

LETTER OF AGREEMENT

MANISTEE TEACHERS ASSOCIATION

AND

MANISTEE AREA PUBLIC SCHOOLS BOARD OF EDUCATION

This letter of agreement is entered into the 12th day of December, 2014 between Manistee Area Public Schools Board of Education and the Manistee Teachers Association /MEA/NEA regarding the sharing of "Compensation Time" (Article VI, Sec. A.6). It is hereby understood as follows:

The parties agree to add the following language to the existing agreement between Manistee Area Public Schools Board of Education and the Manistee Teachers Association /MEA/NEA under the Sick Time Article.

Teachers who earn compensation time may donate any amount of time to another MAPS employee. Formal documentation of time donated will be administered by the office of the Board of Education. At no time is donation of time mandatory.

A teacher must exhaust all compensation time, sick time and personal days before they are eligible to make a request for donation of time for days they missed without pay as a result of illness. Request for the need of donated time is to be made to the building principal. Principal will notify the MTA president and send a request to all staff.

Donations will be taken in the order submitted in one hour increments of time using a form as below. Donated time not needed by the requester is returned to the donor(s) in one hour increments.

For Manistee Area Public Schools:

John Chandler, Supt.  
Signature

12-12-14  
Date

Manistee Teachers Association/MEA/NEA:

Sherry Andrews Ransy  
Signature

12-14-14  
Date

Form for Donating Compensatory Time to Another Employee

I, \_\_\_\_\_, agree to donate \_\_\_\_\_ hours of comp  
time to \_\_\_\_\_ (Name of employee).

\_\_\_\_\_  
Signature of Employee Donating Time

\_\_\_\_\_  
Date

*Dec 5*  
*Sta*