 Classes  
P.M. Professional Dev/Meetings

**DECEMBER**  
1 End of 1st Trimester  
A.M. K-12 Classes  
P.M. Records  
21 A.M. K-12 Classes  
P.M. Holiday Recess Begins  
22-Jan 2 Holiday Recess

**JANUARY**  
9 Classes Resume  
15 K-12 Schools Closed  
17 A.M. 8-8 Classes  
P.M. 8-8 Conferences  
17 **Evening: 8-8 Conferences**  
18 **Evening: 9-12 Conferences**

**FEBRUARY**  
15 A.M. K-12 Classes  
P.M. Professional Dev/Meetings  
16-19 Midwinter Break

**MARCH**  
7 A.M. 8-12 Classes  
P.M. Professional Dev/Meetings  
8 A.M. K-12 Classes  
P.M. Professional Dev/Meetings  
9 End of 2nd Trimester  
A.M. K-12 Classes  
P.M. Records  
22 **Evening: K-8 Conferences**  
23 A.M. Elementary Classes  
P.M. Elementary Conferences  
29 A.M. K-12 Classes  
P.M. Professional Dev/Meetings  
30-Apr 8 Spring Recess

**APRIL**  
9 Classes Resume  
10-11 RHS State Testing

**MAY**  
25 A.M. K-12 Classes  
P.M. Holiday Recess Begins  
28 Memorial Day  
31 A.M. 8-8 Classes only  
P.M. Transition Activity

**JUNE**  
12-14 A.M. K-12 Classes  
P.M. Meetings/Records

**CODE KEY**

	K-12 schools closed		K-5 Classes a.m. only
	K-12 Teachers only		6-8 Classes a.m. only
	K-12 Classes a.m. only		9-12 Classes a.m. only
	State Testing: 9-12 Schedule TBD		

Updated 8/7/2017 1:23 pm

**FEBRUARY 2018**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

**MARCH 2018**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**APRIL 2018**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**MAY 2018**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**JUNE 2018**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

ARTICLE VII - SCHOOL CALENDARS

Section 1 (continued)  
2018-2019 School Year

SEPTEMBER 2018						
S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**ROSEVILLE COMMUNITY SCHOOLS  
2018/2019**

**AUGUST**  
27 A.M. Meetings  
P.M. Professional Development  
28-29 Professional Development Days

**SEPTEMBER**  
3 Lab Day Recess  
4 A.M. K-12 Classes  
P.M. Professional Development

**OCTOBER**  
10 A.M. 8-8 Classes  
P.M. 8-8 Conferences  
10 **Evening: 8-8 Conferences**  
11 **Evening: K-8 Conferences**  
12 A.M. K-5 Classes  
P.M. K-6 Conferences

**NOVEMBER**  
6 Professional Development Day  
21-23 Thanksgiving Recess  
28 A.M. 9-12 Classes  
P.M. Professional Dev/Meetings  
29 A.M. K-12 Classes  
P.M. Professional Dev/Meetings  
30 End of 1st Trimester  
A.M. K-12 Classes  
P.M. Records

**DECEMBER**  
20 A.M. K-12 Classes  
P.M. Holiday Recess Begins  
21-Jan 1 Holiday Recess

**JANUARY**  
2 Classes Resume  
16 **Evening: 9-12 Conferences**  
17 A.M. 8-8 Classes  
P.M. 8-8 Conferences  
17 **Evening: 8-8 Conferences**  
21 K-12 Schools Closed

**FEBRUARY**  
14 A.M. K-12 Classes  
P.M. Professional Dev/Meetings  
15-18 Midwinter Break

**MARCH**  
6 A.M. 9-12 Classes  
P.M. Professional Dev/Meetings  
7 A.M. K-12 Classes  
P.M. Professional Dev/Meetings  
8 End of 2nd Trimester  
A.M. K-12 Classes  
P.M. Records  
21 **Evening: K-6 Conferences**  
22 A.M. Elementary Classes  
P.M. Elementary Conferences  
29 A.M. K-12 Classes  
P.M. Professional Dev/Meetings

**APRIL**  
1-7 Spring Recess  
8 Classes Resume  
9-10 RHS State Testing  
10 Schools Closed

**MAY**  
24 A.M. K-12 Classes  
P.M. Holiday Recess Begins  
27 Memorial Day  
30 A.M. 8-8 Classes  
P.M. Transition Activity—Staff Only

**JUNE**  
11-13 A.M. K-12 Classes  
P.M. Meetings/Records

**CODE KEY**

	K-12 schools closed		K-5 Classes a.m. only
	K-12 Teachers only		6-8 Classes a.m. only
	K-12 Classes a.m. only		9-12 Classes a.m. only
	State Testing: 9-12 Schedule TBD		

Updated 6/9/2017

FEBRUARY 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2019						
S	M	T	W	T	F	S
				1	2	3
				4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

ARTICLE VII - SCHOOL CALENDARS

Section 1 (continued)  
2019-2020 School Year

SEPTEMBER 2019						
S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**ROSEVILLE COMMUNITY SCHOOLS  
2019/2020**

**AUGUST**  
26 A.M. Meetings  
P.M. Professional Development  
27-28 Professional Development Days

**SEPTEMBER**  
2 Labor Day Recess  
3 A.M. K-12 Classes  
P.M. Professional Development

**OCTOBER**  
8 A.M. 8-8 Classes  
P.M. 8-8 Conferences  
9 **Evening: 8-8 Conferences**  
10 **Evening: K-5 Conferences**  
11 A.M. K-5 Classes  
P.M. K-5 Conferences  
23 A.M. K-12 Classes  
P.M. Professional Dev/Meetings

**NOVEMBER**  
5 Professional Development Day  
27-29 Thanksgiving Recess

**DECEMBER**  
4 A.M. 8-12 Classes  
P.M. Professional Dev/Meetings  
5 A.M. K-12 Classes  
P.M. Professional Dev/Meetings  
6 End of 1st Trimester  
A.M. K-12 Classes  
P.M. Records  
23-Jan 1 Holiday Recess

**JANUARY**  
2 Classes Resume  
AM: 8-8 Classes  
PM: 8-8 Conferences  
16 **Evening: 8-8 Conferences**  
18 **Evening: 9-12 Conferences**  
20 K-12 Schools Closed

**FEBRUARY**  
13 A.M. K-12 Classes  
P.M. Professional Dev/Meetings  
14-17 Midwinter Break




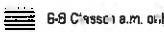
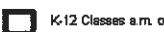
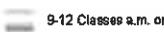

**MARCH**  
4 A.M. K-12 Classes  
P.M. Professional Dev/Meetings  
5 A.M. K-12 Classes  
P.M. Professional Dev/Meetings  
8 End of 2nd Trimester  
A.M. K-12 Classes  
P.M. Records  
19 **Evening: K-5 Conferences**  
20 A.M. K-5 Classes  
P.M. K-5 Conferences

**APRIL**  
3 A.M. K-12 Classes  
P.M. Spring Recess Begins  
6-10 Spring Recess  
13 Classes Resume  
14-15 RHS State Testing

**MAY**  
22 A.M. K-12 Classes  
P.M. Holiday Recess Begins  
25 Memorial Day  
28 A.M. 8-8 Classes  
P.M. Transition Activity

**JUNE**  
8-10 A.M. K-12 Classes  
P.M. Meetings/Records

**CODE KEY**

	K-12 schools closed		K-5 Classes a.m. only
	K-12 Teachers only		8-8 Classes a.m. only
	K-12 Classes a.m. only		9-12 Classes a.m. only
	State Testing: 9-12 Schedule TBD		

Updated 6/8/2017

FEBRUARY 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2020						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



## ARTICLE VII - SCHOOL CALENDARS (continued)

Internal components of the 2017-2020 school calendar (such as professional development days, parent conferences, etc.) will be developed and distributed before the start of the school year. Factors to be considered may include trimester scheduling and imposition of a common county calendar.

### Section 2

#### KINDERGARTEN CONFERENCES

- Whenever a kindergarten teacher's combined student roster totals 50 or more an additional one-half (1/2) day shall be provided for parent teacher conferences.

### Section 3

#### EVENING ACTIVITIES

Teachers will be required to attend three evening activities per year, one of which will be the mandated Open House.

- A. At the elementary level, the two additional evenings will be parent teacher conferences.
- B. At the middle school and high school levels, they could be a combination of parent teacher conferences and/or other events, as recommended by the principal and approved by central administration.

### Section 4

#### STATE REQUIREMENT

Should the school calendar fail to meet the requirements for state aid entitlements in full, the Board and the Union shall revise the calendar.

Should the State alter the requirements for minimum days, instructional hours, professional development or any other component of the school calendar, the Union and the Board will meet to consider appropriate modifications.

**ARTICLE VIII - SALARY ITEMS**  
**SALARY SCHEDULES**

**2011/12 – 2015/16 \***

<b>LANE</b>	<b>ND</b>	<b>BA</b>	<b>MA</b>	<b>MA+30</b>	<b>PHD</b>
0	30,225	38,025	41,925	43,875	45,338
1	32,685	40,756	44,684	46,659	48,240
2	33,802	42,316	47,250	49,230	50,807
3	34,930	44,406	49,815	51,788	53,373
4	36,057	47,012	53,408	55,377	56,963
5	37,175	49,889	56,996	58,964	60,548
6	38,273	53,021	61,093	63,068	64,650
7	39,362	56,660	65,706	67,681	69,266
8	42,829	60,324	70,313	72,294	73,876
9	45,204	64,041	74,262	76,266	77,866
10	47,580	67,758	78,211	80,238	81,856

\* NOTE: The salary schedule above represents the base salary at each level but does not reflect the modifications noted below.

2013/2014      5 non-work, non-pay days  
Steps frozen  
Longevity payments waived

2014/2015      5.5% reduction  
One step added  
Eligible members will move one step, paid at one third of the increase  
4 non-work, non-pay days

2015/2016      2.5% reduction  
No movement between steps, members receive full salary for step movement in 2014/15  
3 non-work, non-pay days

2016/2017      2.5% reduction  
Eligible members will move half step  
No movement between steps, members receive half longevity  
3 non-work, non-pay days

2017/2018      2.0% reduction  
Eligible members will move half step  
No movement between steps, members receive half longevity  
2 non-work, non-pay days

**ARTICLE VIII - SALARY ITEMS**  
**SALARY SCHEDULES (continued)**

Section 1

The contractual hourly rate will be \$22.00.

Section 2

**ELIGIBILITY FOR MA + 30 STATUS**

To be placed on the MA + 30 salary lane, a teacher shall notify the Personnel Office of the change and present evidence of satisfactory completion of thirty (30) semester hours of graduate credit in education related areas in addition to those required for completion of the Master's Degree. These thirty (30) semester hours may be earned before or after the date of completion of the Master's Degree.

Section 3

**EXTRA PAY ABOVE REGULAR SALARY SCHEDULE**

A. Longevity Payments

During the term of this contract, teachers shall be entitled to longevity payments according to the following schedule:

11 years or more by June 30	\$1000
15 years or more by June 30	1750
20 years or more by June 30	2000
25 years or more by June 30	2250
30 years or more by June 30	2750

Regular longevity payments shall be made in December following the June in which they were earned. Members who leave the employ of the District shall receive an additional pro-rated longevity payment based on the length of time worked in the final year. (Example: A teacher who leaves in February would receive an additional longevity payment of 60%.)

Payments may be prorated as in the following example. Teachers who have completed at least 10 months of their 14<sup>th</sup> year but will not reach 15 years by June 30 will receive a prorated portion of the payment.

- B. It is a recognized practice that teachers who retire from the employment of the district under the terms and provisions of the Michigan Public School Employees Retirement Act receive as a severance 50% of their first 70 days of accumulated sick days and 20% of 71 to 221 accumulated sick days not to exceed the limit of 65 days of severance pay based on prevailing contract rate.

In the event of the death of the employee, the above described severance payment shall be made to the estate of the employee or his/her named beneficiary as outlined in their life insurance contract, unless otherwise requested by the employee in writing, at the same rate and under the same conditions as would accrue upon retirement.

Individuals who were either active members of the bargaining unit in 2011 or on the official district layoff list in September 2009 will receive five days pay at the time of their retirement from the district. Payment will be calculated at their then current daily rate.

## ARTICLE VIII - SALARY ITEMS

### Section 3 - Extra Pay Above Regular Salary Schedule (continued)

All individuals actively employed in 2013/2014 will receive an additional five days pay at the time of their retirement. Per diem payouts (i.e. severance) will be based on the 2012/2013 daily rate or the then prevailing daily rate, whichever is greater.

- C. Severance pay as described in B. above will be paid through an IRS approved special pay deferral plan, currently an employer sponsored 403(b) plan.
- D. Beginning with the 2011-2012 school year, the Federation and the District agree that should every elementary and secondary (middle and high) school meet the state requirements and make adequate yearly progress based on the assessments administered in a given school year, each teacher shall receive a onetime additional compensation payment of \$25.00. The parties agree that, if at any time during the duration of this agreement, the District is found not to be receiving adequate revenue and/or have an adequate fund balance necessary to fund the provisions of this appendix, the district may, at its discretion, suspend the payment of additional compensation until such time as adequate funds are restored. Should the requirement of additional compensation under Section 380.1250 of the Revised School Code be eliminated, this appendix shall sunset at the end of the school year in which the requirement of additional compensation is eliminated. The Federation and the District agree that additional compensation under this provision shall:
  - 1. Not alter or be considered a part of the salary schedules in Article VIII of this agreement.
  - 2. Not increase or reduce a teacher's work day or school year.
  - 3. Not be subject to arbitration under the grievance process.

### Section 4

#### ADJUSTMENT IN SALARY

- A. This salary schedule shall be based on the school term as established by the calendar. Any extended duty beyond the school term shall be a proration of salary. An extension of the school term must be approved by the Superintendent.
- B. Where professional growth entitles a teacher to added salary, certified official records must be filed on or before Friday of the opening week of the teacher's year, or by the Martin Luther King holiday in January for the second half of the school year. The salary adjustment will be processed upon receipt of official documents.
- C. Co-op coordinators shall be required by the principal to work two (2) weeks beyond the school calendar.
- D. Secondary School Counselors
  - 1. High School counselors shall be scheduled to work two (2) weeks in addition to the regular school year.
  - 2. Junior High counselors shall be scheduled to work one (1) week in addition to the regular school year.

### Section 5

#### OPTIONAL PAY PLAN

- A. Teachers shall have the option of receiving their salary on a 21 or 26 period pay plan. Such option to be exercised only when the forms are sent to teachers in April. It is also agreed that once selection is made NO CHANGE will be made during the year under any circumstances.
- B. No lump sum payments will be made at the end of the school year unless the teacher is leaving the district.
- C. Effective January 2012, all payroll checks will be issued as direct deposits to a banking institution designated by the employee.

## ARTICLE VIII – SALARY ITEMS (continued)

### Section 6

#### INSURANCE BENEFITS

##### A. Hospital / Medical / Life

1. The Board will provide full family coverage for medical, surgical, and hospitalization insurance for contracted teachers.
2. Effective with the 2011/12 school year the plan will be a Blue Cross PPO with the following stipulations:
  - a. Deductible - \$250 single/\$500 family
  - b. Co-pay - 20% of identified charges, up to an annual maximum of \$1000 single/\$2000 family
  - c. Three tier formula for prescription co-pays
3. Effective October 1, 2011 bargaining unit members will be responsible for a monthly contribution equivalent to 20% of the illustrative rate for their level of coverage.
4. The Medical Insurance coverage year will be January 1 through December 31 of each school year. Insurance coverage for employees who leave the district for any reason will end on the last date worked.
5. Medical Insurance coverage will continue through July and August for employees laid off effective at the end of a school year.
6. Members who do not enroll in medical coverage programs, and show documentation that they have coverage from a different source will be eligible for an annual stipend in the amount of \$1,000. In the case where a married member's spouse is also eligible for medical coverage with the Roseville Schools only one of the married couple will be eligible for the \$1,000 annual stipend. The other spouse will not be eligible for any stipend or added benefit.
7. The Board shall provide \$50,000 life insurance in a group policy including coverage for accidental death and dismemberment for contracted teachers.
8. It shall be the responsibility of the teacher to make changes for dependents or any changes on their group policy. Forms can be obtained in the Personnel Office either by direct contact or memo.
9. Teachers on leave of absence due to illness shall continue to receive hospitalization and life insurance coverage for a period of one year.
10. Notwithstanding any other obligations in this Agreement, the District reserves the right, in its sole discretion, to select a health insurance carrier which offers a "bronze" plan that provides minimum coverage pursuant to 26 USC Section 36(B) (c) (2) (C) (ii). Members will have the option to elect this plan as an alternative to the standard contractual medical coverage.

##### B. Dental

1. Effective with the 2011/12 school year, teachers shall be eligible for a dental insurance plan paid for by the Board and providing the following benefits:
  - a. 100% coverage for examinations, cleaning and emergency palliative care, except radiographs.
  - b. 50%/50% co-payment on X-rays.
  - c. 85%/15% insurance/employee co-payment for all other Class I procedures.
  - d. 60%/40% insurance/employee co-payment for all Class II procedures.
  - e. The total maximum per person per year on Class I and Class II procedures shall not exceed \$1,000.
  - f. 50%/50% insurance/employee co-payment on all Class III benefits with a \$1,000 per person lifetime maximum.

## ARTICLE VIII – SALARY ITEMS

### INSURANCE BENEFITS (continued)

#### C. Optical

1. Teachers shall be eligible for a District paid optical plan, providing benefits up to and including full family coverage.

#### Section 7

##### 125 PLAN / FLEXIBLE SPENDING ACCOUNTS

- A. All members will be eligible to participate in Salary Reduction Reimbursement Accounts for Dependent Care and/or Medical Expenses.
- B. The plan year will be October 1 through September 30.
- C. Should either party wish to change the Cafeteria Plan Year from October - September the parties shall meet to agree on the change.

#### Section 8

##### WORKERS' COMPENSATION/ON-THE-JOB INJURY

- A. Each employee will be covered by the applicable Workers' Compensation Laws.
- B. For the first year, the employer further agrees to make up the difference between the employee's regular net pay and that which has been paid by the Workers' Compensation insurance for injury sustained on the job and under the provisions of the Workers' Compensation Law.
- C. An employee who suffers injuries compensable under the Michigan Workers' Compensation Act shall be paid the difference between his regular net pay and payment received under provisions of the Act for a second year; and his days off of work shall not be deducted from accumulated sick leave during the two years.

#### Section 9

##### BENEFITS

The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA), as currently written, may provide self-paid group health benefit coverage for specified amounts of time to the following:

- A. Surviving dependents of deceased employee.
- B. Spouses of employees after divorce or separation.
- C. Medicare ineligible spouses and dependents of current employees.
- D. Children who no longer meet the group's eligibility requirements.
- E. Employee who no longer meets the group's eligibility requirements due to termination (other than gross misconduct), reduction in hours or layoff.

#### Section 10

##### LONG TERM DISABILITY

- A. The Board shall provide a long-term group disability policy for each teacher. The terms of the policy shall provide that eligibility shall begin after ninety (90) calendar days of disability.
- B. Individual sick bank accumulations will be frozen from the 91st day of disability until the teacher returns, or retires. Teachers who retire on disability will be eligible for the severance payment based on the formula and their frozen accumulation of sick leave.
- C. All terms and conditions of the policy shall prevail, subject to the rules and regulations of the carrier.

ARTICLE VIII – SALARY ITEMS (continued)

Section 11

EQUIVALENCY RATINGS

- A. When working in an assignment which requires work experience to attain vocational certification, a teacher with such experience shall receive two (2) years experience credit. Such experience credit, together with outside creditable teaching and/or military experience shall not exceed the total amount allowable under the salary schedule policy.
- B. A certified teacher with an additional professional degree, whose special knowledge is used directly in his teaching, shall be eligible for consideration on the level of a Master's Degree on the salary schedule, when such credits shall be recommended by a committee comprised of two teachers and two administrators. The final authorization shall rest with the Board of Education. "Professional Degree" assumes preparation of not less than the Master's Degree.

Section 12

COACHING AND SPONSOR COMPENSATION

- A. The Board retains the right to determine which extracurricular programs will be operated and to eliminate, modify or reduce the length of any such program.
- B. Should a given extracurricular activity be added, modified or reduced in length the compensation shall be adjusted as recommended by a committee set up to determine such compensation.
- C. If extracurricular programs are restored or added, the Board will attempt to distribute the activities on an equitable basis between Junior and Senior High Schools.
- D. The duties of the Athletic Director shall be assigned at the discretion of the Board of Education. Should a teacher be assigned the duties of Athletic Director, that teacher shall be paid as provided in sub-paragraph E.
- E. Where a percentage is listed, the calculation for this payment will be based on the 2007/2008 salary schedule, shown below. When steps on the teacher's salary schedule are frozen, steps on the Coaching and Sponsor Compensation schedule will also be frozen.

2007-08 SALARY SCHEDULE

<u>LANE</u>	<u>ND</u>	<u>BA</u>	<u>MA</u>	<u>MA+30</u>	<u>PHD</u>
1	33,191	41,387	45,376	47,381	48,987
2	34,326	42,971	47,982	49,992	51,594
3	35,471	45,094	50,586	52,590	54,200
4	36,616	47,740	54,235	56,235	57,846
5	37,750	50,661	57,878	59,877	61,486
6	38,865	53,842	62,039	64,045	65,651
7	39,971	57,538	66,724	68,729	70,339
8	43,492	61,258	71,402	73,414	75,020
9	47,843	68,132	78,643	80,681	82,309

ARTICLE VIII – SALARY ITEMS

Section 12 – Coaching and Sponsor Compensation (continued)

<u>High School (Freshman, Jr. Varsity and Varsity Sports)</u>	
Athletic Director	12.0%
Head Football Coach	10.0%
First Assistant	8.0%
Other Assistants	7.0%
Head Basketball Coach	10.0%
Assistant Basketball Coach	7.0%
Head Soccer Coach	8.5%
Assistant Soccer Coach	6.5%
Head Baseball Coach	8.5%
Assistant Baseball Coach	6.5%
Head Softball Coach	8.5%
Assistant Softball Coach	6.5%
Head Track Coach	8.5%
Assistant Track Coach	6.5%
Head Wrestling Coach	8.5%
Assistant Wrestling Coach	6.5%
Head Golf Coach	5.0%
Head Cross-Country Coach	8.5%
Swimming Coach	8.5%
Assistant Swimming Coach	6.5%
Volleyball Coach	8.5%
Assistant Volleyball Coach	6.5%
Band Director	10.0%
(Includes Summer Activities)	
Vocal Music Director	5.0%
Cheerleader Sponsors JV	6.0%
Cheerleader Sponsors Varsity	9.0%
Cheerleader Sponsor (9 <sup>th</sup> grade)	3.0%
Pom Poms (JV & Varsity)	6.0%
Play Director	4.0% per play (Maximum 2 plays per year)
Forensic	4.0%
Debate Coach	4.0%
Yearbook	6.0%
Newspaper Sponsor (Teaching Time)	6.0%
(After School)	6.0%
Quiz Bowl	4.0%
Latin Club	1.5%
French Club	1.5%
Spanish Club	1.5%
Pep Club	1.5%
Varsity Club	1.5%
Key Club - Kiwanis Responsibility	
Student Council/Senate Advisors	4.0%
Approved clubs (as described in Article VIII, Section 13)	1.5%
Party and Dance Chaperones	\$15.00 each event
Literary Magazine	\$100.00



ARTICLE VIII – SALARY ITEMS

Section 12 – Coaching and Sponsor Compensation (continued)

F.	<u>Junior High School</u>	
	Athletic Director	6.0%
	Football Coach	6.0%
	Assistant Football Coach	4.0%
	Basketball Coaches	6.0%
	Track Coaches (2)	6.0%
	Softball Coach	6.0%
	Soccer Coach	6.0%
	Volleyball Coach	6.0%
	Cheerleader Sponsors 7th & 8th gr.	3.0%
	Vocal Music Director	1.5%
	Newspaper	1.5%
	Student Council	2.0%
	Approved Clubs	1.5%
	Athletic Events	\$ 15.00 (one event)
		\$ 25.00 (two events)
	Band Director (Incl. Summer Act.)	5.0%

G.	<u>Elementary School</u>	
	Safety Patrol Sponsor	2.0%
	Service Squad Sponsor	2.0%
	Instrumental Music	
	Per after-school event / Incl. practice sessions.	\$ 15.00
	Vocal Music and Other	
	Elementary Programs	
	Per after-school event / Incl. practice sessions.	\$ 15.00
	Approved elementary club sponsors	\$150.00

- H. Coaching/Sponsorship Experience:
1. Previous coaching and/or sponsorship experience within the district will be credited toward step placement on the salary schedule. Such credit will not be limited to experience in one sport, or sponsorship, but may be interchangeable providing the applicant is determined to be qualified in more than one sport or sponsorship. Such experience in sports shall not be interchangeable for credit in sponsorship and vice versa.
  2. Previous district coaching experience will determine the step placement on the salary schedule for athletic directors appointed. Example: When an athletic director has three (3) years coaching experience within the district prior to his appointment, such experience will be granted toward placement on the salary schedule as an athletic director.
  3. Coaching experience concurrent with experience as athletic director will not be credited as an additional year of experience toward step placement on the salary schedule for athletic director.
  4. When steps on the teacher salary schedule are frozen, steps on the coach salary schedule will be frozen for the equivalent period of time.

## ARTICLE VIII - SALARY ITEMS (continued)

### Section 13

#### GENERAL RULES AND GUIDELINES

- A. All assignments to extracurricular activities must be approved in writing by the affected building principal.
- B. New clubs may be initiated at the request of a teacher with the recommendation of the principal, and approval of central administration whenever a minimum of fifteen (15) students have shown interest. Clubs with fifty (50) or more members will be entitled to two (2) sponsors.
- C. Compensation for club sponsorship at the Junior High level shall be the same as stipulated for the High School.
- D. Procedure for Payment:
  1. When the assignment is a full year assignment, compensation shall be made in two (2) half year payments.
  2. When the assignment is seasonal, payments shall be made at the end of the season.

### Section 14

#### EXTRACURRICULAR ACTIVITIES

- A. Supervision and extracurricular activities shall not be considered a part of the teacher's contract responsibilities without extra compensation.
- B. Teachers employed for special events shall receive a stipend of \$15.00 per event when this service is outside of the regular school day, or their club or class responsibility. Timers, scorekeepers, and cameramen for High School athletic events shall receive \$20.00 per event.
- C. Regularly scheduled and recognized interscholastic contests as well as plays, dances, club activities, and educational field trips shall qualify as extracurricular events. Teachers receiving pay for the sponsorship of a club or class will qualify for the \$15.00 stipend, providing their club or class is not involved in sponsoring the activity.
- D. Elementary programs requiring student supervision and conducted beyond the school day must be approved by the building principal in writing. Such programs shall be voluntary and compensated for at the prescribed rate of pay.
- E. RFT members acting as chaperones of approved overnight field trips shall be paid a \$50 stipend per trip, providing that they are not entitled to coaching and/or sponsorship compensation.

### Section 15

#### TEACHER-IN-CHARGE

- A. The position of teacher-in-charge shall be voluntary. Principals shall select the teacher-in-charge from among interested personnel within the building.
- B. The teacher-in-charge shall receive a stipend of Five Hundred Dollars (\$500) per year or in a building with no assistant principal Seven Hundred Fifty Dollars (\$750). A teacher-in-charge who assumes the principal's duties shall be paid Twenty Dollars (\$20) per day for each day after a three consecutive day assignment.
- C. When under per diem payment, the teacher-in-charge will be required to remain in school until 4:00 p.m.
- D. The teacher-in-charge in a building where the principal has an additional building assignment, or the principal is released for civic duty unrelated to school business twenty (20) or more days per year shall receive Two Hundred Dollars (\$200) in additional compensation.

## ARTICLE VIII – SALARY ITEMS (continued)

### Section 16

#### TAX DEFERRAL PLANS

All contracted teachers may avail themselves of the tax deferred programs, according to the rules and regulations established by the Business Office.

### Section 17

#### EXTENSION OF INSTRUCTIONAL DUTY

A regular contract teacher hired to work an additional hour daily during the school year shall be prorated at one-sixth (1/6) of his basic salary but not less than the contractual hourly rate.

### Section 18

#### TEACHERS SUBSTITUTING DURING PREPARATION PERIOD/COMP TIME

- A. Elementary and Secondary teachers substituting during an unassigned or preparation period shall be compensated at \$30/hour. Positions will be given to a staff member who volunteers in a timely manner. If there is not enough voluntary coverage, the building administrator will use a rotation that is efficient, fair and open to all certified staff. The building administrator shall communicate this policy to the building staff at the beginning of each trimester/quarter.
- B. Principals may allow teachers who substitute during their preparation time, compensatory time in lieu of payment. This compensatory time can only be used in full-day units. Half-day and hourly units may be used with prior approval of the principal.
- C. Compensatory time shall not be used on days preceding or following holidays and vacations, except with prior approval of the Deputy Superintendent.
- D. One hour of compensatory time will equate to one hour of released time.
- E. Up to 18 hours of compensatory time may be carried over to the next year. Payment will be made for any amount in excess of 18 hours in December, March and June.

### Section 19

#### MILEAGE

All mileage payments for school-related activities shall be at the prevailing I.R.S. rate of compensation.

### Section 20

#### OUTSIDE EXPERIENCE

- A. Teachers hired for the 2000/2001 school year, and thereafter, shall receive up to two (2) years credit for military experience.
- B. The Board may grant additional credit for personnel hired in technical teaching areas for experience in teaching and/or work experience in a directly related area up to the amount of actual experience applicable.
- C. Teachers formerly employed by the Roseville Community Schools who return to employment after having lost seniority privileges shall be granted all Roseville teaching credit up to four (4) years at full step of the schedule.
- D. Teachers who return within 2 years from their termination from the layoff list shall receive:
  1. Seniority to their date of termination.
  2. Restoration of their accumulated sick leave through date of layoff.
  3. Placement on the salary schedule based on salary step 1 on their date of layoff.

### Section 21

#### JURY DUTY

A teacher who serves jury duty shall be paid regular salary without loss of days. The Business Office shall deduct from an employee's pay only that amount which is equal to the per diem jury service fee for each school day served on jury duty.

## ARTICLE IX - NON-SALARY ITEMS

### Section 1 THE SCHOOL DAY

A.	<u>Elementary Hours</u>		<u>Secondary Hours</u>	<u>Middle Sch.</u>	<u>High Sch.</u>
	Teachers Day Begins	8:25 a.m.	Teachers Duty Begins	7:35 a.m.	7:30 a.m.
	Teachers Duty Begins	8:30 a.m.	1 <sup>st</sup> Bell	7:40 a.m.	7:35 a.m.
	Instruction Begins	8:40 a.m.	Instruction Begins	7:45 a.m.	7:40 a.m.
	Lunch Period	1/2 hour	Lunch Period	1/2 hour	1/2 hour
	Students Dismissed	3:30 p.m.	Students Dismissed	2:50 p.m.	2:45 p.m.
	Teachers Duty Ends	3:35 p.m.	Teachers Duty Ends	2:55 p.m.	2:50 p.m.

It is recognized that wherever adjustments in the schedule are necessary, such may be made, however, the school day shall be standard in terms of hours, minutes, and duty time.

- B. Lunch period shall be duty free. Elementary principals may alter or stagger the lunch time provided every teacher receives a 30 minute duty free lunch each day.
- C. Secondary teachers who are assigned 5 teaching periods will be guaranteed one equivalent period as a personal preparation each day.
- D. A portion of SIP/PD meetings may be designated for staff meetings.
- E. Principals may schedule up to five (5) thirty-five minute staff meetings each year. Teachers will be given at least one week's notice of the meetings which will be held on Wednesdays before or after school as determined by a majority vote of the staff.
- F. With the advent of the 30-minute lunch period, elementary teachers will be permitted to schedule no more than one 20-minute outdoor recess period per day, with the following conditions:
  - 1. Teachers must accompany and supervise their own class.
  - 2. The recess period must be conducted in line with an educational goal established by the teacher and/or school.
  - 3. The principal must approve both the scheduling of the recess and the educational goal(s).

### Section 2 ELEMENTARY AUXILIARY SERVICE

- A. All teachers of grades K – 5, special education classrooms and auxiliary service classrooms as well as special service personnel shall receive 135 minutes of preparation time per week, exclusive of the time before students arrive in the morning.

Every effort will be made to distribute the time in blocks equivalent to 3 – 45 minute periods per week.
- B. Special and Auxiliary Daily Schedule  
Before the start of each school year, auxiliary service teachers shall meet with principals and the curriculum director to jointly establish building schedules. Auxiliary teachers will receive a stipend if the meeting is held outside of the school calendar.
- C. Department meetings for auxiliary and special service personnel may be scheduled during the afternoon of elementary parent teacher conferences.

ARTICLE IX – NON-SALARY ITEMS (continued)

Section 3

CLASS SIZE

- A. Class size shall be limited to 28 in grades kindergarten through third (K-3) and 31 in grades four through five (4-5)
- B. There shall be no combination classes unless absolutely necessary. When it is necessary, mutual arrangement as to the composition of the classes will be made with the teacher(s), principal, and the central administration and such additional aid as may be possible, shall be given. Combination classes shall be limited to 26.
- C. The number of students assigned to an experimental class shall be determined by the teacher and principal involved.
- D. Academic class size at the secondary level, including typing, shall not exceed 155 pupils for a five-period day.
  - 1. The Middle School day, including five class periods and a daily homeroom, for academic classes, including typing shall have an aggregate class size cap of 170
- E. Physical Education classes at the secondary level shall not exceed 180 pupils for a five-period day.
  - 1. The Middle School day for Physical Education including five class periods and a daily homeroom shall have an aggregate class size cap of 195.
- F. Music classes at the secondary level shall not exceed 155 pupils for a five-period day, not including Concert Band and Choir.
  - 1. The Middle School day for Music including five class periods and a daily homeroom shall have an aggregate class size cap of 170, excluding Concert Band and Choir.  
Choir classes: An accompanist will be provided for preparation and assistance not to exceed ten (10) hours per class, for each major choral presentation.
- G. Shop, Life Management, Crafts, Chemistry and Physics Laboratory classes shall be limited to 26 students.
- H. At the secondary level every effort shall be made to limit each academic class to 31 pupils but not to exceed 33 and to limit each physical education and music class to 36 pupils.
- I. The schedule for payment for student overloads shall be according to the following formula:
  - 1. Elementary: 1/30 of 1/180 of the amount listed in the Chart in Appendix E
  - 2. Secondary: Student overload on an individual or daily basis is to be paid at the rate of:  
(1-5 - \$400/year)      (6-10 - \$700/year)      (11-14 - \$1,000/year)
  - 3. No deduction shall be made for teacher absences due to sick days except during extended absences of 5 or more days.
  - 4. At the elementary level, overloads shall be paid on student rosters established on the first Monday of the school year.
  - 5. At the secondary level overload payments shall be based on class rosters the second Monday of the school year.
  - 6. Auxiliary service teachers will be eligible for overload payments. The amount of payment shall be subtracted from the amount due the regular classroom teacher.
- J. Every effort shall be made to assign aides to assist teacher(s) with a student overload of four (4) or more and/or any building having a number of classes that exceed the contractual limits. The aide(s) may be assigned to more than one building or more than one classroom.
- K. The Board will make a reasonable effort to make the planetarium available to students and to the community.
- L. Special Education class sizes will be those stated in the Michigan Special Education Code, as amended; and shall be subject to the guidelines specified therein.  
Every effort will be made to limit the enrollment in co-taught secondary special education classes to a maximum of 35 students, 15 of whom may be certified special education classroom students.
- M. Secondary swimming classes with more than 31 students will be assigned a paraprofessional or a student aide certified in life saving.

## ARTICLE IX NON-SALARY ITEMS (continued)

### Section 4

#### PHYSICAL FACILITIES

- A. The physical facilities of the classroom and the school must be conducive to the health and welfare of the students and teachers.
- B. Normal classroom conditions must be maintained including adequate temperature, lighting, lavatory, and water facilities. If the conditions are not normal, the principal will make necessary arrangements to provide facilities for teachers and students. The principal with notification to Central Administration may dismiss the students for the period of time deemed necessary.
- C. Within the limitation of available space, each school shall provide adequate classroom and storage facilities for auxiliary and special service personnel.

### Section 5

#### TEACHERS' LOUNGE

- A. Teachers' Lounges must provide adequate seating, table space, heating and ventilation, and be designed exclusively for staff use. Provision shall be made for separate lavatory facilities for male and female teachers.
- B. Where teachers wish to prepare tea or coffee in lounge rooms, the cooks will provide hot water, cups and saucers, if this special demand upon the cook's time is not unreasonable.

### Section 6

#### SICK LEAVE BANK AND LEAVE DAYS

- A. Accumulated Sick Leave Days
  1. For teachers hired before September 15, 1998, unused sick leave days shall accumulate in a single bank at the rate of twelve (12) days per school year, without limit.  
For teachers hired on or after September 15, 1998, unused sick leave days shall accumulate in a single bank at the rate of eleven (11) days per school year, without limit.
  2. Sick bank information will be recorded and distributed in September of each year to all teachers. This will include accumulated days from prior years together with total days credited for the current contractual year.
  3. Teachers must give notification if they wish to cancel a sick leave or personal leave. Failure to notify may result in a pay deduction equal to the cost to the Board for a substitute's "show up" pay.
  4. Perfect Attendance Incentive: The stipend for perfect attendance will be \$300 per trimester. Perfect attendance is defined as no use of sick leave, personal leave or comp time.
  5. An employee shall not accumulate a day of sick leave during any month in which the employee receives pay for less than the majority of the scheduled working days in that month.
- B. Central Sick Leave Bank
  1. The Board of Education will contribute a day for each day contributed by a teacher to the Central Sick Leave Bank. The Board will subtract from its contribution the number of days that equals the number of unpaid days members had to wait to be eligible for initial entry to the Central Sick Leave Bank; except that those days waived by the Central Sick Leave Bank Board shall not be subtracted.
  2. There shall be a Central Sick Bank Board consisting of one representative each from the bargaining unit, central administration, and the Board of Education to act upon application and to manage the Central Bank.

ARTICLE IX – NON-SALARY ITEMS

Section 6 – Sick Leave Bank and Leave Days (continued)

3. Newly contracted teachers will automatically contribute one day to the Central Sick Leave Bank.
  4. Further contributions to maintain the stability of the Central Sick Leave Bank shall be determined by the Bank Board.
- C. Use of Central Sick Leave Bank
1. A member's eligibility to access the Central Sick Leave Bank requires the use of twenty (20) days from his/her individual sick bank.
    - a. A member with less than twenty (20) days in his/her individual sick bank must exhaust his/her bank and wait the balance of the 20 days without pay.  
A member with no days in his/her sick bank must wait the required twenty (20) days without pay.
    - b. No days shall be granted from the Central Sick Leave Bank for family illness.
  2. Up to thirty (30) days may be granted by said Board.
  3. If a member uses all thirty days from the central Sick Leave Bank, he must return to the use of his own bank for fifteen (15) days, or having exhausted his bank, he must wait the passage of fifteen (15) school days without pay, before making application to the Board for additional days.
  4. If an illness continues beyond the period and conditions set forth above, the Bank Board may grant additional sick leave days from the Central Bank up to a maximum of sixty (60) additional days.
    - a. Central Sick Leave Bank days will not be provided to those teachers who are eligible to receive benefits under the Long Term Disability Program.
  5. The Bank Board may request an individual to be examined by a doctor at any time at the member's expense.
  6. The Central Sick Leave Bank regulations may be amended with the concurrence of the Board of Education and Bargaining unit.
- D. Extended Illness
1. A teacher returning after eight (8) consecutive school days of illness shall present a doctor's release to return to duty.
  2. A teacher returning from such extended absence must notify the principal at least two school days before reporting for duty.
- E. Personal Leave
1. For teachers hired before September 15, 1998 four (4) days of the individual sick leave may be used for personal business each year.  
For teachers hired on or after September 15, 1998 three (3) days of the individual sick leave allowance may be used for personal business each year.
  2. Personal leave days may not be used the day before or the day after a holiday or vacation. An employee absent on the day before or the day after a holiday or vacation will not receive pay for that day except as he presents reasonable evidence of his involuntary detention because of cancellation of reservations with a common carrier, official closing of a highway due to weather conditions or similar circumstances of an extreme nature.
- F. Funeral Leave
1. Each employee shall be allowed up to five (5) days of funeral leave to attend the funeral in event of death in the immediate family. The immediate family is defined as spouse, father, mother, grandparents, brother, sister, son or daughter, and the above in-laws of the employee.

## ARTICLE IX – NON-SALARY ITEMS

### Section 6 – Sick Leave Bank and Leave Days (continued)

2. If a school should be closed because of the death of a member of the unit, members from that school who attend the funeral shall incur no loss of pay or days from their individual bank.
  3. An employee may be granted up to five (5) days to attend the funeral of relatives not listed, guardian or friends where the relationship is similar to that of the immediate family, upon application, explanation and approval of the Deputy Superintendent.
- G. **Conference Leave**
1. Teachers shall give at least one-week's notice when applying for conference leave. Forms may be obtained in the principal's office and must be approved by the principal.
  2. A local, state, or national Union officer shall be allowed conference leave whenever necessary to fulfill the duties of his office. The time limitation of notice will be waived whenever necessary.
- H. **Speaking Engagements**  
Teachers who are invited to address educational or civic groups during the school day shall be given release time without loss of pay or deductions from the sick bank. Such release time shall be treated as conference leave.
- I. **Adoption Leave**  
Teachers on non-compensated leave due to the adoption of a child will be paid one half of their daily rate for a maximum of fifteen (15) days. Eligibility will be limited to the time of the adoption. This benefit is payable one time only.

### Section 7

### SABBATICAL LEAVE

- A. A teacher holding at least a Bachelor's Degree and a permanent Michigan Teaching Certificate may make application for sabbatical leave providing he shall have completed not less than seven (7) consecutive years of service with the Roseville Community Schools.
- B. Sabbatical leave shall be granted for professional improvement including attendance at a college or university, research under the direction of a college or university, or travel which can be shown to improve the teacher's capability and benefit the local school district.
- C. Requests for sabbatical leave shall be submitted by March 1. At least one (1) sabbatical leave may be granted if one is requested and the applicant meets the minimum requirements for sabbatical Leave. The Board may grant Sabbatical Leaves to up to 1% of the staff.
- D. During a sabbatical leave, the teacher shall be considered to be in the employ of the Board and shall be paid one-half of the regular annual salary. Grants and Stipends shall not affect sabbatical pay except that these funds added to sabbatical pay shall not exceed the teacher's annual full-pay salary.
- E. Teachers returning from sabbatical leave shall be restored to their former teaching position or one of a similar nature. Seniority shall accrue, and they shall be eligible for a regular increment on the salary schedule unless already at the top.
- F. If enrolled in an institution of higher learning, at least ten (10) semester hours of graduate credit study shall be carried per semester.
- G. Sabbatical leave teachers shall not assume such additional employment as would affect the purpose of the leave adversely.



## ARTICLE IX – NON-SALARY ITEMS

### Section 7 – Sabbatical Leave (continued)

- H. As a condition to receiving final approval for a sabbatical leave, a staff member shall file an agreement stating intent to remain in the service of the school district for a period of two (2) years after the expiration of such leave.  
Should an employee not remain with the school district for two years immediately following the sabbatical leave, the teacher shall within two years repay to the Board an amount of money which shall bear the same relation to the amount granted as the expired period of service bears to two years. This rule shall not apply if the teacher becomes incapacitated or in cases where the Board may, upon request, waive this requirement. Should a sabbatical leave be of less than one (1) year, the responsibilities of the Board and of the teacher shall be considered on a proportional basis.
- I. A teacher on sabbatical leave shall continue to receive the benefits provided in hospitalization, life and disability benefits.
- J. Applications for Sabbatical Leave will be considered by the Board on the basis of:
  - a.) Purpose of Leave
  - b.) District Seniority
  - c.) Date of Initial Request for Leave

### Section 8

#### RETURN FROM LEAVE

- A. A teacher on approved leave shall notify the Board of his/her intention to return or request extension of leave by March 1 or ninety (90) days prior to the end of the semester whichever is earliest.

### Section 9

#### RETURN AFTER ABSENCE

- A. After leaving the employment of the Roseville Community Schools, a teacher who returns within four years shall:
  - 1. Be placed on the salary schedule of the step above the one he/she was on when he/she left.
  - 2. He/she shall also receive credit according to his/her creditable experience within the district and to a maximum outside experience as stated in Article IX, Section 21.
  - 3. His/her accumulated sick leave shall be reinstated.
  - 4. His/her seniority shall be reinstated as defined in Article II.
- B. Teachers on leave under the terms of prior contracts may return under the return from leave provision of the contract in effect at the time the leave was granted.

### Section 10

#### SECONDARY PREPARATIONS

- Every effort shall be made to limit secondary preparations to three (3).

## **ARTICLE X – CONTRACT CONFLICTS**

In all instances wherein there is a conflict between this Master Contract and items included from the teacher's handbook, or this contract and the pre-established Board Policy, then in all such instances, the negotiated contractual items shall prevail.

## **ARTICLE XI - MANAGEMENT RIGHTS CLAUSE**

### Section 1

The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and of the United States, including, but without limiting the generality of the foregoing, the right:

1. To the executive management and administrative control of the school system and its properties and facilities, and the activities of its employees.
2. To hire all employees and subject to the provisions of law, to determine their qualifications and conditions for their continued employment, or their dismissal or demotion; and to promote and transfer all such employees.
3. To establish grades and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board.
4. To decide upon the means and methods of instruction, and the duties, responsibilities, and assignments of teachers and other employees with respect thereto, and with respect to administrative and non-teaching activities, and the terms and conditions of employment.

### Section 2

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only to the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the United States.

## **ARTICLE XII - TEACHER'S LEGAL RIGHTS**

Nothing contained herein shall deny to any teacher his/her rights under Section 11 of Act 336 of Public Acts of 1947, as amended by Act 379 of the Public Acts of 1965, or otherwise under statute.

## **ARTICLE XIII – EMERGENCY MANAGER**

The following language is inserted pursuant to Act. No.9 of the Public Acts of 2011, and is not the result of mutual agreement on the provision by the parties: This entire agreement or specific provisions of this agreement may be rejected, modified, or terminated by an emergency financial manager under conditions provided in the Local Government and School District Fiscal Accountability Act, 2011 PA 4. By signing this agreement the Union does not agree or acknowledge that this provision is binding on either the Employer or the Union. In addition, the Union reserves the right to assert, where appropriate, that this clause is not enforceable.

#### **ARTICLE XIV - WORK STOPPAGE**

Recognizing that the education of children is the basic reason for establishment and operation of our public school system, the Union agrees that no work stoppage will be voted, condoned, authorized or undertaken by its members within the life of this contract and that any teacher engaging in a concerted work stoppage, authorized or unauthorized by the Union, in the Roseville School District or in any of its schools will be subject to suspension or dismissal according to statutory provisions.

#### **ARTICLE XV - LAW SAVING CLAUSE**

If any provision of this Agreement or any application of the Agreement to any teacher or group of teachers should be found contrary to law by a court of last resort or court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided for doing so, or to any rule or regulation of the State Department of Public Instruction from which rule or regulation on appeal has been taken within the time provided for doing so, then such provision or application shall be deemed invalid except to the extent permitted by law but all other provisions hereof shall continue in full force and effect. Such decision or ruling shall necessitate immediate renegotiation of the provision.

**ARTICLE XVI - TERM OF AGREEMENT**

**Section 1**

This Agreement shall be and continue in full force and effect from August 7, 2017 to June 30, 2020, at which time it shall terminate. Either party may request a reopener at anytime throughout the period of the agreement for the purpose of discussions and/or negotiations regarding wages, benefits or other matters at issue.

Should either party wish to extend, or modify this Agreement beyond the date of termination, they shall deliver written notice to the other party no less than ninety (90) days prior to the expiration date.

**Section 2**

This Agreement will be executed when it has been:


- A. Ratified by the Union according to their procedures.
- B. Approved by the Board of Education by a resolution duly adopted.

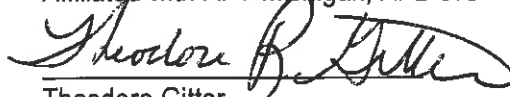
**Section 3**

In witness whereof the parties have executed this Agreement by their duly authorized representatives the day and year stated below:

BOARD OF EDUCATION  
ROSEVILLE COMMUNITY SCHOOLS

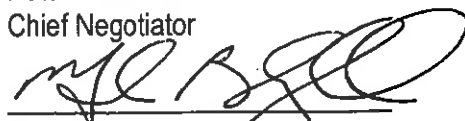
ROSEVILLE FEDERATION OF  
TEACHERS  
AFT LOCAL No. 1071  
Affiliated with AFT-Michigan, AFL-CIO

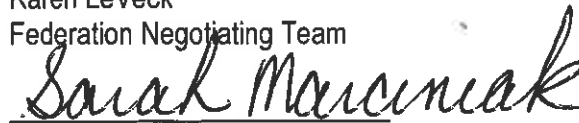
  
\_\_\_\_\_  
John Kment  
Superintendent

  
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Theodore Gitter  
Chief Negotiator


  
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Peter Hedemark  
Chief Negotiator

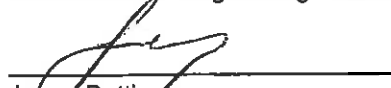
  
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Karen LeVeck  
Federation Negotiating Team

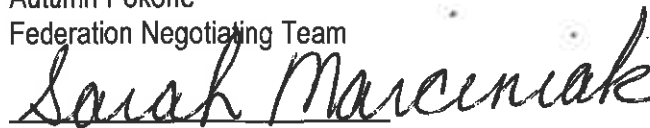
  
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Mark Blaszkowski  
Administrative Negotiating Team

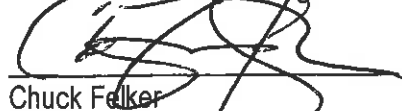
  
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Sarah Marciniak  
Federation Negotiating Team

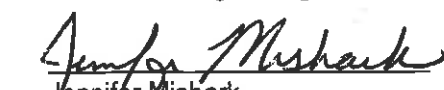
  
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Diane Kott  
Administrative Negotiating Team

  
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Autumn Pokone  
Federation Negotiating Team

  
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Jason Bettin  
Administrative Negotiating Team

  
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Sarah Marciniak  
Federation Negotiating Team

  
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Chuck Felker  
Administrative Negotiating Team

  
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Jennifer Mishark  
Federation Negotiating Team

  
\_\_\_\_\_  
Michelle Nemitz  
Federation Negotiating Team

## APPENDIX A

### I. Building Chairperson Structure - Secondary

- A. Teachers in each secondary school shall elect building chairpersons for the departments listed below:

#### Senior High

Business Education  
English  
Math  
Social Studies  
Life Management  
Art  
Language

Physical Education  
Applied Technology  
Science  
Special Education  
Counselor  
Music  
Media

#### Junior High

English  
Science

Math  
Social Studies

- B. Duties and Responsibilities of Chairpersons

1. The Building Department Chairperson shall chair department meetings as scheduled in the calendar.
2. The Building Department Chairperson shall prepare and distribute minutes of all department meetings to department members, principals, and the Curriculum Director.
3. The Building Department Chairperson shall serve as liaison for general department concerns.
4. The Building Department Chairperson shall coordinate and disseminate information and recommendations for curricular and other department changes.
5. The Building Department Chairperson shall co-ordinate requisition of materials for the department, inventory of materials and shall oversee maintenance of department equipment.

- C. Math, English, Science and Social Studies Department Chairpersons shall receive a \$500 stipend for the year and will be responsible for overseeing the implementation of the building's yearly School Improvement Plan. Other Department Chairpersons will receive a \$400 stipend for the year and will assist in implementing the School Improvement Plan.

### II. School Improvement Chairperson

- A. Elementary building School Improvement chairpersons will meet with the Assistant Superintendent to review, recommend and share information regarding goals, strategies, reporting systems, etc.
- B. Each elementary school shall receive a five hundred dollar (\$500) annual chairperson stipend.
- C. Each secondary school shall receive a five hundred dollar (\$500) annual chairperson stipend.
- D. All elementary and secondary buildings shall receive a five hundred dollar (\$500) annual budget for committee determined expenditures.

### III. IEP Coordinator

Each IEP coordinator will receive an annual stipend of \$400.

## **APPENDIX B**

### **I. Mutually Recognized Past Practices as agreed by the Roseville Board of Education:**

- A. **Use of the Sick Day**  
It is a recognized practice that certified personnel may use a "sick day" because of an illness in the immediate family. (Immediate family as defined in the contract.) Teachers may use up to two weeks of sick leave in the event of an extended illness in the immediate family. In emergency situations up to one additional week may be approved by the Deputy Superintendent.
- B. **Release Time**  
It is a recognized practice that a principal may release a teacher from duty for up to one hour without a loss of pay or time in cases of emergency or extreme need, provided no additional cost to the district results from his/her action.
- C. **Personal Leave**  
It is a recognized practice that under unusual circumstances, teachers may be allowed the use of a personal day before or after a holiday or during the first or last week of school, providing prior approval has been granted by the Superintendent.
- D. **Teachers' Dress Code**  
It is a recognized practice that teachers are allowed discretion in regard to their personal appearance and dress, providing their choice is in good taste and reflects their professional role.
- E. **First Day of School**  
It is a recognized practice that upon request, the RFT may be allowed limited time on the agenda for announcements during a new teacher orientation meeting.
- F. **Emergency Closings**  
It is a recognized practice that the school district may close the schools down for a day or a period during the day in situations of national tragedy, local conditions, or some other similar circumstances, provided the released time is included within the 1098 hours of instruction.
- G. **Teaching Experience**  
It is a recognized practice that teachers who are employed in the district for one-half of one year are given a full year's credit on the salary schedule the following year, only. An employee working two different one-half year periods shall be counted as one year credit.
- H. **Payroll Deduction**  
It is a recognized practice that teachers may request payroll deduction for such programs as may be approved by the Roseville Board of Education.
- I. **Conference Leave**  
It is a recognized practice that under unusual circumstances, the time limits on conference leave may be waived by the Superintendent or his designee.
- J. **Preparation Time**  
It is a recognized practice that teacher's preparation periods shall be used in conformity with the contract, including conferences with other certified personnel.
- K. **Supervision**  
It is a recognized practice that teachers shall not be required to supervise the students of another teacher while he/she is supervising his/her own class. However, he/she may on occasion do so on a voluntary basis.
- L. **Closing of a Building**  
It is a recognized practice that teachers, when a building is closed because of power failures or such similar events, will not be assigned to teaching assignments in other buildings.
- M. **Extended Calendar Assignment**  
It is a recognized practice that when the services of teachers are required to perform functions related to the regular school year, but beyond the normal school year, they shall be paid a prorata salary based on their current annual salary.

## APPENDIX B – (continued)

- N. Conference Leave  
It is a recognized practice that the Board through the administration has the right to regulate, approve and disapprove conference leaves considering the financial burden and the potential benefit of the school district.
- O. Right of the RFT to Appear Before the Board of Education  
It is a recognized practice that the Roseville Federation of Teachers has the right to appear before the Board of Education on a matter affecting their bargaining unit after following the normal lines of action and communication within Central Administration. Should the RFT desire to appear before the Board, they shall request a place on the agenda through the Superintendent.
- P. State Guidelines  
It is a recognized practice that the Board of Education will make every reasonable effort to comply with the recommended state guidelines relative to the operation of a state reimbursed program.

## APPENDIX C

### I. Job Sharing

The Union and the Board agree to adopt the concept of Job Sharing. The Union recognizes the Board's right to deny individual requests subject to a showing of cause by the administration. The show cause is not arbitrable but is grievable to the Board of Education level only. The Union also recognizes the Board's right to terminate a job sharing at any time provided that the employment rights of all the parties are maintained and protected.

The following rules shall govern the job sharing system:

1. Job sharing will refer to the mutual agreement of two teachers to share one full-time position and/or the sharing of a full-time position between a teacher and a laid-off teacher.
2. Entry into the program shall be voluntary and at the request of the teacher. Exit from the program may be requested by the participants and may be implemented provided there is mutual agreement of all participants and the Deputy Superintendent.
3. Teachers must submit their request to job share to the Personnel Office no later than April 1 or such other date as may be agreed upon by the Union and the Board.
4. Each job sharing arrangement must be renewed each school year following procedures in #2 and #3.
5. If a teacher elects to return to full-time teaching, the teacher must notify the Personnel Office in writing by April 1.
6. If the job share is discontinued, administration will place the teachers based on the terms of the Board of Education policy regarding assignment of teachers.
7. Teachers who are job sharing will receive a prorated salary.
8. Teachers who job share will receive full seniority, full salary credit and shall share fringe benefits not to exceed the cost of one (1) full family coverage package of benefits.
9. The responsibilities of a job sharing assignment shall be divided and allocated according to a plan designed and agreed upon by the job sharers and reviewed by the principal. This shall include but not be limited to attendance at staff meetings, parent/teacher conferences, in-service meetings, substituting, et cetera.
10. If forced to pass on a recall, a laid-off teacher in a job-share position shall be given continuing contract status and be treated as a permanent employee for purposes of assignment and transfer for the ensuing school year subject to limits of the teacher's seniority and qualifications.
11. Final approval of all job shares shall rest with the Personnel Office.

**APPENDIX D**

I. Elementary Overload Schedule

Overload Schedule

	<u>BA</u> <u>Base</u> <u>Overload</u> <u>Rate</u>	<u>BA</u> <u>Payment</u> <u>Per Day</u>		<u>MA</u> <u>Base</u> <u>Overload</u> <u>Rate</u>	<u>MA</u> <u>Payment</u> <u>Per Day</u>
Step 1	16,731	3.10	Step 1	18,344	3.40
2	17,373	3.20	2	19,398	3.60
3	18,231	3.40	3	20,451	3.80
4	19,301	3.60	4	21,925	4.10
5	20,481	3.80	5	23,398	4.30
6	21,767	4.00	6	25,082	4.60
7	23,263	4.30	7	26,976	5.00
8	24,766	4.60	8	28,729	5.30
9	26,800	5.00	9	30,977	5.70
	<u>MA+30</u> <u>Base</u> <u>Overload</u> <u>Rate</u>	<u>MA+30</u> <u>Payment</u> <u>Per Day</u>		<u>PHD</u> <u>Base</u> <u>Overload</u> <u>Rate</u>	<u>PHD</u> <u>Payment</u> <u>Per Day</u>
Step 1	19,155	3.50	Step 1	19,804	3.70
2	20,211	3.70	2	20,859	3.90
3	21,263	3.90	3	21,910	4.10
4	22,737	4.20	4	23,384	4.30
5	24,209	4.50	5	24,859	4.60
6	25,894	4.80	6	26,541	4.90
7	27,788	5.10	7	28,436	5.30
8	29,680	5.50	8	30,329	5.60
9	31,787	5.90	9	32,435	6.00



# PARAPROFESSIONALS

## Section I JOB DUTIES

Paraprofessionals will work at the direction of the building principal and/or the program administrator and within the parameters of any applicable grant. Duties will not include responsibilities routinely handled by custodial staff members. Their duties may include, but are not limited to:

- A. Assisting certified personnel in the instruction and management of students.
- B. Assisting the building principal in the management of students and building facilities.
- C. Supporting and supplementing the instructional process during the school day and in extended day programs.

When a question of interpretation occurs regarding assignments or schedules, a paraprofessional may request an informal meeting with the building principal. If not resolved at the building level, the matter may be appealed to the Deputy Superintendent.

## Section II JOB CLASSIFICATIONS

- A. General Paraprofessionals
- B. Technical Paraprofessionals
- C. District Technology Paraprofessionals
- D. School Readiness Teacher Assistants

Education, experience and other qualifications for each classification will be determined by the Board of Education.

## Section III SENIORITY

- A. Following the completion of a 90 day probationary period, paraprofessionals will be placed on the seniority list, with ranking from their original date of hire within the classification.
- B. Seniority will be earned within the classification. Seniority and qualifications will be the basis for layoff, recall, assignment and transfer within the classification.
- C. Tiebreakers
  1. For employees hired before January 1, 1997, seniority date ties will be broken by a lottery. That seniority listing shall be permanent.
  2. For employees hired after January 1, 1997, relative position on the seniority list shall be determined by the Deputy Superintendent on the date of hire or whenever a tie is created because of an adjustment in seniority time.

## Section IV

### ASSIGNMENT AND TRANSFER

- A. All new positions shall be posted as they arise. All vacancies shall be posted as they arise, except those vacancies occurring at the end of the school year, which will be posted after all transfers (involuntary and voluntary) and recalls have been made.
- B. Paraprofessionals will have the right to apply for positions within other parapro classifications but will have no automatic claim to such positions.
- C. In the event a vacancy occurs after October 1, it shall be administrative prerogative to fill the vacancy with a new parapro or with a qualified parapro presently employed.
- D. In the event of a reduction of personnel within any classification, the administration and union will meet and determine a procedure for the reassignment and/or transfer of remaining personnel.
- E. A paraprofessional shall retain his/her position on the layoff list until rehired but not to exceed 2 years or the length of their employment whichever is less.

## Section V

### FRINGE BENEFITS

- A. Secondary paraprofessionals hired before January 1, 1997 shall retain their existing benefits and leave days.
- B. Medical Insurance  
Eligible paraprofessionals employed as of December 31, 2007 may receive full family coverage. The plan in effect for the 2011-2012 school year will be a Blue Cross PPO with the following stipulations:  
Deductible - \$250 single/\$500 family  
Co-pay - 20% of identified charges, up to an annual of maximum of \$1000 single/\$2000 family  
Paraprofessionals shall be considered eligible for coverage if they are
  1. Currently uninsured, or
  2. Purchasing health care insuranceThose paraprofessionals who waive medical coverage will be entitled to a \$300 stipend payable at the end of the plan year.
- C. Life Insurance  
All paraprofessionals shall be provided \$25,000 in life insurance.
- D. Dental Insurance
  1. Beginning September 1, 1999 paraprofessionals may participate in the teacher's dental coverage on a self-paid premium basis.
  2. Beginning August 2013 paraprofessionals purchasing dental coverage through the district will be eligible to purchase the upgraded package.
- E. Optical
  1. Paraprofessionals shall be eligible for a District paid optical plan, providing at least the current basic benefits.
- F. Disability Insurance
  1. The Board shall provide a long term group disability policy for each paraprofessional. The terms of the policy shall provide that eligibility shall begin after ninety (90) calendar days of disability.
  2. Individual sick bank accumulations will be frozen from the 91st day of disability until the paraprofessional returns, or retires. Paraprofessionals who retire on disability will be eligible for their frozen accumulation of sick leave based on the applicable formula.
  3. All terms and conditions of the policy shall prevail, subject to the rules and regulations of the carrier.

## Section V

### Fringe Benefits (continued)

- F. 125 Plan / Flexible Spending Accounts  
All paraprofessionals shall be eligible to participate in the district's Salary Reduction Reimbursement Accounts for child care and medical expenses.
- G. Sick Leave/Personal Leave
1. All paraprofessionals shall be provided up to ten (10) sick days per year, two (2) of which may be used for Personal Leave, with pre-approval.
  2. Sick days may be accumulated to a maximum of 90 days.
  3. Administration is authorized to deduct from future checks any advances or overpayments for absences by employees who do not have days in their sick bank. The amount of the deduction will be limited to the amount of advances or overpayments.
  4. Perfect Attendance Incentive: The stipend for perfect attendance will be \$125 per trimester. Perfect attendance is defined as no use of sick leave, personal leave or comp time.
- H. Funeral Leave  
Paraprofessionals shall be provided five (5) days of funeral leave to attend the funeral in the event of a death in the immediate family. The immediate family is defined as spouse, father, mother, grandparents, brother, sister, son or daughter and the above in-laws of the employee.
- I. Partial Schedules  
Benefits, including sick and personal leave, for paraprofessionals on partial schedules will be prorated accordingly.
- J. Retirement Severance  
Paraprofessionals who retire from the employment of the district under the terms and provisions of the Michigan Public School Employees Retirement Act will be eligible for a retirement severance for unused sick days, based on the following formula.  
50% of the first 60 days, 20% of days 61-90, to a maximum payout of 35.8 days.  
Per diem rates will be based on the 2012/2013 daily rate or the then prevailing daily rate, whichever is greater.  
All individuals actively employed 2013/14 will receive an additional five days pay at the time of their retirement.
- K. Professional development  
Every effort will be made to provide meaningful professional development during the year.

## Section VI

### 12 MONTH PARAPROFESSIONALS

- A. Work day
1. Normal workday is 7 1/2 hours from 8:00 a.m. to 4:30 p.m.
  2. Lunch is 1 hour, work day includes two (2) 15 minute breaks.
  3. Summer Hours:
    - a) Summer work shall be seven (7) hours per day, Monday through Friday, thirty-five (35) hours per week. Summer hours will begin the Monday following the close of the school year in June. Regular hours shall commence one week prior to the scheduled opening of school in the fall.
    - b) It is agreed that on any extended school holiday (for two (2) or more school days) in which classes are not in session and/or midwinter break and Records Day or K-12 In-Service days, summer hours will prevail.
- B. Vacation
1. Vacations shall be earned by continuing 12 month employees, approved by the immediate supervisor and credited for the employee's usage on July 1.

## Section VI 12 month paraprofessionals (continued)

2. Continuing 12 month employees shall be granted vacation according to the following schedule:

After one (1) year of accumulated seniority -	Two (2) weeks
After five (5) years of accumulated seniority -	Three (3) weeks
After ten (10) years of accumulated seniority -	Three (3) weeks plus two (2) days
After fifteen (15) years of accumulated seniority -	Four (4) weeks

### C. Sick Leave/Personal Leave

1. Twelve month paraprofessionals hired before September 1, 2000 will have twelve (12) sick days per year. Four of the days may be used as personal days.
2. Twelve month paraprofessionals hired after September 1, 2000 will have twelve (12) sick leave days per school year, three of which may be used as personal days.
3. Perfect Attendance Incentive: The stipend for perfect attendance will be \$125 per trimester. Perfect attendance is defined as no use of sick leave, personal leave or comp time.

### D. Holidays

1. Continuing 12 month employees shall be entitled to the following holidays with pay provided they would normally be scheduled to work on the days stated:

Independence Day (July 4)	Day before New Years
Labor Day	New Year's Day
Thanksgiving Day	Good Friday
Day after Thanksgiving	Easter Monday
Day before Christmas	Memorial Day
Christmas Day	
2. Should any of the above listed holidays fall on a Saturday, Friday, the day preceding shall be the recognized holiday. Should any of the above holidays fall on a Sunday, Monday, the day following shall be the recognized holiday.
3. Should schools be open on one or more of the holidays listed above, employees shall work at regular pay rates and shall be allowed compensatory time off at another date.
4. An employee must work on the last day preceding a holiday and the first work day after a holiday unless on an approved leave for personal reasons or on a valid sick leave absence in order to receive pay for the holiday.

### E. Inclement Weather

1. When schools are closed due to inclement weather, all employees are required to work their regular shifts or use vacation or personal leave.
2. When schools are closed due to inclement weather and teachers are not required to make up the lost day(s), employees required to work that day will be permitted compensatory time off at a time mutually agreed between the employee and the immediate supervisor. Employees not required to work need not report to work and will not be pay deducted or have a day deducted from their leave bank.

### F. Overtime

1. Overtime shall be paid at the rate of time and one-half for all hours in excess of 40 hours per week or eight hours per day.

Section VII  
SCHOOL YEAR PARAPROFESSIONALS

A. General Paraprofessionals

1. The work year for general paraprofessionals will equal the teacher work year including all required staff meetings and evening activities. Except: The work year and work day of general paraprofessionals in the secondary schools may be modified to provide for more effective and appropriate utilization of their services.
2. The standard work day is 8 hours a day, which includes a 30-minute unpaid lunch period. In schools where the lunch period is longer, the 8-hour work day remains, the entire lunch period is unpaid, and the salary will be prorated to reflect this.
3. The beginning and ending times of the work day will be assigned by the building principal.

B. Technical Paraprofessionals

1. The work year for the technical paraprofessionals will equal the teacher work year, including all required staff meetings and two evening activities. In lieu of the other two evening conferences, paraprofessionals will work Monday of the first week of the teacher year. Paraprofessionals in more than one building will coordinate with their building principals.
2. In schools where the lunch period is longer, the 8-hour work day remains, the entire lunch period is unpaid, and the salary will be prorated to reflect this.
3. The beginning and ending times of the work day will be assigned by the building principal.

C. Schedule Change

1. Elementary paraprofessionals in category A and B above will not work the afternoon sessions of the 1<sup>st</sup> and 2<sup>nd</sup> trimester records days due to the elimination of two evening parent conferences.
2. Secondary paraprofessionals in category A and B above will not be scheduled to work on the following non student days: November Professional Development day, January Professional Development day, end of 1<sup>st</sup> trimester, end of 2<sup>nd</sup> trimester, and June Records Day. The building principal will develop a schedule that increases the paraprofessional work day by 30 minutes, twice a week, not to exceed 75 days for the school year. This change will not result in a loss or an increase in either compensation or total work hours.

Section VIII  
SALARY ITEMS (Continued)

A. 2011/2012 – 2015/16 Salary Schedule \*

	<u>STEP</u>	<u>2011/12 – 2015/16</u>
GENERAL	1	\$16,248
	2	17,515
	3	18,782
	4	20,447
TECHNICAL	1	\$17,565
	2	18,830
	3	20,098
	4	21,789
DISTRICT TECHNOLOGY	1	\$38,275
	2	40,188
	3	41,462
	4	42,524

\* NOTE: The salary schedule above represents the base salary at each level but does not reflect the modifications noted below.

2013/2014 5 non-work, non-pay days  
 Steps frozen  
 Longevity payments waived

2014/2015 5.5% reduction  
 Eligible members will move one step, paid at one third of the increase  
 4 non-work, non-pay days

2015/2016 2.5% reduction  
 No movement between steps, members receive full salary for step movement in 2014/15  
 3 non-work, non-pay days  
 The salaries for General, Technical, and District Technology paraprofessionals will be increased by \$750 at each step.

2017/2018 2.0% reduction  
 Eligible members will move half step  
 If no movement between steps, members receive half longevity  
 2 non-work, non-pay days

If the paraprofessional schedule is determined to be less than 7½ working hours, the salary will be prorated accordingly.

Section VIII  
SALARY ITEMS (Continued)

- B. Paraprofessionals who complete the MISD General Paraprofessional certification shall be entitled to a onetime payment of five hundred dollars (\$500).
- C. Longevity  
During the term of this contract, paraprofessionals shall be entitled to longevity payments according to the following schedule. Regular longevity payments shall be made in December following the June in which they were earned.
- |                             |        |
|-----------------------------|--------|
| 5 years or more by June 30  | \$ 200 |
| 11 years or more by June 30 | 300    |
| 15 years or more by June 30 | 400    |
| 20 years or more by June 30 | 500    |
| 25 years or more by June 30 | 600    |
| 30 years or more by June 30 | 700    |

Section IX  
MISCELLANEOUS LANGUAGE

- A. The following provisions of the 2017/2020 contract between the Roseville Federation of Teachers and the Roseville Community Schools shall be applicable to the position of Paraprofessionals.
1. UNION MEMBERSHIP / SERVICE FEE - Article I, Section 7
  2. RELEASE TIME FOR UNION STAFF – Article 1, Section 9
  3. PERSONNEL FILE-Article III, Section 7
  4. OPEN HOUSE RESPONSIBILITY-Article IV, Section 5
  5. FAIR EMPLOYMENT PRACTICE-Article V, Section 1
  6. PAYROLL DEDUCTIONS-Article V, Section 5
  7. ASSAULT UPON A TEACHER-Article V, Section 20
  8. WORKERS'COMPENSATION/ON THE JOB INJURY-Article VIII, Section 8
  9. TAX DEFERRAL PLANS-Article VIII, Section 16
  10. MILEAGE-Article VIII, Section 20
  11. JURY DUTY-Article VIII, Section 22
- B. Grievance Procedure  
Paraprofessionals shall have access to the Roseville Federation of Teachers grievance procedure, excluding the Step 3 hearing before the Board of Education.
- C. Memorandum Of Agreement  
The administration shall develop a memorandum of agreement outlining the administrative procedures for the earning and use of compensatory time by paraprofessionals. The memorandum shall also include procedures for the payment of stipends.

# SCHOOL READINESS PROGRAM

## Section I

### SCHOOL READINESS TEACHERS

- A. Seniority  
Seniority shall be earned and exercised within the School Readiness Program. Seniority shall accrue from the original date of hire in the program.
- B. Tenure Rights  
Provisions of the Michigan Teacher Tenure Act will be applicable within the program to certified personnel employed in the program and eligible under the Act.
- C. Benefits  
Full time employees in the group shall be entitled to the following benefits:
1. The plan in effect for the 2011-2013 school year will be a Blue Cross PPO with the following stipulations:  
Deductible - \$250 single/\$500 family  
Co-pay - 20% of identified charges, up to an annual maximum of \$1000 single/\$2000 family  
Three tier formula for prescription co-pays
  2. Teachers shall be eligible for a District paid optical plan, providing at least the current basic benefits.
  3. Term life insurance in the amount of \$25,000.
  4. Long-term disability coverage comparable to the prevailing policy offered to district teachers.
  5. Participation in the district's salary adjustment reimbursement accounts for dependent care expenses and/or medical expenses.
  6. School Readiness teachers who do not enroll in medical coverage programs, and show documentation that they have coverage from a different source will be eligible for an annual stipend in the amount of \$1000. In the case where a married member's spouse is also eligible for medical coverage with the Roseville Schools only one of the married couple will be eligible for the annual stipend.
  7. It is a recognized practice that teachers who retire from the employment of the district under the terms and provisions of the Michigan Public School Employees Retirement Act receive as a severance 50% of their first 70 days of accumulated sick days and 20% of 71 to 221 accumulated sick days not to exceed the limit of 65 days of severance pay based on prevailing contract rate.

Individuals who were either active members of the bargaining unit in 2011 or on the official district layoff list in September 2009 will receive five days pay at the time of their retirement from the district. Payment will be calculated at their then current daily rate.

All individuals actively employed in 2013/2014 will receive an additional five days pay at the time of their retirement. Per diem payouts (i.e. severance) will be based on the 2012/2013 daily rate or the then prevailing daily rate, whichever is greater.

Severance pay as described in B. above will be paid through an IRS approved special pay deferral plan, currently an employer sponsored 403(b) plan.



SCHOOL READINESS TEACHERS  
Section I: Salary - Teachers (continued)

D. Leave Days

1. Unused sick leave days shall accumulate in a single bank at the rate of ten (10) days per school year, without limit.
2. Up to two (2) days of the individual sick leave allowance may be used for personal business each year. Personal leave days may not be used the day before or the day after a holiday or vacation. An employee absent on the day before or the day after a holiday or vacation will not receive pay for that day except as he presents reasonable evidence of his involuntary detention because of reservations with a common carrier, official closing of a highway due to weather conditions or similar circumstances of an extreme nature.
3. Perfect Attendance Incentive: The stipend for perfect attendance will be \$250 per trimester. Perfect attendance is defined as no use of sick leave, personal leave or comp time.
4. Up to five (5) days of funeral leave will be allowed to attend the funeral of a member of the immediate family. Immediate family is defined as spouse, father, mother, grandparents, brother, sister, son or daughter, and the above in-laws of the employee.

E. School Day and Year

1. The school day and year will be as defined by the school readiness grant. Any modifications from the grant will not be implemented without prior discussion with the staff and the Union.
2. GSRP staff (Teacher and aides) may work up to two (2) additional days outside of the regular school year at the contractual hourly rate (\$22.00/hour) to address activities such as registration/parent interviews and rosters, with the approval of the Office of Instruction.
3. Staff will be required to attend
  - a) Two (2) home visits per student per year. If additional time is needed to cover expanded home visit requirements, staff will be compensated at the contractual rate.
  - b) Parent orientation, parent conferences and other activities scheduled as part of the school readiness program.

F. Salary - Teachers

	<u>Schedule – 2013/2015</u>			<u>Schedule - 2015/2016 *</u>		
	<u>BA</u>	<u>MA</u>	<u>MA-30</u>	<u>BA</u>	<u>MA</u>	<u>MA-30</u>
Step 1	33,192	36,553	38,234	35,267	38,838	40,624
Step 2	34,228	37,527	39,207	36,367	39,872	41,675
Step 3	35,782	39,228	40,966	38,018	41,680	43,526

\*Note: Base salary was increased in 2015/2016 to account for the addition of 10 days to the work year, for a new total of 170 days/year. The base salary does not reflect the modifications implemented for 2015/16 as listed below.

- 2.5% reduction
- No movement between steps, members receive full salary for step movement in 2014/15
- 3 non-work, non-pay days

SCHOOL READINESS TEACHERS  
Section I: Salary - Teachers (Continued)

2017/2018      2.0% reduction  
Eligible members will move half step  
If no movement between steps, members receive half longevity  
2 non-work, non-pay days

2. Hourly rate where applicable: \$22.00
3. Longevity Payment  
During the term of this contract teachers shall be entitled to longevity payments according to the following schedule:

5 years or more by June 30	\$ 525
10 years or more by June 30	775
15 years or more by June 30	1025
20 years or more by June 30	1275
25 years or more by June 30	1525
30 years or more by June 30	1775

Regular longevity payments shall be made in December following the June in which they were earned. Members who leave the employ of the district shall receive an additional pro-rated longevity payment based on the length of the time worked in the final year.

Section II  
SCHOOL READINESS TEACHER ASSISTANTS

1. The school year will be defined by the school readiness grant. The standard work day is 8 hours a day, which includes a 30-minute unpaid lunch period. Any modifications from the grant will not be implemented without prior discussion with the staff and the Union.
2. GSRP staff (Teacher and aides) may work up to two (2) additional days outside of the regular school year at the contractual hourly rate (\$22.00/hour) to address activities such as registration/parent interviews and rosters, with the approval of the Office of Instruction.
3. Staff will be required to attend:
  - a) Two (2) home visits per student per year
  - b) Parent orientation, parent conferences and other activities scheduled as part of the school readiness program
4. School Readiness Teacher Assistants will be paid an annual stipend of \$250 if they meet the licensing requirements of:
  - a) Associate degree in Early Childhood, or
  - b) Child Development Associate, or
  - c) 120 clock hours in designated content areas.

Section II (continued)  
 SCHOOL READINESS TEACHER ASSISTANTS

5. Teacher Assistants who substitute for a School Readiness teacher will be paid \$30 per day in addition to the regular daily pay.
6. All other matters pertaining to benefits and working conditions will be as cited in the section related to paraprofessionals, pg. 59-60.

7. Salary – Teacher Assistants

<u>STEP</u>	<u>2013/14</u>	<u>2015/16 *</u>
1	15,464	16,431
2	15,913	16,908
3	16,360	17,383
4	17,141	18,212

\*Note: Base salary was increased in 2015/2016 to account for the addition of 10 days to the work year, for a new total of 170 days/year. The base salary does not reflect the modifications implemented for 2015/16 as listed below.

- 2.5% reduction
- No movement between steps, members receive full salary for step movement in 2014/15
- 3 non-work, non-pay days

2017/2018 2.0% reduction  
 Eligible members will move half step  
 If no movement between steps, members receive half longevity  
 2 non-work, non-pay days

8. Longevity

During the term of this contract, paraprofessionals shall be entitled to longevity payments according to the following schedule. Regular longevity payments shall be made in December following the June in which they were earned.

5 years or more by June 30	\$ 200
11 years or more by June 30	300
15 years or more by June 30	400
20 years or more by June 30	500
25 years or more by June 30	600
30 years or more by June 30	700

Regular longevity payments shall be made in December following the June in which they were earned. Members who leave the employ of the District shall receive an additional pro-rated longevity payment based on the length of time worked in the final year.

## Section III

### MISCELLANEOUS LANGUAGE

#### 1. Use of School Day

Teachers shall use the school day for:

- a. planning and preparing for daily classes
- b. teaching and supervising their pupils
- c. conferring with parents of their pupils when necessary
- d. conferring and planning with other staff members, when necessary

No scheduled class may be eliminated without permission of the principal.

#### 2. The following provisions of the 2017/2020 contract between the Roseville Federation of Teachers and the Roseville Community Schools shall be applicable to School Readiness teachers.

- a. Release Time for Union Staff: Art 1, Sec 9
- b. Organizational Membership: Art III, Sec 1
- c. Union Representation: Art III, Sec 2
- d. Teachers Attending Classes: Art III, Sec 3
- e. Instructional Supplies: Art III, Sec 5,C
- f. Requisitions-Instructional Materials: Art III, Sec 6, A,B
- g. Personnel File: Art III, Sec 7
- h. School Improvement, Shared Decision Making: Art III, Sec 9
- i. Probationary Teachers: Art III, Sec 10, A,B
- j. Teacher-Principal Conference: Art III, Sec 11
- k. Staff-Principal Conflicts: Art III, Sec 12,A
- l. Building Policies: Art III, Sec 13
- m. Principal-Teacher Communication: Art III, Sec 14, A
- n. Classroom Management: Art IV, Sec 1
- o. Student Evaluation & Placement Recommendation: Art IV, Sec 2, A,B  
Exception: In paragraph 2B there is no right to appeal beyond the principal.
- p. Sign In Procedures: Art IV, Sec 4 (requires signature)
- q. Open House Responsibility: Art IV, Sec 5
- r. Lesson Plans: Art IV, Sec 10
- s. Use of Telephone: Art IV, Sec 11
- t. Fair Employment Practice: Art V, Sec 1
- u. Payroll Deductions: Art V, Sec 5
- v. Assault Upon a Teacher: Art V, Sec 20
- w. Grievance: Art VI, Members will have access to the grievance procedure, excluding the Step 3 hearing before the Board of Education.
- x. Optional Pay Plan: Art VIII, Sec 5
- y. Workers Compensation: Art VIII, Sec 8
- z. Tax Deferral Plans, Art VIII, Sec 16
- aa. Substituting During Preparation Period: Art VIII, Sec 18
- bb. Mileage: Art VIII, Sec 20
- cc. Jury Duty: Art VIII, Sec 22
- dd. Management Rights Clause: Art XI
- ee. Teachers Legal Rights: Art XII
- ff. Emergency Manager: Art XIII
- gg. Work Stoppage: Art XIV
- hh. Law Saving Clause: Art XV
- ii. Retirement Severance – Art. VIII, Sec 3, B
- jj. Notification – Art. I, Sec 12, C

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ROSEVILLE COMMUNITY SCHOOLS  
AND  
ROSEVILLE FEDERATION OF TEACHERS

HISTORICAL  
TENTATIVE AGREEMENTS  
AND  
MEMORANDUM OF AGREEMENTS

## APPENDIX E

### Supplemental Agreements 2009-2012 Non-Continuing Modifications to the Collective Bargaining Agreement made between June 2009 and June 2012

#### i. Salary

- 2009-2010 - For 2009-/2010 all members of the bargaining unit will be paid on the 2008/2009 salary schedule. Individuals will remain frozen at their 2008/2009 salary step. Lane changes, however, will be credited and compensated.
- 2010-2011 - For 2010/2011 the 2008/2009 salary schedules will remain in effect , except that a step 0 will be added to the teachers' schedule with BA = \$39,000; MA = \$43,000; MA+30 = \$45,000. Eligible employees will advance one step on the salary schedule.
- 2011-2012 - Effective with the 2011/2012 school year, bargaining unit salaries will be reduced by 2.5% across the board. Individuals will remain on the salary step they held in the 2010-2011 school year.

#### i. Longevity

- 2010-2011 - Teachers: Regular longevity payments scheduled for December 2010 will be reduced by \$700 at each level.
- School Readiness Teachers: Regular longevity payments scheduled for December 2010 will be reduced by \$100 at each level.
- Paraprofessionals: Regular longevity payments scheduled for December 2010 will be reduced by \$50 at each level.
- Teachers on Step 9 of the salary schedule in June 2010 will receive a one-time stipend of \$500 in December, 2010.
- School Readiness Teachers on Step 3 of the salary schedule in June 2010 will receive a one-time stipend of \$250 in December, 2010.
- Paraprofessionals on Step 4 of the salary schedule in June 2010 will receive a one-time stipend of \$125 in December, 2010.
- 2011-2012 - For the 2011/2012 school year, longevity payments for bargaining unit members will be waived.

## APPENDIX E (continued)

### II. Furlough Days

2010-2011 - Each RFT member will take four (4) unpaid furlough days during the 2010/2011 school year, calculated at the employee's daily rate of pay. The total of the reduction will be factored into the employee's annual salary and spread in equal amounts throughout the year. RFT members will not be required to report to work on furlough days.

The furlough days will be scheduled on Tuesday, August 31; Thursday, June 15; and the first two "Act of God" days (ex. snow days, or closures due to other weather or health concerns) scheduled in the 2010/11 school year.

If the two "Act of God" furlough days are not scheduled by March 4, 2011, the parties agree to meet to discuss other options for the unscheduled furlough days. It is understood that if the district is unable to schedule a furlough day, the pay for the day(s) worked will be reimbursed to the employee at the employee's daily rate of pay.

2011-2012 - Each RFT member will take five (5) unpaid furlough days during the 2011/2012 school year, calculated at the employee's daily rate of pay. The total of the reduction will be factored into the employee's annual salary and spread in equal amounts throughout the year. RFT members will not be required to report to work on furlough days.

The furlough days will be scheduled on Tuesday, August 30; Thursday, June 14; and the first three "Act of God" days (ex. Snow days, or closures due to other weather or health concerns) scheduled in the 2011/2012 school year.

If the three "Act of God" furlough days are not scheduled by March 4, 2012, the parties agree to meet to discuss other options for the unscheduled furlough days. It is understood that if the district is unable to schedule a furlough day, the pay for the day(s) worked will be reimbursed to the employee at the employee's daily rate of pay.

### III. Health / Medical

2010-2011 - Effective August 1, 2010, the Board will pay up to and including the full family rate for medical, surgical and hospitalization insurance for contracted teachers with benefits comparable to or better than the Blue Cross Community Blue Option 3 in place at that time.

Employees will be responsible for a monthly contribution of \$10 for single coverage, \$25 for couple coverage, or \$50 for full family coverage.

Employees who choose may purchase an alternative upgraded insurance package by notifying the personnel office during the annual election period and paying the increased monthly premium contribution (for the 2010/2011 school year estimated to be: \$118 per month for single coverage, \$285 per month for couple coverage, and \$363 per month for full family coverage).

## APPENDIX E (continued)

### IV. Presidents Release Time

For the 2009/2010 and 2010/2011 school years, the Roseville Federation of Teachers will reimburse the district for all costs related to released time for the Union president.

### V. Evaluation

In 2010/2011, the parties will work together to develop an evaluation system/instrument that incorporates and complies with the requirements of Sections 1249 and 1250 of the Michigan School Code.

### VI. Seniority

Bargaining unit members on approved Family and Medical Leave Act (FMLA) will accrue seniority for the full period of the leave. Seniority credit lost during FMLA leaves prior to September 2009 will be restored.

Bargaining unit members on Board approved, unpaid medical leave will accrue seniority during the full period of the leave. Seniority credit lost during Board approved, unpaid medical leaves prior to September 2009 will be restored.

Individuals who claim lost seniority credit under either of these provisions must notify the Personnel Office by 3:00 p.m. on Monday, December 7, 2009. Confirmed cases will be corrected for the seniority list to be published in March 2010.

### VII. Sick/Personal Days

For the 2011/2012 school year, members of the bargaining unit will be credited with one additional sick day and one additional personal business day. If unused, the days will be carried over as sick days in the employee's bank.

APPENDIX E (continued)

Supplemental Agreements  
2012/2013

The parties have agreed to the following revisions to the collective bargaining agreement of 2012/2013.

1. For the 2012/2013 school year, no furlough days will be scheduled.
2. For the 2012/2013 school year, all members of the bargaining unit will remain at the 2011/2012 salary.
3. For the 2012/2013 school year, longevity payments for bargaining unit members will be waived.
4. For the 2012/2013 school year, full time, certified members of the bargaining unit will receive a one time off-schedule payment of \$500 on the first paycheck of December 2012.  
For the 2012/2013 school year, full time paraprofessionals in the bargaining unit will receive a one time off-schedule payment of \$200 on the first paycheck of December 2012.
5. For the 2012/2013 school year, all other terms and conditions of the 2011/2012 collective bargaining agreement will remain unchanged.

Additionally, the parties have stipulated to the following.

- A. Auxiliary service prep time for elementary teachers will be scheduled in three 45 minute sessions per week.
- B. The contract may be reopened during the 2012/2013 year for consideration of cost saving changes to the health care package.
- C. Meetings will be scheduled during 2012/2013 to explore and assess possible structural changes to the collective bargaining agreement.

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Rebecca Vasil, Deputy Superintendent

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Jennifer Rose, Chief Negotiator / President Elect

I. Addendum 6/18/12

For the 2012/2013 school year, 12 month technology support paraprofessionals will receive a one time off-schedule payment of \$300 on the first paycheck of December 2012.

Mediator's Recommendation  
for the  
Roseville Federation of Teachers  
and the  
Roseville Board of Education  
January 8, 2014

SALARY: 2013/14

- A. Each RFT member will take five (5) non-work, non-pay days during the 2013/14 school year, calculated at the employee's daily rate of pay. The total of the reduction will be factored into the employee's annual salary and spread in equal amounts from the time of ratification through the final paycheck of the 2013/2014 school year.

The snow/cold weather days of January 6, 7 and 8, 2014 will constitute 3 of the 5 days. If two additional "Act of God" days do not occur prior to March 10, 2014, the parties will discuss other options for the remaining days. It is understood that, if the district is unable to schedule the additional non-work days, the pay for the day(s) worked will be reimbursed to the employee at the employee's daily rate of pay.

- B. Steps will be frozen.  
C. Longevity payments will be waived.

SALARY: 2014/15

- A. Base salaries will be reduced by 5.5%.  
B. One step will be added to the salary schedule by splitting the current step 9 into 2 steps. The new schedule will have steps 0-10. Current step 9 becomes step 10.  
C. All those eligible will move one step on the salary schedule. Old step 8 will move to new step 9.  
D. For the 2014/2015 school year anyone who has advanced a step will be paid one third of the salary increase due at the new step.  
E. Each RFT member will take four (4) non-work, non-pay days during the 2014/2015 school year, calculated at the employee's daily rate of pay.

The non-work, non-pay days will be scheduled on Tuesday, August 26; Thursday, June 11; and the first two "Act of God" days (ex. Snow days, or closures due to other weather or health concerns) scheduled in the 2014/2015 school year.

If the two "Act of God" days do not occur by March 5, 2015, the parties agree to discuss other options for the days. It is understood that if the district is unable to schedule sufficient non-work days, the pay for the day(s) worked will be reimbursed to the employee at the employee's daily rate of pay.

- F. All salary changes will be factored into the employee's annual salary and spread throughout the school year, beginning with the first paycheck of 2014/2015.  
G. Longevity payments will be waived.

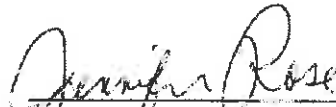
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Tentative Agreement  
Between  
Roseville Federation of Teachers  
And  
Roseville Board of Education

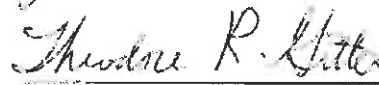
The parties agree that the salary for the 2015-2016 school year will be modified, as follows.


- a) Base salaries, as listed on the 2013-2015 salary schedule, will be reduced by 2.5%
- b) Each member will take three (3) non work, non pay days, calculated at the employee's daily rate of pay.
- c) Members will receive full pay for the salary step they were placed on for the 2014/2015 school year. There will be no movement between steps.
- d) Members at the top of the salary schedule will be paid one-half of the longevity for which they are eligible.
- e) The salaries for General, Technical, and District Technology paraprofessionals will be increased by \$750 at each step.

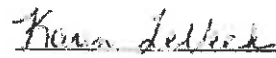
  
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Jennifer Rose, RFT President

  
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Diane Kott, Executive Director of  
Business & Finance

  
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Karen LeVeck

June 3, 2015, 6:45 pm

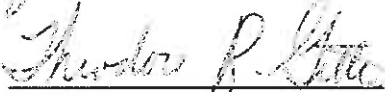
Letter of Agreement

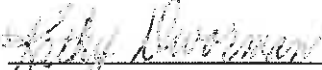
The parties agree to extend the existing (2014/15) schedule, structure, and staff compensation at Roseville and Eastland Middle Schools for the 2015/2016 school year.

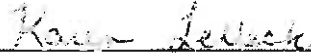
  
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Business & Finance

  
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Kathy Dworman

  
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Karen LeVeck



Negotiations Between  
Roseville Federation of Teachers  
and the  
Roseville Board of Education  
June 9, 2016  
Board of Education Proposal

TA 6-9-16  
MB  
2016  
90  
100

1. For 2016/17 base salaries, as identified in the 2013-2015 salary schedule, will be reduced by 2.5%.
2. For 2016/17 teachers, paraprofessionals and GSRP staff who are eligible for a step increase will advance one half step on the salary schedule.
3. For 2016/17 employees who did not advance on the salary steps, will receive one half of the longevity for which they are eligible.
4. For 2016/17 three non-work, non-paid days will be scheduled.
5. An Elementary teacher who is required to assume responsibility for the class of an absent teacher, while still supervising his or her own class, will receive a pro-rated daily stipend, based on the following formula.

\$200 - full class, full day  
100 - full class, half day  
100 - half class, full day  
50 - half class, half day

6. The middle school day will be reduced by ten minutes. The SIG compensation previously paid for an extended day will be eliminated. There will be a regular (annual?) review of the homeroom program to consider modifications to improve the effectiveness of the program.
7. Elementary teachers who lose a preparation period on a late start day will be compensated at the \$30 per hour rate.
8. The Federation will join a 2016/17 study committee to consider options and alternatives for district medical benefits.
9. To allow for printing of report cards, elementary parent conferences will be scheduled in the second week following the end of the first and second trimesters.

10. Teachers will be required to attend three evening activities per year, one of which will be the mandated Open House. At the elementary level, the two additional evenings will be parent teacher conferences. At the middle school and high school levels, they could be a combination of parent conferences and/or other events, as recommended by the principal and approved by central administration.
11. Language regarding the schedules of secondary paraprofessionals is in Section VII, C, p.60 of the collective bargaining agreement.
12. The stipend for perfect attendance will be increased to \$300 per trimester for 2016/17. Perfect attendance is defined as no use of sick leave, personal leave or comp time. The decision to continue the plan beyond next year will be based on the plan's effectiveness in improving attendance.
13. The implementation of the high school Forum Program will be postponed until 2017/18 to allow time for planning and organizing the plan.

*Sarah Marmak*  
*Karen Lelock*

Roseville Board of Education  
Roseville Federation of Teachers  
Tentative Agreement  
July 26, 2017 5:45 p.m.

*Bob Hill*  
*Mark Hill*  
*J.T.*

This agreement for the period (Ratification Date) 2017 through June 30, 2020 between the Board of Education of the Roseville Community Schools, Macomb County Michigan (hereinafter called the "Board") and the Roseville Federation of Teachers, Local 1071, AFL-CIO, affiliated with the American Federation of Teachers, and the Michigan Federation of Teachers, (hereinafter called the "Union").

**Important note.**

Nothing in this proposal should be regarded as indicating that the Board of Education proposes or otherwise intends to continue any provisions of the Roseville Community Schools and the Roseville Federation of Teachers Master Agreement which pertain to prohibited subjects of bargaining in the successor collective bargaining agreement to the extent that such provisions pertain to prohibited subjects of bargaining. Further, the Roseville Federation of Teachers is hereby notified that the Board of Education will not enter into or execute any successor collective bargaining agreement which contains provisions embodying or pertaining to any prohibited subject of bargaining.

1. For 2017/18, base salaries as identified in the Article VIII Salary Schedule 2011/12 – 2015/16 salary schedule, will be reduced by 2.0%.
2. For 2017/18 teachers, paraprofessionals, and GSRP staff who are eligible for a step-increase will advance one half step on the salary schedule.
3. For 2017/18 employees who did not advance on the salary steps, will receive one half of the longevity for which they are eligible.
4. For 2017/18 two (2) non-work, non-paid days will be scheduled.
5. Language changes as agreed upon.
6. RFT members not currently receiving vision coverage will receive at least the current basic coverage.
7. GSRP staff (Teacher and aides) may work up to two (2) additional days outside of the regular school year at the contractual hourly rate (\$22.00/hour) to address activities such as registration/parent interviews and rosters, with the approval of the Office of Instruction.
8. TIC in a building with no AP will receive \$750.00.
9. Change -- Article VIII-Section 18E

Up to 18 hours of compensatory time may be carried over to the next year. Payment will be made for any amount in excess of 18 hours in December, March and June.

July 26, 2017

10. Perfect Attendance Incentive:
  - a. GSRP Teachers \$250.00 per Trimester,
  - b. Para-Pros/GSRP Assistants \$125.00 per Trimester.
11. Elementary teacher day will begin at 8:25.
12. No CPCs at secondary level.
13. Section 18 Teachers Substituting During Preparation Period/Comp Time
  - a. Elementary and Secondary teachers substituting during an unassigned or preparation period shall be compensated at \$30/hour. Positions will be given to a staff member who volunteers in a timely manner. If there is not enough voluntary coverage, the building administrator will use a rotation that is efficient, fair and open to all certified staff. The building administrator shall communicate this policy to the building staff at the beginning of each trimester/quarter.
14. Enrollment adjustment. If the district enrollment reaches 4,744 FTE pupils for the October 2017 Count Day, full time staff will receive a one time off-schedule payment of \$100.00. Staff working less than a full day will receive \$50.00. If the district enrollment reaches 4,784 FTE pupils Staff will receive an additional \$100.00 if full time or \$50.00 if less than full time.
15. The vision benefit for RFT members will be increased by 1.5.
16. Para-Pros, GSRP Teachers and GSRP Aides will have longevity increments added at 20, 25, 30 years. Each increment will be increased by \$25.00.
17. GSRP Teachers medical waiver will be equal to K-12 RFT teachers.

*Sharon D. [unclear]*  
*Sarah Marcinich*  
*Karen Lebeck*

*[Signature]*  
*[Signature]*  
*[Signature]*

July 26, 2017

ROSEVILLE COMMUNITY SCHOOLS  
Roseville, Michigan

LETTER OF AGREEMENT  
ADMINISTRATIVE SENIORITY

Administrators shall accrue teacher seniority while in administrative positions provided:

1. The administrator has previous experience teaching in Roseville Community Schools.
  2. The administrative assignment commenced prior to September 1, 1982.
- or
3. The assignment is a temporary position. In the event the temporary position becomes permanent or the teacher accepts another permanent and/or temporary position there shall be a retroactive loss of teacher seniority.

Upon returning to the teaching ranks, administrators shall be credited with the aggregate seniority as provided above.

LETTER OF AGREEMENT  
LAI D OFF TEACHERS IN EXTENDED ASSIGNMENTS

The parties agree that laid off Roseville teachers substituting in a full time assignment that has extended for not less than two weeks (excluding day-to-day positions that might accumulate to two weeks) will be entitled to one day of sick leave/month beginning with the 21st day in the assignment.

Sick days earned in this manner may only be used during the period of the extended assignment. They are not carried over or into the laid off teacher's regular leave bank.

The teacher must provide notice of a pending sick day in a timely manner, utilizing the district's regular call-in procedures.

LETTER OF AGREEMENT  
ADDED TIME AT MIDDLE SCHOOL

In compliance with the State School Reform/Redesign Plan, the parties agree to add a minimum of 20 minutes of increased learning time per day (approximately 60 hours/year or 8.5 days/year) at Roseville Middle and Eastland Middle Schools. The extra time will impact academic teachers, elective teachers, special education teachers, counselors, and other support teachers.

The addition time will be used for (a) instruction for all students in core academic subjects including English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography; (b) instruction for all students in other subjects and enrichment activities that contribute to a well-rounded education, including, for example, physical education, service learning, and experiential and work-based learning opportunities that are provided by partnering, as appropriate, with other organizations; and (c) teachers to collaborate, plan, and engage in professional development within and across grades and subjects.

The daily increase in learning time will be in addition to other extended year and after school opportunities available to students and staff, and listed within the school district's School Reform/Redesign Plan.

Teachers will be compensated for the added time based on their contractual hourly rate.

The plan will be finalized by August 2011, and implemented for the 2011/2012 school year.

