

AGREEMENT BETWEEN
THE BOARD OF EDUCATION OF THE
BERKLEY SCHOOL DISTRICT
AND THE
BERKLEY EDUCATION
ASSOCIATION, MEA/NEA

2018-2019

2019-2020

2020-2021

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AGREEMENT

This Agreement entered into this 9th day of July, 2018, effective August 29, 2018, by and between the Board of Education of the Berkley School District, Berkley, Michigan, hereinafter called the "Board" and the Berkley Education Association, a nonprofit incorporated body under the laws of the State of Michigan, hereinafter called the "Association."

PREAMBLE

The Berkley Education Association, MEA-NEA, and the Board of Education of the Berkley School District hereby affirm their mutual interest in the development of educational programs of the highest quality, consistent with community resources, for the benefit of the students and the Berkley School District community and their recognition of teaching as a public trust and a professional calling.

WHEREAS, The Board has a statutory obligation, pursuant to Act 379 of the Michigan Public Acts of 1965, and amended in June 1973, to bargain with the Association as the representative of its teaching personnel with respect to hours, wages, terms and conditions of employment.

NOW THEREFORE, IT is agreed:

ARTICLE I **Recognition**

Section 1 The Board recognizes the Association as the sole and exclusive bargaining representative, as defined in Section II of Act 379, Public Acts of Michigan 1965, for all regular, certified teaching personnel and ancillary staff. Ancillary staff refers specifically to non-certificated counselors, media specialists, psychologists, speech pathologists, and social workers (excluding substitute/guest teachers, directors, administrators, and all other employees) as certified on February 2, 1966. The term "teacher" when used hereinafter in this Agreement shall refer to all professional employees represented by the Association in the bargaining or negotiating unit as above defined.

Section 2 The Board agrees not to negotiate with any teacher or teacher organization other than the Association with respect to wages, hours, terms and conditions of employment for teachers covered by this Agreement for the duration of this Agreement.

Section 3 For all items of this contract, and in all areas of employment, all ancillary staff who are fully approved, certified or licensed by the State Department of Education or the State Department of Licensing and Regulation shall enjoy all rights and privileges guaranteed to certified tenure teachers under this contract. This shall include the right to due process with the right to administrative hearings before the Superintendent and hearings before the Board in the event of disciplinary action, demotion, or dismissal. Each educator shall have the right to have a representative of his/her choice present at such hearings.

This shall not be construed to extend to ancillary staff the right to a hearing before the Michigan Teacher Tenure Commission unless such right is guaranteed by state law.

Section 4 Pursuant to the Michigan Public Employment Relations Act (PERA), the Board hereby agrees that every teacher shall have the right to organize or chose not to organize, to join or chose not to join, and to support or chose not to support the Association for the purpose of collective bargaining.

ARTICLE II
Board Rights and Responsibilities

Section 1 The Board, on its own behalf and on behalf of the electors of the school district, hereby retain and reserve unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon, and vested in it by the school code and the laws of the state, the Constitution of the State of Michigan and/or the United States. Such rights, duties, etc., shall include, by way of illustration and not by way of limitation, the right to, and subject to the terms and conditions of this Agreement:

- A. Manage and control its business, its equipment, and its operations, and to direct the working forces and affairs of the entire school system within the boundaries of the Berkley School District.
- B. Continue its rights, policies, and practices of assignment and direction of its personnel, determine the number of personnel, and schedule all the foregoing.
- C. Direct the working forces, including the right to establish and/or eliminate positions, hire, evaluate, promote, suspend, discharge, transfer, assign work or duties to employees in keeping with accepted professional responsibilities, to determine the size of the work force and to pay employees.
- D. Determine the services, supplies, and equipment necessary to continue its operations and to determine all methods and means of distributing the above and establishing standards of operation, the means, methods and processes of carrying on the administrative work of the District.
- E. Determine the policy affecting the selection, testing, or training of prospective employees. This includes passing an employment physical.

Section 2 In meeting such responsibilities, the Board acts through its administrative staff. The Board and administrative staff shall be free to exercise all of its managerial rights and authority subject to the terms and conditions of this Agreement.

Section 3 The listing of specific management rights in this Agreement is not intended to be, nor shall be, restrictive of or a waiver of any rights of management not listed and specifically surrendered herein whether or not such rights have been exercised by the Board in the past.

ARTICLE III
Ancillary Staff Evaluations

The Evaluation model and process that was developed during 2015-16 school year, and implemented in the 2016-17 school year, shall be used for ancillary staff. However, the Association reserves the right to negotiate an alternative model if any substantive changes are proposed to the current model.

ARTICLE IV
Association Rights and Responsibilities

Section 1 The Board will not discriminate against any teacher with respect to hours, wages, terms or conditions of employment by reason of his/her membership, or participation in, the activities of the Association.

Section 2 The Board specifically recognizes the right of its employees to appropriately invoke the assistance of the Michigan Employment Relations Commission, or a mediator from such public agency, or an arbitrator appointed pursuant to the provisions of this Agreement, and the Board and the Association agree to be bound by any lawful order or award thereof.

Section 3 The Board grants the Association the right to the reasonable use of school premises for its professional or business meetings upon the prior written request made by the Association and approved by the Superintendent or his/her designee. The Association agrees to pay any overtime costs for use of facilities which may be incurred by the Board.

Section 4 No teacher shall be prevented from wearing insignia pins, or other identification of membership in the Association, on or off school premises.

Section 5 The Board shall designate a bulletin board, or an adequate portion thereof, in each building for the posting of Association business notices and social announcements. All such notices, or announcements, shall contain the signature of an Association official.

Section 6 The Association will have access to all means of communication for its business notices and social announcements. The public address system may be used by the Association at the normal time for such announcements. A copy of all informational announcements, questionnaires, surveys, evaluations, and other general membership distributions

or circulations initiated by the Berkley Education Association shall be given to the building principal, and a copy sent to the Assistant Superintendent, at the time of such distribution or circulations.

Neither the Berkley Education Association, nor any of its members, shall contact any outside agency or organization or vendor on behalf of the Berkley School District for the purpose of seeking advice, counsel, making purchases, acquiring services, or support without the express permission of the appropriate administrator.

Section 7 The Board agrees to furnish to the Association, in response to requests, copies of all available public information concerning the financial resources of the District, and such other information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of teachers. The Board also agrees to provide the Association such information as may be necessary for the Association to process any grievance or complaint.

The Board shall make available for the Association all documents which are freely available to the public. It shall not be required to provide the Association with management documents such as Budget Responsibility Reports nor to compile information not available to the general public.

Section 8 The Board shall give due consideration to place on the agenda of any regular Board meeting, matters brought to its consideration by the Association, so long as those matters are made known to the Superintendent's office by the close of the business day on the Wednesday prior to said regular Board meeting.

Section 9 The Association President shall be half-time released at Board expense for the performance of Association business and coordinating the mentor program and new teacher training along with District representation. However, the Association will reimburse the Board for the retirement costs for the half-time release assignment. The reimbursement shall be paid by June 30, or within 10 days following the receipt of the District's invoice. The Board maintains right of

assignment. The Association President shall be considered to be employed full time by the Board for all purposes during the term of office.

Section 10 The Association shall be given, upon the authorization of the Association President, thirty (30) days release time to be utilized by Association officers or representatives for attendance at professional activities such as professional conferences, workshops, R.A. Assemblies and grievance proceedings. Said days shall accumulate from year to year. An additional fifteen (15) days of released time will be granted, and the Board will be reimbursed by the Association for each of these days used at the current substitute rate. The last five (5) days will be used subject to the approval of the Director of Schools and Human Resources.

Section 11 The BEA President and designee of the Board will confer regarding assignment of members to District committees.

ARTICLE V
Teacher Rights and Responsibilities

Section 1 Nothing contained herein shall be construed to deny or restrict to any teacher rights he/she may have under the Michigan General School Laws or applicable Civil Service laws and regulations. The rights granted hereunder to the teachers shall be in addition to those provided elsewhere.

Section 2 Teachers shall be entitled to full rights of citizenship and no lawful religious or political activity of any teacher, or lack thereof, shall be grounds for any discrimination or discipline with respect to the professional employment of such teacher; provided, however, that no teacher shall engage in any religious or political activity in the course of his/her school day employment.

Section 3 The Association, and teachers, recognize it is neither their function nor right to assume administrative responsibilities. The teacher recognizes his/her responsibility to uphold and hereby agrees to uphold, all written policies, rules, and regulations promulgated by the Board, providing those policies, rules and regulations are not in conflict with this Agreement. To this end, essential information, including board policies, will be available on the District's website. In addition, a copy of the school district's policy manual and updates will be available to teachers upon request.

Section 4 It is agreed to by the parties that the evaluation of students is the responsibility of the teaching staff. No grade may be changed unless either the teacher who issued the grade concurs or the majority of the Grade Review Panel approves of the change. The Grade Review Panel shall be composed of three (3) teachers selected by the Association, one (1) Board member and the Superintendent or his/her designee. Should the teacher not concur and the panel approve the grade change, the teacher may appeal the decision to the Board. The decision of a majority of the board members elected and serving will be final.

Section 5 The management of students during the school day is an integral part of every professional educator's responsibility, therefore, all professional educators shall take appropriate and effective action to promote conditions in school buildings, and on school property, which are conducive to good discipline.

Section 6 The Association, and teachers, recognize the responsibility to implement the philosophy, goals, objectives, and curriculum as adopted by the Board.

Section 7 The use of surveillance devices shall not be used in teacher evaluations. All monitoring or observation of the work of the teacher shall be conducted openly and with the full knowledge of the teacher.

ARTICLE VI
Teacher Protection

Section 1

- A. The Board will give support and assistance to teachers with respect to the maintenance of control or discipline in the classroom. Whenever it appears that a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians, or other professional persons, the teacher shall notify the principal in writing and the principal shall take appropriate and necessary action. The teacher shall be advised in writing of such intended course of action within five (5) school days.
- B. Any discussion between administrators and teachers on issues of discipline or methods of instruction shall be conducted in private and not in the presence of students, parents, or other teachers not directly involved in the particular situation, unless there is prior agreement with the teacher.

Section 2

- A. A teacher may remove a student from a classroom to the appropriate administrative office for one class period when, in the judgment of the teacher, the persistence of the misbehavior or the disruptive actions of the student makes the continued presence of the student in the classroom intolerable. In such cases, the teacher will furnish the principal full particulars of the incident in writing within twenty-four (24) hours. For purposes of this section, an elementary period shall be defined as one (1) forty-five (45) minute period of time. The administrator will consult with the teacher on a course of action within twenty-four (24) hours. In the event of a serious offense, the teacher may immediately remove the student from the classroom to the

- appropriate administrative office, provided that full particulars are furnished to the principal in accordance with procedures outlined on the conduct referral form. This should be done as expeditiously as possible. The principal, or assistant principal, shall determine the appropriate action to be taken. The teacher shall be advised in writing of such action, or intended course of action, within two (2) school days following receipt of the above mentioned statement.
- B. When three charges of serious misconduct, as determined by mutual agreement of principal and teacher, are filed on a student in any one semester, a formal disciplinary hearing may be initiated by the teacher. The hearing will be convened by the principal, or his/her designee, in accordance with due process requirements. Any or all action to be taken by the principal, or his/her designee, must be reported in writing to the teacher involved within two school days of the filing of the third referral form.
 - C. Upon the fourth charge of misconduct, as mutually determined by the principal and teacher, notification will be sent to the Superintendent. The teacher will be notified of any subsequent action.
 - D. A teacher also has the option of suspending a student for one day in accordance with MCL 380.1309 (Appendix F-1) and Board Policy 5610 (Appendix F-2).

Section 3 Any complaints by a parent, student, teacher, or other shall be promptly called to the teacher's attention. No formal action shall be taken upon any such complaint, nor shall any notice thereof be included in said teacher's personnel file unless such matter is brought to the attention of the teacher concerned and a copy of such complaint, if the complaint was made in writing, is given to said teacher. All information forming the basis for disciplinary action will be made available to the teacher and the Association. The teacher will have the opportunity to attach a written reply to the complaint. In addition, the teacher may request a hearing with appropriate

administrators. A representative of the Association may be present. If any questions of breach of professional ethics on the part of the teacher is involved, the Association shall be notified.

Section 4 Teachers shall observe all written rules concerning discipline of students as are established by the Board and the State of Michigan under Public Act 290, 1964. In the event criminal or civil proceedings are brought against any teacher in the course of his/her employment, the Board or its designee will conduct an investigation to determine whether or not it will furnish counsel for such teacher. In the event the Board refuses to furnish counsel and the teacher ultimately is found not guilty, the Board will fully reimburse the teacher for legal counsel fees expended. The teacher shall furnish the Board with a statement from his/her legal counsel certifying the legal fees actually paid by the teacher, excluding any legal fees paid by insurance or other sources.

Section 5

- A. Any incident of assault on a teacher shall be immediately reported, by the principal, to the Superintendent.
- B. In the event of legal action resulting from an incident of assault on a teacher, the Board, or its designee, will conduct an investigation to determine whether or not it will furnish counsel for such teacher. In the event the Board refuses to furnish counsel and the teacher is ultimately upheld by the courts in such action, the Board will fully reimburse the teacher for legal counsel fees expended. The teacher shall furnish the Board with a statement from his/her legal counsel certifying the legal fees actually paid by the teacher, excluding any legal fees paid by insurance or other sources.

Section 6 Time lost by a teacher in connection with any justifiable incident mentioned in this Article, shall not be charged against the teacher.

Section 7 No material of a negative nature originating after original employment will be placed in his/her personnel file unless the teacher has had an opportunity to review the material. The teacher may submit a written notation regarding any material and the same shall be attached to the file copy of the material in question. If the teacher believes that material to be placed in his/her file is inappropriate or in error, he/she may receive adjustment, provided cause is shown, through the grievance procedure whereupon the material will be corrected or expunged from the file. If the teacher is asked to sign material placed in his/her file, such signature shall be understood to indicate his/her awareness of the material, but in no instance shall signature be interpreted to mean agreement with the content of the material.

Section 8 A teacher will have the right to review the contents of all records of the district pertaining to the said teacher, originating after original employment, excluding confidential recommendations, and to have a representative of the Association accompany him/her in such review.

Section 9 Any action taken against a member not covered by the Tenure Act including discipline, demotion, or discharge, shall be for reasonable and just cause and appropriate to the behavior which precipitated such action. Any action taken against a member covered by the Tenure Act shall not be for reasons that are arbitrary and capricious, and shall be appropriate to the behavior which precipitated such action.

Section 10 If a teacher is to be disciplined or reprimanded by the Board or its agents, he/she shall be entitled to have a representative of the Association present. Whenever a teacher shall meet with an administrator, and such meeting will result in disciplinary action, the administrator shall notify the teacher of the purpose of the meeting prior to beginning the meeting, and notify the teacher of his/her right to representation. If the teacher requests representation, no

further action or discussion shall take place until a representative of the Association appears, which shall in all cases be within two (2) work days.

Section 11 If a teacher is injured in the course of employment, free medical, surgical, or hospital care shall be furnished by the Board at a designated medical facility for the initial visit. Subsequent medical care may be pursued at a medical facility chosen by the teacher as provided under the Worker's Disability Compensation Act.

Section 12 In the event a teacher becomes disabled during the course of the school year, he/she may be given consideration for employment in another capacity in the district.

Section 13 In the event that the Berkley School District should be involuntarily or voluntarily annexed through action taken by judicial bodies (courts) or administrative bodies (State Board of Education, Intermediate School District), or consolidated with another district(s), teachers of Berkley Public Schools shall maintain seniority rights, tenure status, or probationary status as well as other employment rights as have been provided prior to any annexation or consolidation.

Any annexation or consolidation through action taken by courts, or any administrative body of the State of Michigan, or the electorate shall not cause a member of the bargaining unit to lose or diminish leave rights, salary, salary status, fringe benefits, employment rights, or other rights provided by this contractual Agreement, or rights provided by the statutes or constitutions of the State of Michigan or the United States.

Section 14 Persons other than administrators and/or district-approved evaluators shall be allowed in teachers' classrooms only according to the following guidelines:

- A. The teacher will be notified at least 24 hours prior to the visitation.
- B. The teacher will be informed of the purpose of the visit.
- C. The teacher will have the opportunity to inform the administration, and the person making the visitation, of his/her teaching plans prior to the visitation.
- D. Where the person is not a regular employee of the District, such visits shall be limited

to one (1) visit per week without the expressed permission of the teacher.

Section 15 Bargaining unit members who are not routinely required to make home visits with students and/or parents as a part of their normal duties shall: 1) be accompanied by an administrator or authorized school district designee, 2) be covered by the school liability insurance with at least \$1,000,000.00 coverage inclusive of his/her automobile, 3) be authorized by the appropriate administrator, and 4) be reimbursed for mileage and time spent, including travel, at the appropriate IRS and personal hourly rates for the teachers.

Bargaining unit members who perform home visits as part of the daily duties (e.g. homebound, Early Intervention Program) are excluded from Item #1 above, unless circumstances warrant; consultation with the Student Services Director can activate Item #1.

Section 16 For new District adopted curriculum, training shall be provided for staff before implementation.

Section 17 In the event that software/technology programs are not functioning properly, the due date of any work assignment dependent upon such software or technology shall be adjusted accordingly to allow for adequate completion of necessary work.

Section 18 Consideration will be given to limit District meetings, due dates, in-service, etc., during parent/teacher conference and report card weeks.

Section 19 The District will maintain consistent practices for communicating expectations regarding district-wide initiatives (e.g. report cards).

Section 20 Any teacher who is transferred to an administrative position, and later returns to teacher status, shall be entitled to retain such rights as he/she would have had under this agreement had he/she not transferred to an administrative position.

ARTICLE VII
Teaching Hours and Teaching Load

Section 1

- A. All staff shall be on the school premises by such time as they individually require to prepare and be ready for the commencement of the normal student day, and shall be required to remain on duty throughout the normal student day.
- B. The building administration retains the right to call upon teachers to assist in the management of the building when deemed appropriate and necessary on a temporary basis to restore and/or maintain order. All staff will continue to assume responsibility for guidance and leadership of student behavior at all times during the school day.

Section 2 All bargaining unit members shall receive a duty free, uninterrupted lunch period according to the following schedule:

High School	-	40 minutes
Norup K-8	-	38 minutes
Anderson Middle School	-	35 minutes
Elementary School	-	45 minutes
Adult Transition	-	45 minutes
Early Childhood	-	45 minutes

Time required to travel between buildings shall not be counted as a portion of lunch periods.

Section 3

- A. The Board will attempt to provide relief periods for all teachers servicing elementary buildings through procedures mutually established by the staff in each building. However, it is understood that said relief periods will no longer be guaranteed.
- B. Time required to travel between buildings shall not be counted as a portion of any teacher's preparation and/or relief period. Generally, fifteen (15) minutes will be

scheduled for this purpose unless the distance between buildings or other unique circumstances require additional time, up to twenty (20) minutes.

- C. Senior high and middle school counselors and media specialists shall have relief periods equal to the teachers' preparation time, to be approximately equally divided between the morning and the afternoon. This access to relief and/or preparation periods shall also be guaranteed to all other bargaining unit members.

Section 4

- A. High School – The normal classroom teaching load in the high school will be 365 minutes inclusive of a preparation period of not less than sixty (60) minutes. During this time, each high school teacher shall be assigned to five (5) academic assignments. However, should a schedule change occur during the life of this Agreement, it is understood that a preparation period will equal the length of a traditional class period.
- B. Middle School - The normal classroom teaching load at Anderson Middle Schools will be 355 minutes inclusive of a preparation period of not less than forty-five (45) minutes. During this time, each middle school teacher shall be assigned to six (6) academic assignments. However, should a schedule change occur during the life of this Agreement, it is understood that a preparation period will equal the length of a traditional class period.
- C. Norup International MS – The normal classroom teaching load at Norup International will be 357 minutes, inclusive of a preparation period of not less than fifty one-(51) minutes for middle school teachers (see Item D for elementary preparation time). During this time, each middle school teacher shall be assigned to six (6) academic

assignments.

- D. Elementary, including Norup and Early Childhood – Each elementary teacher shall receive a minimum of two hundred fifty-five (255) minutes of prep time each week with at least one block of thirty (30) minutes each day.
- E. Itinerants in Multiple Buildings – Itinerant teachers shall receive a minimum of fifteen (15) minutes per day of planning at each building they are assigned, (excluding their initial building assignment) inclusive of the contractual minimums established in Section 3.B and Section 4, A-B in this Article.
- F. Ancillary Staff – Ancillary staff are entitled to the amount of prep time as the teachers in his/her assigned building receive.
- G. Adult Transition Program - The normal teaching load in the Adult Transition Program will be inclusive of a preparation period of not less than sixty (60) minutes.
- H.
 - 1) When the District requests, or has the need for, a part-time teacher schedule, every attempt will be made to place the teacher’s planning period at the beginning or end of the school day or adjacent to a lunch period. If the schedule cannot accommodate this, the teacher will be paid on a prorated per diem basis for the remaining portion of a full planning period.
 - 2) When the request for a part-time schedule is initiated by a teacher, every effort will be made to place the teacher’s planning period at the beginning or end of the school day or adjacent to the lunch period. No additional compensation will be provided if this schedule cannot be accomplished.
- I. In unique situations, as determined by the building/department administrator, Secondary ELA teachers, and Special Education staff may request one (1) Release Day per semester, in coordination with his/her building administrator, during times where

there's a high volume of paperwork required with strict timelines (grading essays, IEP's).

Section 5

- A. The Board will pay the teacher at his/her hourly rate for time spent in any meeting in excess of thirty-five (35) hours per year, excluding those meetings necessary to resolve student or parent issues. Examples of other meetings also excluded from the thirty-five (35) hour total are: Parent-Teacher Conferences, Curriculum/Open House/Meet the Teacher Nights, Kindergarten Night, and 8th Grade Orientation.
- B. For purposes of this Section, a teacher's hourly rate shall be one-tenth of one percent of his/her base salary.
- C. Teachers may meet on a voluntary basis with their building administrator to resolve instructional problems, and to assist in curriculum development and implementation. Administrators and/or designee will attempt to keep the duration of after school – meetings, to ninety (90) minutes, and these meetings will commence fifteen (15) minutes after the student day ends.
- D. At least one week's notice will be given for any additional staff meetings in order to meet the 35 hour requirement and/or any make-up meetings for cancelled staff meetings.
- E. Adult Transition and Early Childhood teachers shall follow the TK-12 calendar, inclusive of the District professional development and staff meetings. However, Adult Transition and Early Childhood teachers shall not be required to attend parent/teacher conferences or curriculum nights.

Section 6 The Board will not require teachers to teach as substitutes in excess of their normal weekly teaching load, or in lieu of their normal assignment, unless agreed upon by the individual teacher. Should a teacher substitute, remuneration will be on the following basis:

For a 50-60 minute period, teachers will be paid a flat rate of \$62.

For a 35-45 minute period, teachers will be paid a flat rate of \$53.

For a 30 minute period, teachers will be paid a flat rate of \$37.

Section 7 If a teacher is assigned a duty period, such assignment should be of a regular and specific nature. If deviation from the regular schedule is necessary, notice of such must be given before a duty or planning period begins or a teacher will be paid for the period at the hourly/period base rate.

Section 8 The Board will not require a teacher to regularly teach more than the normal teaching load as set forth in this Agreement unless the teacher agrees to such assignment and unless he/she receives additional compensation prorated at one-fifth (1/5) of the teacher's contracted salary for each additional teaching period in a traditional high school schedule, or one-sixth (1/6) of the teacher's contracted salary for each additional middle school teaching period.

Itinerant teachers who, because of the varied start and end times of the student day in different buildings, may work an extended day and shall receive additional prorated compensation.

Section 9 Every attempt will be made to keep Elementary Specials classes not less than thirty (30) or more than forty-five (45) minutes for grades K-3; fifty-five (55) minutes for grades 4-5. In no case will any special class be longer than sixty (60) minutes in grades 4-5. Every attempt shall be made to incorporate up to five (5) minutes of passing time between each specials class and to group by grade levels wherever possible.

Section 10 The scheduling of itinerant teachers is dictated by program and staffing needs. However, the parties recognize that traveling between schools on the same day, and serving

more than one school each day presents difficulties. To this end, every attempt will be made to assign specials teachers so as to limit the number of buildings serviced and to promote continuity of assignment from year to year. Every attempt will be made to limit the number of buildings to less than four (4) per day. A BEA member representative from each special subject area will provide scheduling input.

If program and/or staffing needs are such that these goals cannot be attained, the circumstances will be communicated to the teacher and the Association President.

Section 11 Elementary Itinerant teachers shall only be required to mark report cards two (2) times per year, at the end of each semester.

Section 12 Each Library Media Specialist and Counselor school year may be extended one week before and one week after the school year. Such time will be remunerated at the individual's per diem salary amount for each day of the extension.

Section 13 Because many of the schools in the District serve as election precincts, schools will be closed (non-attendance day for students) on November Election Days. The District will work toward moving precincts out of the schools for other school year election days.

Section 14 The school calendar will reflect 180 days of instruction, and approximately 1118 instructional hours. There will be 184 teacher work days with no additional work hours for the terms of this Agreement. It is agreed that the District will schedule Professional Development days in the 2019-2020 and 2020-2021 calendars. There will be three (3) PD days in August with the option for staff to satisfy six (6) hours of District provided PD outside of the mandated three (3) day August PD.

ARTICLE VIII
Teaching Conditions

The parties recognize that the availability of optimum school facilities for both the student and the teacher is desirable to insure the high quality of education that is the goal of both the teacher and the Board. It is also acknowledged that the primary duty and responsibility of the teacher is to teach and that the organization of the school, school facilities and the school day should be directed at insuring that the energy of the teacher is primarily utilized to this end.

Section 1

- A. The parties agree that every effort will be made to keep class sizes to an acceptable number (approximately twenty-seven (27) on a district-wide basis) as dictated by the financial condition of the District, the building facilities available, and the availability of qualified teachers.
- B. Departure from any recognized norm may be authorized by the Superintendent. The Superintendent will advise the Association, in writing, prior to such departure.

Section 2

- A. It shall be the goal of the Board to maintain Transitional K-2 elementary class size at twenty-six (26) pupils or less and 3-5 elementary class sizes at twenty-eight (28) pupils or less, but in no case shall K-2 elementary class sizes exceed thirty-one (31) pupils or 3-5 elementary class size exceed thirty-three (33) pupils. Further, a one-half (1/2) time paraprofessional shall be assigned to each class that exceeds thirty (30) pupils.
- B. Equity of classroom distribution shall be a District goal. In cases where inequity of class size exists, administrators will confer with the Association and the teachers involved to resolve the issue. Distribution of students shall be as nearly equal as

possible among classes at the same grade level within each elementary building, and like courses within the same hour at each secondary building.

- C. Split classes will be maintained at a class size level lower than non-split classes at the same grade level in the building. A grade 2-3 split shall not exceed thirty-one (31) pupils.
- D. Class size in the secondary schools shall be established not later than the official student count day of each semester, on the number of student contacts per day as follows:

High School (Traditional Schedule):

- (1) With five (5) high school classes a maximum of one hundred fifty (150) student contacts per day, exclusive of LINK students.
- (2) With four (4) high school classes a maximum of one hundred twenty (120) student contacts per day, exclusive of LINK students.
- (3) Every attempt will be made to maintain an average of twenty-five (25) students per class for AP Literature, and the maximum students allowable for Project Advance classes per program guidelines.
- (4) When establishing class sizes, consideration will be given to class content, room capacity, equipment, safety, and other relevant factors as determined by school administration.

Middle School:

- (1) With six (6) middle school classes, a maximum of one hundred eighty (180) student contacts per day.
- (2) With five (5) middle school classes a maximum of one hundred sixty (160) student contacts per day.

Part-time teachers assigned to fewer classes than those listed above and teachers assigned to both the high school and middle school will count their maximum allowable student contacts per day as a pro rata portion of the above.

(3) Should any secondary teacher's student contacts exceed the above, a paraprofessional on a half-time basis will be available on request to said teacher for non-instructional purposes on all teacher duty days.

(4) Excluded from above:
Orchestral Music (Every attempt will be made to keep
5th grade at 33)

Vocal Music (Every attempt will be made at the Elementary and Middle School to keep class size at 40).

Physical Education classes (except those that require a normal classroom setting for a minimum of one-third (1/3) of the class periods in a given semester). Also PE Pool classes will be limited to 30; weight training limited to 40.

Keyboarding

Instrumental Music (Every attempt will be made to keep
5th grade at 33)

Study Hall

(5) Nothing in the foregoing sections will be interpreted to preclude such practices as large group/small group instruction team teaching, etc., if such practices are considered educationally sound and practical, and with the mutual agreement of the teacher(s) involved.

E. No middle school or high school class shall exceed thirty-four (34) pupils except for classes identified in D, (4) above.

F. The District is mandated to follow caseload and classroom student ratios as outlined in the Intermediate School District plan (ISD plan) for the delivery of Special Education programs and

services, or the Michigan Administrative Rules for Special Education (MARSE) in the absence of language in the Intermediate School District plan.

The combination of students with IEPs, 504 Plans, and EL students will be distributed as nearly equal as possible among classes at the same grade level within each elementary building and like courses at each secondary building. Additionally, the Board and the Association recognize that when significant numbers of students with IEPs and 504 Plans are scheduled into general education classes, that the teacher's ability to provide a quality education for all students in the class may be impaired unless additional assistance or resources are provided. It is therefore agreed that where balancing as provided in this provision does not alleviate this problem due to the existence of classes with only one section or scheduling difficulties, where the number of such students in a class or where the student's needs dictates special plans, curriculum, or assessments, the teacher may request the district to provide him/her with additional assistance to ensure educational quality for all students. In such cases, when the teacher has made a request to the building principal, the principal shall meet with the teacher to discuss possible ways to alleviate the problem. If the principal cannot alleviate the problem, he/she shall inform the teacher in writing regarding the reasons why it is not within his/her ability to resolve. If the teacher is not satisfied with the response of the principal to the identified problem, the teacher may appeal via the grievance procedure.

- G. Class size provisions shall be in effect throughout the length of the Master Agreement.

Section 3

- A. The parties agree that in cases of scheduling students with IEPs, all other factors being equal, preference shall be given to placement at their home schools.
- B. Any teacher may ask that the program of an impaired student with an IEP assigned to that teacher be reviewed by an appropriate team of staff. The administration shall

- convene such a case review and invite the referring teacher to attend.
- C. Any teacher serving high needs students may request the convening of a support team to assist that teacher in the delivery of instruction. If training is necessary, such training shall be provided during the school day. If said training cannot occur during the school day, it shall be remunerated at the established hourly/per diem rate.
 - D. If a general education teacher is required to attend a special education/E.L.L. meeting (e.g, I.E.P.'s, M.E.T.'s, etc.) which requires he/she use more than one planning period in a week, the principal will provide that teacher with equivalent planning time lost within the next five (5) school days.
 - E. In the event that a special education teacher's planning time has been impacted, every reasonable effort will be made by the building principal to give the teacher additional planning time by providing a guest teacher to equal planning time lost.
 - F. Every effort will be made to limit attendance at special education/E.L.L. meetings to forty-five (45) minutes per week during the classroom teaching load time for each general education teacher.
 - G. No teacher shall routinely be required to perform medical or hygienic procedures on a student. This does not preclude the need for the teachers to be trained to carry out these responsibilities in emergency situations.

Section 4 The Board recognizes the need for appropriate instructional supplies and equipment. According to the District schedule for regular review of content areas, Board and teachers will confer for the purpose of improving and updating the curriculum to meet standards. This review process shall result in the recommendation of appropriate educational tools and materials which will be considered by the Board of Education for formal adoption per Board policy.

Section 5 The Board shall make available in each school, adequate lunchroom, and lavatory facilities and at least one room, appropriately furnished, which shall be reserved for use as a faculty lounge.

Section 6 The Board will make available:

- A. A separate desk and/or file cabinet for each teacher with lockable drawer space in each building to which the teacher is assigned. In addition, the Board shall provide lockable storage space for personal belongings and teaching materials in each building.
- B. Adequately maintained parking facilities.
- C. Equipment, supplies, and technology required for daily teaching responsibility. The required equipment shall be maintained in good working condition, within the limits of the adopted budget.
- D. Suitable locker space for the storage of coats and personal articles.
- E. Copies, exclusively for each teacher's use, of teacher's editions of texts used in each of the courses he/she is to teach.
- F. Clean and well maintained facilities.
- G. Teachers shall be provided with a private area with adequate telephone and computer access. The Board will continue to permit teachers to use telephones for professional calls and brief personal calls. These calls must be made during preparation, break time, before or after school hours.
- H. Equipment suitable for transporting and securing supplies when a teacher is assigned in more than one room.
- I. Adequately prepared classrooms ready for instruction.

ARTICLE IX **Assignments**

Section 1 All assignments shall be made at the discretion of the administration.

Administration shall place teachers who satisfy the certification requirements of any applicable State and/or Federal legislation, regulation, or guideline related to the bargaining unit position at issue.

Section 2 Teachers shall be notified in writing (e.g. email) of their teaching program, schedule and room assignments for the ensuing year by the last day of the school year as defined by the school calendar when possible. All others shall be notified at the earliest possible date. However, in no case shall notification be given later than two (2) weeks prior to the opening of school. This minimum notice shall also apply to the second semester of the high school schedule. Should circumstances or conditions arise which necessitate a change of schedule or assignment after the teacher has been notified, Administration shall inform the teacher involved, and discuss such changes and the reasons for the change.

Section 3 In order to facilitate scheduling teaching assignments for the ensuing school year, teachers desiring a change in grade and/or subject assignment within the same building shall notify the administration in writing prior to May 1 of the current school year. Those requests will be kept on file for one year.

Section 4 Berkley teachers will be given preference in filling paid support positions such as ticket seller, ticket taker, door guard, chain gang, score keepers, timekeeper, announcer, etc., during sporting and school sponsored events. Notifications of such positions shall be sent to all employees via email and publicized on the district website.

ARTICLE X
Ancillary Staff - Vacancies, Layoff and Recall

Section 1 Vacancies - In filling professional vacancies, or newly created professional positions, the Board shall continue to seek out the best qualified candidates available. All qualified Ancillary Staff shall be given an opportunity to apply for such positions.

Section 2 Vacancies within the bargaining unit shall be filled on the basis of the qualifications of the applicant and length of service in the District. An applicant with less service in the District shall not be awarded such position over a more senior applicant unless his/her qualifications are superior and this fact is communicated to the Association through its representative.

In making such assignments, qualifications being equal, preference will be given to Ancillary Staff regularly employed in the District.

Section 3

- A. In the event it becomes necessary to reduce the number of Ancillary Staff due to program elimination or reduction, the Board shall notify the BEA President/or designee of the proposed layoffs and schedule a meeting to review the names of those BEA members affected.

- B. Seniority shall be defined as total years of service in the Berkley School District in an Ancillary position computed from the date and time of hire. Part-time contractual employment preceded or followed by full-time employment shall not interrupt years of service. Professional leaves, sabbatical leaves or military leaves shall not be considered as interruption of years of service. All other leaves shall not count as years of service, but seniority is computed from the date and time of hire minus the time of such leave. If a person resigns, or otherwise leaves the employ of the District (other

- than on an approved leave of absence) and subsequently returns, seniority is computed from the date and time of hire after returning to the employ of the Board.
- C. The Board shall follow the procedure listed below, and layoff shall occur according to certification (licensure) and qualifications.
1. In the event of layoff of an Ancillary staff member, the Board shall institute a recall procedure which will be in the inverse order of the above layoff procedure. In no case shall an Ancillary staff member be hired in a subject area until all laid off Ancillary Staff certified licensed and qualified in that subject area have been recalled, or decline, the opening.
 2. In no case shall an Ancillary staff member remain on layoff when an Ancillary staff member with less seniority is employed in a position for which that Ancillary staff person is certified-licensed and qualified.
 3. In the event that more than one (1) Ancillary staff members holds an identical seniority date, a lottery will be conducted among said staff, prior to layoff, in order to determine the order of layoff and recall.
 4. The Association President shall be notified prior to each recall.
- D. Ancillary staff being recalled prior to the first day of the school year, will be given seven (7) calendar days from the receipt of a registered letter of recall to indicate their acceptance or rejection of reemployment. Failure to respond within the time periods will end the employee's seniority rights, except when a teacher who is sick shall notify the Board of his/her intent to return as soon as possible and, from the date of his/her notifying the Board, shall be deemed to be on sick leave. A substitute shall be hired in his/her place until he/she returns from sick leave. A substitute

- position of this nature shall be offered first to any remaining Ancillary staff who are yet laid off.
- E. Layoff means removal from the payroll with the retention of all employment rights. Ancillary staff members laid off also have the right to purchase health insurance at the group rate for as long as permitted by the carrier. Such rights shall extend for five (5) years from the effective date of layoff.
- F. The Board must notify each Ancillary Staff person to be laid off no later than May 30 of the school year prior to the school year in which the layoff is to become effective. If the Board can present evidence of financial difficulty, layoffs may then be given at any time during the year.

Section 4 Elimination of Tenure in Position

The Board and Association agree that no teacher employed under this Agreement shall acquire tenure in any capacity other than as a classroom teacher. It is further agreed that tenure in any capacity other than as a classroom teacher is expressly excluded and waived under this Agreement.

ARTICLE XI
Paid Leave Policy

Section 1 An employee will be allowed leave time as set forth in this Article to the extent of thirteen (13) school days per year. An employee shall receive credit at the end of the school year for the unused portion of the thirteen (13) day leave allowance. The accumulated maximum total days, herein referred to as an employee's personal leave bank, shall not exceed two hundred five (205) days in any school year. Teachers who have accumulated two hundred five (205) days prior to the beginning of the school year shall not have days deducted from this accumulation until they have used thirteen (13) days.

Section 2 Sick leave shall be defined as:

- A. The personal illness/disability of an employee.
- B. The illness or injury of a member of the employee's immediate family.
- C. Adoption of a child.

If an employee is unable to perform his/her normal duties and responsibilities after three (3) consecutive work days due to personal illness, or the illness or injury of his/her immediate family, he/she will notify the Human Resources office. The employee may be asked to provide a physician's statement explaining the specific illness and the expected length of the absence.

Section 3 Up to three (3) days per school year may be used for Business Leave.

- A. Business leave shall be defined as absence for the transaction of business which cannot be reasonably handled outside of working hours.
- B. Business leave will be granted upon approval of the building administrator and Superintendent/Designee for absences from school in circumstances of an unusual nature

and need. This applies to absences which are necessary and unavoidable, because matters of business cannot be reasonably transacted outside of school hours. Some examples of proper use of business leave are: taking care of legal matters such as settling of an estate, the purchase of a home, the adoption of a child, attending the funeral of a close friend, meeting religious obligations, up to two (2) days for weddings (self, family, attendant); attending to an emergency at home, attending son or daughter school activity, including up to two (2) days for graduation (self, family). See Section 4 below for examples of improper use of business leave. Special circumstances may be approved with prior notification/approval by the Superintendent or his/her designee.

- C. Business leave may not be granted during the first week of the school year and cannot be taken the day before or immediately after a holiday or school recess.

Section 4 Except in an unforeseen emergency, notification for and approval of business leave shall be filed with the building administrator at least two (2) days in advance. Improper use of leave will result in disciplinary action, including, but not limited to, the loss of salary for the day or days in question. Examples of unacceptable uses of leave days include:

- A. Recreational pursuits
- B. Other employment except with administrative approval
- C. Social functions
- D. Travel
- E. Child care (except in emergency situations)
- F. Economic gains
- G. Extension of holidays, vacations, or other school recesses.

Section 5 The purpose of the BEA Sick Bank is for members who have an extended personal illness (e.g. surgery, accident, long term illness, etc.).

At the beginning of each school year and throughout the year, the Board shall contribute a sufficient number of sick leave days to a bank of leave days called the BEA Sick Bank, so as to maintain the number of days in said bank at a maximum of five hundred (500) days, provided,

however, that the number of days contributed to the sick leave bank by the Board in any one (1) school year shall not exceed an amount equivalent to the number of teachers employed by the Board at the beginning of said school year.

The BEA Sick Bank shall be administered by the Board. Teachers who have exhausted their accumulated sick leave allowance may make withdrawals from the BEA Sick Bank equivalent to the number of days the teacher had in his/her personal leave bank at the beginning of that school year.

Section 6 Upon completion of each semester, a teacher utilizing zero (0) paid leave days during that semester shall receive a \$100 bonus. A teacher utilizing one (1) paid leave day during that semester shall receive a \$75 bonus. A teacher utilizing zero (0) paid leave during the entire school year shall earn one (1) unrestricted personal day to be used during the following school year.

If a teacher chooses an unrestricted personal day and wants to use it the day before or the day after a holiday, the number of teachers able to utilize their day will be restricted to one teacher per elementary/middle school and two teachers at the high school. This unrestricted personal day shall be considered one full day regardless if there is a half day scheduled per the school calendar and may not be used on the first or last scheduled student day.

Section 7 Any teacher who is absent because of an injury compensable under the Michigan Workers' Disability Act shall receive from the Board the difference between the allowance under the Worker's Compensation Law and his/her regular salary for the duration of the absence due to injury up to a limit of three hundred sixty-five (365) calendar days. However, in no event shall a teacher receive an amount which exceeds his/her salary.

The difference between such regular daily salary payment and the daily amount received under the Workers' Disability Compensation Act shall be divided by the teacher's regular daily salary for each day or days of absence and the quotient thereof shall be chargeable to, and deducted

from, the teacher's personal leave bank. If the absence continues beyond three hundred sixty-five (365) days, further absences shall be charged pro-rata to the teacher's personal leave bank.

Teachers absent due to such injury/illness shall continue to accrue seniority, salary credit and advancement, and all other rights and benefits as provided by this Agreement for the duration of the illness. Eligibility for insurance benefits will be maintained for a minimum of twelve (12) months, and for as long as the teacher continues to receive paid leave under either the BEA Sick Leave bank or the teacher's personal leave bank.

Section 8 Should the Board have probable cause to believe that a teacher is abusing the paid leave policy, the Board may require verification of said leave prior to the time the teacher returns to school.

Section 9 Any teacher who is unable to return to duty following five (5) work days of illness as defined in Section 1 above may be required to present a physician's statement certifying that the teacher is able to perform the essential function of his/her normal responsibilities. The Board reserves the right to require the teacher to be examined by a Board designated physician at Board expense.

Section 10 Leaves of absence with pay not chargeable against the teacher's personal leave allowance shall be granted for the following reasons:

- A. Such time as is necessary up to a maximum of five (5) days per occurrence for a death in the immediate family and/or member of the teacher's household. The immediate family shall include father, mother, father-in-law, mother-in-law, spouse, sister, brother, children, grandchildren and grandparents.
- B. Any administratively required medical examination.
- C. Any administratively approved attendance at the employee assistance program facility.
- D. A teacher who is exposed on the job, and is subsequently absent from work because

of Mumps, Measles, or Chicken Pox, or other communicable diseases, shall have days charged against leave days restored upon presentation of evidence of on-the-job exposure.

- E. Any additional time off required to conform to Board requirements initiated from Sections 6 and/or 7 above.

Section 11 Jury Duty

A leave of absence may be granted for jury service. The Board will pay an amount equal to the difference between the teacher's daily salary and the daily jury fee paid by the Court (not including travel allowances or reimbursement of expenses) for each day on which the teacher reports for or performs jury duty, and on which he/she would otherwise have been scheduled to work, under the procedure established by the Business Office.

Section 12 Sabbatical Leave

Pursuant to Section 572 of the School Code of 1952, a maximum of two percent (2%) of the bargaining unit who have been employed for seven (7) consecutive years may be granted a sabbatical leave for one (1) year. Leaves for professional study, for work on publications, for travel, or for travel combined with study, which, in the opinion of the Superintendent, will improve instruction in the Berkley School District, or will improve the efficiency of the teacher, shall be considered consistent with the purpose of sabbatical leave. The Sabbatical Leave Policy is set forth in Appendix C."

ARTICLE XII
Leave of Absence Without Pay

Section 1 The Board may grant employees who have met certain criteria and procedures, as outlined in this Article, a leave of absence without pay up to a maximum of one (1) year. An extension of a leave of absence may be granted upon the recommendation of the Superintendent. Examples of such leaves are health, study, research, professional association assignment, personal, and approved travel. Each request for an unpaid leave of absence will be considered on its individual merits. The applications shall be submitted in accordance with the provisions of this Article.

Section 2 To be eligible for a leave of absence, except military leave as provided by law, the employee must have completed two (2) years of employment.

Section 3 An Ancillary Staff employee upon return from leave shall be restored to an open position of like nature and status for which that employee is licensed and qualified. An open position is one which is unfilled at any time or one which is held by a less senior Ancillary Staff employee at the beginning of the next school year.

Section 4 If an employee on leave accepts full-time similar employment elsewhere without Board of Education approval, his/her leave will be automatically terminated and his/her employment will terminate.

Section 5

- A. An employee on leave shall not lose sick leave time accumulated prior to his/her leave. However, sick leave time shall not accumulate during his/her leave of absence.
- B. An employee on unpaid leave shall be allowed to purchase health insurance through the business office at the group rate, and at his/her own expense, when such practice

is permissible under the rules and regulations of the insurance carrier(s).

Section 6 While an employee is on leave, there shall be no advancement on the salary schedule in terms of experience, nor in accrual of seniority except as provided for elsewhere in this Article. Seniority accrued prior to the leave of absence, however, shall be maintained.

Section 7 An eligible employee desiring a leave of absence shall submit his/her request to the Board of Education through the Superintendent. Such request shall be submitted by the Superintendent to the Board with his/her recommendation for action.

Section 8 For all employees whose leave shall terminate at the end of a school year, a letter of availability must reach the Superintendent no later than the preceding March 1. For all employees whose leave shall terminate at times other than the end of a school year, such letter of availability must reach the Superintendent no later than sixty (60) days preceding the termination date of the leave. The Superintendent shall cause letters to be sent to all employees on a leave of absence reminding them of this provision at least thirty (30) days prior to the date such letter of availability is due. Failure to comply with this provision shall not be interpreted as a resignation of employment.

Section 9 The Board shall provide for a Family Medical Leave Act (FMLA) unpaid leave of up to twelve (12) weeks to all teachers that request it for the following purposes: birth/care of child; adoption; serious health condition of the teacher; care of a member of the immediate family with a serious health condition and certain qualifying exigencies permitted under FMLA when the teacher's spouse, son, daughter or parent is on active duty with the Armed Forces (including the National Guard or Reserves). Maternity leave will run concurrently with FMLA, however, a teacher may use paid leave, if days are available in the teacher's sick bank, for any disability during the FMLA leave. Further, health insurance shall be provided to all those on such a leave that elected to be covered by Board paid health insurance prior to the leave for the duration of the leave. For

purposes of this section, immediate family shall be defined as it is in the Federal Law governing this provision.

Section 10 Childcare leave:

- A. The Board will grant a leave of absence for maternity, adoption for those teachers not eligible for the Family Medical Leave Act (FMLA), or child care reasons, without salary, to any employee of the bargaining unit upon written request for such leave for up to the remainder of the school year in which the leave commences, plus the next school year. The duration of such leave is at the employee's option. In no event, however, shall the leave be taken for a period less than the balance of the semester in which the leave occurs. An extension of the leave of absence may be granted upon the recommendation of the Superintendent. Whenever possible, an employee requesting such leave shall file a request in writing, at least thirty (30) days prior to the expected birth, adoption of the child, or the commencement of the child care leave.
- B. Before returning to work, the employee must be certified by his/her physician as ready and able to return to his/her full work assignment.
- C. In the event of miscarriage or death of the infant after the leave of absence has commenced, the leave of absence shall be terminated at the beginning of the next semester upon written request of the employee.
- D. In the event of a miscarriage or abortion, the school district's sick leave policy shall apply.
- E. An employee adopting a child shall be entitled, upon request, to a leave to commence at any time during the first school year after receiving custody of the child, or prior to receiving such custody, if necessary, in order to fulfill the requirements for adoption.

Whenever possible, the thirty (30) day notice period shall apply in these situations.

- F. The Board shall provide health insurance to employees electing to be covered by Board paid health insurance prior to the leave for up to twelve (12) weeks during such leave at the employee's option.

ARTICLE XIII
Professional Compensation

Section 1

A. Salary Schedule – 2018-19 and 2019-20

For the 2018-19 and 2019-20 school years, teachers on the top step of the salary schedule shall receive a two and one quarter percent (2.25%) on schedule increase each school year.

(1) Salary Formula -2020-21 school year

Should the audited Fall count be equal to or greater than the audited Fall count of the previous fiscal year, the Salary Schedule will be adjusted to reflect the “true, net” percentage increase to the District’s state school aid foundation allowance from the previous school year’s, less one-half percent, but in no case will the percentage increase be higher than 2.0%. The “true, net” percentage increase will be defined and calculated by determining and considering the state aid funding components the Michigan state legislature utilizes to arrive at the foundation allowance increase. The timing of the payment of the increment will be dependent upon when the District is officially notified of the final foundation allowance figure from the Department of Education for each applicable fiscal year of this provision. Should an adjustment(s) happen to the District’s official foundation allowance during any year of this agreement, a corresponding adjustment will be made by the District to the salary formula and salary schedule but in no event shall the salary schedule be less than the 2019-2020 schedule.

(2) Salary Schedule/Step Movement

For the 2018-19 and the 2019-20 school years, teachers who are eligible for step movement shall receive a one and one half (1½) step increase each school year.

For the 2020-21 school year, staff members will move up a partial/full step should the District's "true, net" 2020-21 per pupil foundation allowance increase according to the following schedule:

<u>True, Net PP FA Increase</u>	<u>Step Movement</u>
\$50-\$74	¼ step
\$75-\$99	½ step
\$100-\$124	¾ step
\$125+	1 full step

Determination of step movement will be recognized when the true, net increase to the District's foundation allowance is finalized by the state legislature. Once known, the District will publish the 2020-21 salary grid, inclusive of the current Steps 0 through 14 as well as any partial steps that may be recognized based on the above formula. Final 2020-21 step placement, on full or partial steps as determined by this provision, will constitute the teacher's beginning step placement point for the 2021-22 school year.

B. In the event that the length of the student instructional school year is increased during the duration of this contract as a result of legislative action, the salary portion of this contract shall be subject to renegotiation.

C. Should a BEA teacher with a fifty (50%) percent or more district assignment teach additional classes in a shared time assignment he/she will be given commensurate benefits as provided in Section 9 of this Article.

Section 2 Services such as summer school, summer in-service and/or curriculum development projects, and extra-curricular or co-curricular activities shall be on an individually contracted basis between the teacher performing the service and the Board. No such contract shall exceed the duration of one (1) year. Wages paid for such teacher's services shall be set forth in Appendix "B." No teacher shall have tenure of position for driver education, summer school,

summer in-service, curriculum development projects, extra-curricular or co-curricular duties. Copies of the review and evaluation will be provided to the teacher. The non-renewal of an appointment to an annual assignment of extra duty for extra pay shall be for reasons that are not arbitrary and capricious and shall not be construed as discipline, reprimand, or reduction in compensation. Such non-renewal shall not occur until after a written evaluation, with a copy to the affected teacher.

Section 3 Teachers shall not be required to work on any days not included in the school calendar as set forth in Appendix "D," unless compensation has been agreed to by the Association and the Board in specific situations. Newly contracted employees may be required to report two (2) days the week prior to the beginning of classes for Board and Association orientation.

Section 4 For newly contracted teachers, the Board may allow credit on the appropriate salary schedule for years of service in other school districts as a teacher up to and including fourteen (14) years.

Section 5 For newly contracted teachers, the Board will allow credit on the appropriate salary schedule up to one (1) year for time successfully spent in the Armed Forces of the United States of America.

Section 6 Payroll Procedures:

- A. Contractual salaries will be divided by the total number of work days within the established school calendar, divided by the gross salary for that school year to determine a daily rate. The employee's salary will be paid to the employee (see Paragraph "D") less withholding taxes and any other deductions selected by the employees.
- B. In the event a teacher does not work a full contractual year, the teacher will be paid an amount equal to the number of days of employment times the daily rate.
- C. All authorizations for payroll deductions will be made on the appropriate forms for:

United Fund, Berkley Educational Foundation; additional health, accident, auto, and life insurance, credit union, tax deferred annuities, retirement service credit purchase, and any other items mutually agreed to by the Board and the Association.

- D. Teachers will be given the option of receiving their salaries via direct deposit on the twenty-one (21) or twenty-six (26) pay basis each year by virtue of declaration of choice on an appropriate form supplied by the Board. If the form is not returned, or no choice is designated, the individual will be assigned on the twenty-one (21) pay basis. Those teachers shall receive their 21st pay on the last day of each school year. If the twenty-six (26) pay is selected, direct deposits will be made at two (2) week intervals throughout the summer.
- E. Extra service payrolls will be issued six (6) times a year, halfway through and following the fall, winter, and spring sports seasons. Teachers earning extra service pay will select one of the following options:
1. Extra service pay will be paid on one (1) installment at the end of the sport's season, or activity.
 2. Extra service pay will be paid in two (2) equal installments, the first at the midway point in the sport's season and the remainder at the end of the sport's season. The midway point will be determined by the District annually and will be published at the beginning of the school year.

For the purpose of determining withholding, teachers earning extra service pay will also select one of the following options:

1. Extra service pay will be combined with the regular payroll and withholding taxes will be computed on the total, or,
 2. Extra service pay will be combined with the regular pay, divided into two (2) equal parts, and withholding taxed accordingly, computed on each part.
- F. Teachers hired after the beginning of the school year will be advanced on the salary schedule according to the following schedule:

Date of Hire

Date of Increment Advancement

Within 1st marking period	1st teacher work day of 1st marking period
Within 2nd marking period	1st teacher work day of 2nd marking period
Within 3rd marking period	1st teacher work day of 3rd marking period
Within 4th marking period	1st teacher work day of 4th marking period

G. The effective date of advancement on the salary schedule due to the attainment of advanced degrees and/or the completion of additional credit hours shall be the date which the degree or hours are completed

In order to qualify for a higher level on the salary schedule, a teacher must present either official documentation verifying completion of the appropriate number of hours, or a transcript or other documentation from an accredited college or university verifying attainment of an advanced degree.

If application is made during the school year in which the hours/degree were earned, payment will be made, retroactively, if necessary, effective the date of attainment/completion. If application is not made by the teacher in a timely fashion as described above, the effective date will be the beginning of the school year in which application is received.

All courses not part of a graduate degree program related to education, must be pre-approved by the Superintendent/Designee for staff to be eligible for placement on schedule 03 or 05 of the salary schedule.

Section 7

A. On any day when school sessions are scheduled, but that schedule is canceled by the Superintendent due to weather or other conditions beyond control, and this official closing is announced on local radio stations, the following provision for teachers will prevail:

If the announcement states that schools are closed, teachers are not to report and will receive full pay. However, when one or more, but not all buildings are closed for a

localized emergency condition, the Superintendent shall have the prerogative to assign staff from said building(s) to another location(s) in the District for professional purposes commencing with the second day of such occurrence. Professional purposes may include planning, in-service education, and substitute teaching within the appropriate elementary or secondary level. Substitute assignment shall be made on a daily rotation basis beginning with the low seniority teacher. If, due to severe weather conditions, a teacher is unable to report on a day when Berkley Schools are in session, a teacher may use a leave day in lieu of pay loss.

B. The parties recognize that Michigan law currently requires the District to schedule a minimum of one thousand ninety-eight (1,098) hours of school and 180 school days as defined by the State Aid Act, and that only "act of God" days which cause the District to hold less than one thousand ninety-eight (1,098) hours of school need to be rescheduled. (Any deviation from the 1,098 hours, refer to State School Aid Act.) In the event that it may become necessary to schedule "make-up" days when schools are closed for reasons as described in Section 7 (A) above, and state law requires that day be rescheduled, it is agreed that:

1. If the District does not have to reschedule any such days as described above, the calendar as contained herein shall remain as agreed to.
2. If the District must, for the above reasons, reschedule student instruction days, the parties will meet to negotiate amendments to the calendar as contained herein to provide sufficient student days to comply with state law.
3. The end of the year calendar will be finalized and copies distributed to students and school employees no later than May 1, if amended.
4. In the event the State Aid Act is amended, and such amendment repeals, or

modifies in any way the District's obligations with respect to this subject, the parties agree to meet to renegotiate school calendar and provisions of Article XIII, Section 7.

Section 8 Teachers required to drive personal automobiles in the course of employment, or otherwise using personal automobiles in authorized service to the District, shall be reimbursed for approved mileage at a uniform mileage rate established by the Board; but in no event less than the I.R.S. rate per mile driven.

Section 9 Insurance Benefits:

A. The District shall pay the annual Hard Cap amounts towards the total cost of the MESSA medical premium and Health Equity (HEQ) Health Savings Account (HSA) funding for each plan year.

Beginning January 1, 2019, the annual District paid amounts shall adjust to the maximum payment permitted by Section 3 of the Publicly Funded Health Insurance Contribution Act. However, beginning July 1, 2018, the 2018 Hard cap increase will take effect.

Teachers will have the option to select medical/prescription coverage from one of the following options:

1. Health:

- MESSA CHOICES - ~~\$500~~/\$1,000/\$2,000 in network deductible, \$20 OV/\$25 UC/\$50 ER and Saver Rx Prescription coverage.
- MESSA CHOICES - \$2,000/\$4,000 in network deductible, \$20 OV/\$25 UC/\$50 ER, Saver Rx Prescription coverage.
- MESSA ABC Plan 1 (HEQ/HSA) - \$1,350/\$2,700* in network deductible, Saver Rx Prescription coverage.
- MESSA Essentials

*In the event there are changes in the minimum deductible for ABC Plan 1, then it shall be increased consistent with state and federal law.

At the teacher's option, the District will pre-fund \$1,000/\$2,000 of the deductible amount annually to each member's HEQ HSA. One-half of the amount shall be paid on the first business day in January and the other half on July 1st each year. The District shall pay the remainder of the hard cap cost towards the MESSA annual medical premium up to the amounts specified above for single, self/spouse, self/child and family. Teachers may contribute additional money towards their HEQ HSA up to the maximum amount allowed by Federal law.

For example, for those teachers selecting the MESSA ABC Plan 1, the District will allow for the adjustment of their contribution amounts toward their individual health savings account. This would allow for flexibility and the ability for staff members to react to "Qualified Life Event Changes" as well as to accommodate for the difference in the medical plan year (July 1) and the deductible calendar year (Jan. 1), among other potential beneficial reasons to allow for these quarterly changes.

The remaining annual cost for the teacher's elected medical plan premiums and the pre-funded balance that exceeds the Hard Cap amounts, if applicable, shall be paid by the teacher and will be payroll deducted in equal bi-weekly amounts through a qualified Section 125 Plan.

The following ancillary benefits shall be provided to each teacher, at no premium cost to the member:

2. Dental – A.D.N., self-funded with the following coverage:

Class I – 100%
Class II – 80%
Class III – 80%
Annual maximum - \$1,200
Ortho maximum - \$1,500
2 cleanings/yr.

Class I- Preventative Services (100%) include:

Routine Oral Examinations	Twice per plan year
Prophylaxis (Cleaning)	Twice per plan year (includes Periodontal Maintenance)
Topical Application of Fluoride	Twice per plan year to age 19
Bitewing X-Rays	Once per plan year
Full Mouth Series or Panoramic X-Rays	Once per 60 months
All Other X-Rays	
Space Maintainers	Once per area per lifetime, up to age 14

3. Reliance Term Life Insurance in the amount of fifty thousand dollars (\$50,000.00) (inclusive of any life insurance associated with the Health Insurance coverage described above) is for the teacher only. Such insurance protection shall be paid to the teacher's designated beneficiary. In the event of accidental death, the insurance will pay double the specified amount; in the event of accidental dismemberment, the insurance will pay according to the schedule.
4. Vision – National Vision Administration (NVA) with the same coverage as MESSA VSP-2 including internal and external coordination of benefits.
5. Cash In Lieu - Each teacher may select a tax-deferred plan, pursuant to Section 403(b) of the Internal Revenue Code in the amount of eighty-five dollars (\$85.00) per month or per the following schedule:

\$500/month if 50 or more members

\$300/month if 40-49 members

\$200/month if 30-39 members

B. The Board shall provide, without cost to the teachers, Reliance Long-Term Disability Insurance for each teacher. Benefits shall be paid at sixty-six and two-thirds percent (66-2/3%) of salary and shall begin after expiration of ninety (90) calendar days or at the exhaustion of his/her personal leave bank and common bank days whichever is longer. The maximum monthly amount shall be up to five thousand (\$5,000) dollars. Benefits shall continue at no cost to the teacher in the event of total disability.

A description of the specific coverage for the ancillary benefits listed above can be found in Appendix J.

Section 10 All less than full-time positions are assigned at the discretion of the administration. Teachers employed less than full time shall receive compensation and fringe benefits on a prorated basis in relation to the full-time schedule. Such teachers shall be entitled to apply for full-time employment in the event of available openings. This provision does not apply to short term and long-term substitute teachers.

Section 11 All certified teachers covered by this Agreement who are employed in a teaching capacity in the summer school program will be reimbursed at the contracted rate for hours spent on duty in the event such class is canceled due to insufficient student enrollment.

Section 12 Teachers on leave of absence or laid-off may continue under group health coverage for eighteen (18) months. During such time the teacher shall be responsible for submitting premium payments directly to the Board.

Section 13 The completion of a full contract year shall entitle a teacher to twelve (12) months of insurance coverage. For the purpose of this Section, twelve (12) months shall be defined as the period between July 1st and June 30th of a given school/fiscal year. However, should a teacher retire as of last day of school, insurance benefits shall continue and be paid by the District through August 31st of the year in which the teacher retires.

Section 14 A teacher will be paid a one-time payment of \$1,250 upon successful completion of the National Board Certification program. The District will provide assistance with technology and release time to said teacher. Any current BEA member who has already attained National Board Certification shall also receive \$1,250.

Section 15 The District will pay the initial Professional Teaching Certification fee for all teachers who attain the required credits.

Section 16 A five percent (5%) discount will be given to any BEA member using District pre-school and/or latchkey child care services.

Section 17 A twenty percent (20%) discount will be given to any BEA member using the BHS Fitness Center.

Section 18 Teachers who are involuntarily moved to different buildings shall be compensated up to sixteen (16) hours at the non-instructional rate.

ARTICLE XIV
Professional Grievance Negotiation Procedures

Section 1 Definitions:

- A. A "grievance" is a claim of violation of this contract or a dispute as to the interpretation or application of this contract or Board policy regarding evaluations, layoff, recall, transfers and vacancies.
- B. The "aggrieved person" is the person, or persons, making the claim.
- C. The term "teacher" includes any individual or group who is a member of the bargaining unit covered by this contract.
- D. A "party of interest" is a teacher, or school board member, who might be required to take action, or against whom action might be taken, in order to resolve the problem.
- E. The term "days" shall mean calendar days, excluding vacation periods which fall within the limits of the school year as defined by the school calendar.

Section 2 Purpose:

The primary purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the grievance arising under this Agreement. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at each level of the procedure. Nothing contained herein shall be construed as limiting the right of any teacher with a grievance to discuss the matter informally with any appropriate member of the Administration, or proceeding independently as described in Section 5 of this Article up to but not including Level 4.

Section 3 Structure:

- A. The Association will notify the Administration of the identity of the Association

representative.

- B. The Association shall have a professional grievance committee and the Administration shall be notified of the identity of the same.
- C. The Board shall designate its representatives when the grievance involves more than one school building and the Association shall be notified of the identity of the same.

Section 4 Any teacher who has a complaint may discuss it with his/her immediate supervisor, either individually or with his/her Association representative.

All grievances shall be processed in the following manner:

A. Level One

Any teacher having a grievance shall, within fifteen(15) calendar days from the occurrence of the event upon which the grievance is based, serve a written grievance upon his/her building administrator and discuss the same with his/her building administrator, either individually or together with his/her Association Representative. The building administrator shall attempt to resolve same and render the disposition in writing within ten (10) calendar days after the date of presentation.

B. Level Two

In the event the aggrieved person is not satisfied with the disposition of the grievance at Level One, or if the grievance has not been resolved within ten (10) calendar days after the date of the presentation of the written grievance at Level One, the aggrieved person may submit his/her grievance to the Superintendent of Schools or his/her designee within twenty-eight (28) calendar days from the date of the event upon which the grievance is based. A copy of said grievance shall be served upon the aggrieved party's building administrator at the same time the grievance is submitted to the Superintendent. Within fifteen (15) calendar days from the receipt of the

grievance, the Superintendent or his/her designee shall meet with the parties and render a written decision.

C. Level Three

In the event the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two or if no decision has been rendered within fifteen (15) calendar days from the date of receipt of the grievance by the Superintendent, he/she may, within forty-three (43) calendar days from the event upon which the grievance is based, refer the grievance to the Board of Education's Review Committee. This Committee shall be composed solely of members of the Board of Education or its designated representatives; provided, however, that at least one member of the Board of Education shall be a member of said Committee. Within ten (10) calendar days from receipt of the written referral by the Board, its Review Committee shall meet with the Association Representative for the purpose of arriving at a mutually satisfactory solution to the grievance. A decision shall be rendered within ten (10) calendar days. Level Three may be waived by mutual agreement of the parties to move directly to Level Four.

D. Level Four

In the event the grievance is not satisfactorily resolved at Level Three, or if no decision is reached within the ten (10) calendar day period, the grievance will be submitted to binding arbitration, provided that the party desiring such binding arbitration shall serve written notice of the request for submission to arbitration upon the other party within five (5) calendar days following the date of the disposition of the grievance under Level Three. Following the written notice of the request for submission to arbitration, the Association and a Committee of the Board or its designee shall attempt to select an arbitrator. If mutual agreement on the selection of an arbitrator cannot be reached within five (5) calendar days after the date of the request for submission to arbitration, the arbitrator shall be selected according to the rules of the American Arbitration Association.

The Arbitrator's fees and expenses shall be shared equally by the Board and the Association. The expenses and compensation of any witness or participant in the Arbitration shall be paid by the party calling such witness or requesting such participant.

The Arbitrator shall render his/her opinion only with respect to the particular grievance submitted to him/her and such opinion shall be binding upon the Board and the Association.

It shall be the function of the Arbitrator, and he/she shall be empowered, except as his/her powers are limited below, after due investigation, to make a decision in cases of alleged violations of this Agreement.

- A. He/she shall have no power to change the legal substance of this Agreement.
- B. He/she shall have no power to establish salary scales.
- C. He/she shall have no power to rule on any claim or complaint subject to the procedures specified in the Teacher's Tenure Act (Act IV Public Acts, extra session, of 1937 of Michigan, as amended). For example:
 - 1. The termination of services of failure to reemploy any teacher to a position on the extra-curricular schedule.
- D. The Board shall indemnify and save harmless the Association from any and all claims, demands, suits and other forms of liability by reason of any action resulting from Part C 1 of this Article.

Section 5 In the event of a grievance filed alleging a violation of this contract by central office administration, the grievance shall be filed at Level II.

Section 6 Rights of Representation

- A. The discharge of tenured teachers is not subject to the grievance procedure but will be subject to the appeal procedures as provided in the Michigan Teacher Tenure Act.
- B. In the case of the discharge of a probationary teacher, such discharge shall be subject

only through the Board level of the grievance procedure and shall not be subject to arbitration.

- C. Any party of interest may be represented at all meetings and hearings at any level of the grievance procedure by another teacher or another person; provided, however, that any teacher may in no event be represented by an office, agent or other representative of any organization other than the Association or its affiliates. Provided further, when a teacher is not represented by the Association, the Association may, by administrative action, be present and state its views at all stages of the grievance proceeding.

Section 7 Miscellaneous

- A. Forms for filling and processing grievances, which shall be reproduced by the Association, shall be available from the Association Representative in each building.
- B. The number of days indicated at each level shall be considered as maximum and every effort shall be made to expedite the process. The time limits may be extended by mutual consent in writing.
- C. If the grievance is filed on or after May 1st, the time limits shall be reduced by mutual consent in order to effect a solution prior to the end of the school year or as soon thereafter as is possible.
- D. A grievance may be withdrawn at any level without prejudice or record. However, if in the judgment of the Association Representative, the grievance affects a group of teachers, the Association may process the grievance with the permission of the aggrieved at the appropriate level.
- E. No reprisals of any kind shall be taken by or against any party of interest or any participant in the grievance procedure by reason of such participation.

- F. Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted at any step of the grievance procedure, up to but not including level 4 (binding arbitration) without intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement, provided that the Association has been given opportunity to be present at such presentation and adjustment.
- G. Decisions rendered at all levels shall be in writing and shall promptly be transmitted to all parties of interest.

ARTICLE XV
Civil Rights

Section 1 The Association agrees to continue to admit persons to membership without discrimination on the basis of race, religion, color, national origin, age, sex, marital or family status, sexual orientation or transgendered identity, disability, height, weight, military status, ancestry, genetic information or any other legally protected category (collectively, "Protected Classes"), and to represent all teachers without regard to membership, participation in, or association with the activities of any teacher organization.

Section 2 The Board agrees to continue its policy of not discriminating against any teacher on the basis of race, religion, color, national origin, age, sex, marital or family status, sexual orientation or transgendered identity, disability, height, weight, military status, ancestry, genetic information or any other legally protected category (collectively, "Protected Classes"), in the hiring, placement and assignment of teaching personnel.

ARTICLE XVI
Miscellaneous Provisions

Section 1 The Board shall attempt to maintain an adequate list of substitute teachers. Once a teacher has reported unavailability, it shall be the responsibility of the Administration to arrange for a substitute teacher.

Section 2 Copies of this Agreement shall be made available electronically and/or in hard copy at the expense of the Board. Hard copies will be available upon request.

Section 3 This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in a written and signed amendment to this Agreement.

Section 4 Any individual contract between the Board and an individual teacher heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement, and any individual contract hereafter executed shall be expressly made subject to and consistent with the terms of this or subsequent Agreements to be executed by the parties. If an individual contract contains any language inconsistent with this Agreement, during its duration, this Agreement shall be controlling.

Section 5 This Agreement shall supersede any rules, regulations, or practices of the Board which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.

Section 6 If any provision of this Agreement or any application of this Agreement to any teacher or group of teachers shall be found contrary to state or federal law, such provision or application shall not be deemed valid and subsisting except to the extent permitted by law; but all other provisions or applications shall continue in full force and effect.

Section 7 An emergency manager appointed under the Local Government and School District Fiscal Accountability Act is authorized to reject, modify, or terminate this Agreement as provided in the Local Government and School District Fiscal Accountability Act.

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

ARTICLE XVII
Severance

Upon the voluntary termination by a teacher with a minimum of fifteen (15) continuous years of service, or upon the retirement of a teacher with a minimum of ten (10) continuous years or fifteen (15) cumulative years in the school district and eligible under the provisions of the Michigan Retirement Act, said teacher shall receive a severance payment equal to one percent (1%) of the minimum base salary schedule for teachers, times the number of years of service in the Berkley School District. Said pay shall be provided to the teacher via a 403b account.

In addition, the District shall reimburse each teacher \$15.00 per day for every sick day in his/her personal leave bank upon retirement, if teacher gives notice of retirement at least 120 calendar days prior to retirement. Said pay shall be provided to the teacher via a 403b account.

See Appendix F-3 for Board Policy 3140 Termination and Resignation

ARTICLE XVIII
DURATION

This Agreement shall be effective as of August 29, 2018 and shall continue in effect until August 28, 2021.

BERKLEY EDUCATION ASSOCIATION

By: _____
Steven Lyskawa, President, BEA

By: _____
Kim Edwards, Executive Director, MEA 7-B

BERKLEY BOARD OF EDUCATION

By: _____
Ron Justice, Secretary, Board of Education

By: _____
Lawrence Gallagher, Deputy Superintendent of Finance, Facilities
& Operations

By: _____
Chris Sandoval, Director of Schools & Human Resources

APPENDIX A
TEACHER SALARY SCHEDULE

2018-19

STEP	BA	BA+30/MA	MA+30/SPEC
0	37,187	38,932	42,438
1/2	38,007	40,213	43,793
1	38,829	41,491	45,148
1.5	39,650	42,772	46,503
2	40,471	44,052	47,857
2.5	41,241	44,906	48,539
3	42,009	45,760	49,221
3.5	42,767	47,030	50,116
4	43,524	48,299	51,011
4.5	44,731	49,984	51,906
5	45,937	51,667	52,801
5.5	47,160	52,959	53,940
6	48,384	54,249	55,079
6.5	48,964	54,838	55,747
7	49,544	55,426	56,415
7.5	50,125	56,016	57,084
8	50,705	56,605	57,752
8.5	52,148	58,467	59,567
9	53,591	60,327	61,380
9.5	54,817	61,904	63,395
10	56,043	63,481	65,411
10.5	57,576	65,120	67,898
11	59,109	66,759	70,386
11.5	60,869	68,818	72,474
12	62,627	70,876	74,560
12.5	64,386	72,935	76,647
13	66,144	74,994	78,734
13.5	67,902	77,053	80,822
14	71,228	80,892	84,774

**Note: 1/4 and 3/4 steps continue to be part of this salary grid but are not shown to make lean the look of the schedule and no teacher will reside/be paid from these steps during 2018-19*

2019-20

STEP	BA	BA+30/MA	MA+30/SPEC
0	37,187	38,932	42,438
1/2	38,007	40,213	43,793
1	38,829	41,491	45,148
1.5	39,650	42,772	46,503
2	40,471	44,052	47,857
2.5	41,241	44,906	48,539
3	42,009	45,760	49,221
3.5	42,767	47,030	50,116
4	43,524	48,299	51,011
4.5	44,731	49,984	51,906
5	45,937	51,667	52,801
5.5	47,160	52,959	53,940
6	48,384	54,249	55,079
6.5	48,964	54,838	55,747
7	49,544	55,426	56,415
7.5	50,125	56,016	57,084
8	50,705	56,605	57,752
8.5	52,148	58,467	59,567
9	53,591	60,327	61,380
9.5	54,817	61,904	63,395
10	56,043	63,481	65,411
10.5	57,576	65,120	67,898
11	59,109	66,759	70,386
11.5	60,869	68,818	72,474
12	62,627	70,876	74,560
12.5	64,386	72,935	76,647
13	66,144	74,994	78,734
13.5	67,902	77,053	80,822
14	72,831	82,712	86,682

**Note: 1/4 and 3/4 steps continue to be part of this salary grid but are not shown to make lean the look of the schedule and no teacher will reside/be paid from these steps during 2019-20*

APPENDIX A-1

The persons who serve in Teacher Leader positions enumerated in II below will work an additional hour per day and shall receive additional remuneration according to the schedule below. Days worked beyond the regular school year, with administrative approval will be at their prorated salary. Serving as a Teacher Leader is a one (1) school year position. Teacher Leaders may apply annually via an application process through the Human Resources Department. Teacher Leaders positions may be co-led by 1 or 2 teachers.

Positions	% of MA Base
Art Department Chair*	7.5%
Music Department Chair*	7.5%
High School Department Chair* (Math, Science, English & Social Studies)	7.5%
World Language Department Chair	5%
Physical Education Department Chair	5%
Special Education Department Chair (Elementary, Secondary, ASD)	5%
Transition Coordinator**	5%
One (1) MS Department Chair 6-8 (for both buildings)* (Math, Science, English & Social Studies)	7.5%
TK-5 Grade Level Leaders	7.5%
Counselor Department Chair	5%
Media Specialist Department Chair	5%
Learning Specialist Department Chair	5%

*These positions will retain the original percentage amount while held by the same teachers during the 2017-18 school year.

** This position will retain the 10% amount for the 2018-19 school year; 7.5% for the 2019-20 school year.

MISCELLANEOUS ACTIVITIES

The following percentages are based on \$26,801 for each year based upon the individual's experience in that activity.

Activity	%
High School Student Leadership	12%
Middle School Student Council	8%
Elementary Student Council	4%
Yearbook With Class (HS)	9%
Yearbook Without Class (EI)	5%
Yearbook Without Class (MS)	8%
High School Newspaper With Class	8%
Middle School Newspaper With Class	5%
Senior Sponsor	10%

Debate	10%
Forensics	5%
Safety Patrol	4%
H.S. Instrumental/Vocal*	14%
M.S. Instrumental/Vocal*	5%
Elementary Instrumental/Vocal*	5%
National Honor Society	5%
High School Robotics	10%
BHS Peer Mentorship	10%
Diversity Council	5%
5 th Grade Camp	\$750
Art	\$100 per event/maximum of 3 district events

*If there are more than 1 teacher assigned to a grade level (e.g. 7th and 8th grade, both teachers will receive the full stipend)

III. OTHER ACTIVITIES

Summer School	\$25.68
Non-Instructional Rate	\$24.09
Instructional Rate	\$37.44

Note: these rates could change based on Salary formula.

IV. CLUB SPONSORS \$13.31

Teachers that sponsor clubs may request compensation by submitting to their principal on a weekly basis, a log of their activities.

**SCHEDULE B
MISCELLANEOUS**

BASE FOR 2018-19 and 2019-20 \$26,801

ACTIVITY	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HS STUDENT LEADERSHIP	12%	3,173	3,268	3,366	3,467	3,571
MS STUDENT COUNCIL	8%	2,115	2,179	2,243	2,310	2,379
EL STUDENT COUNCIL	4%	1,058	1,090	1,123	1,157	1,192
YEARBOOK W/CLASS	9%	2,379	2,450	2,524	2,600	2,678
YEARBOOK W/O CLASS (MS)	8%	2,115	2,178	2,243	2,310	2,379
YEARBOOK W/O CLASS (EL)	5%	1,322	1,362	1,403	1,445	1,488
HS NEWSPAPER W/CLASS	8%	2,115	2,178	2,243	2,310	2,379
MS NEWSPAPER W/CLASS	5%	1,322	1,362	1,403	1,445	1,488
SENIOR SPONSOR	10%	2,644	2,723	2,805	2,889	2,976
DEBATE	10%	2,644	2,723	2,805	2,889	2,976
FORENSICS	5%	1,322	1,362	1,403	1,445	1,488
SAFETY PATROL	4%	1,058	1,090	1,123	1,157	1,192
HS INSTRUMENTAL/VOCAL	14%	3,701	3,812	3,926	4,044	4,165
MS/EL INSTRUMENTAL/VOCAL	5%	1,322	1,362	1,403	1,445	1,488
NATIONAL HONOR SOCIETY (EL,MS,HS)	5%	1,322	1,362	1,403	1,445	1,488
ROBOTICS	10%	2,644	2,723	2,805	2,889	2,976

*The base rate for 2020-21 is subject to change due to the salary formula.

APPENDIX C

Sabbatical Leave Policy

Authorization

Upon recommendation of the Superintendent of Schools, the Board of Education may grant a sabbatical leave of absence to teachers who have been employed by the School District of the City of Berkley for a period of seven consecutive years. Said leave may not exceed a period of one year and is subject to state code #340.752.

Purpose

The Sabbatical Leave Policy is designed to provide an opportunity for selected staff members to develop their professional competence and personal growth which consequently would serve to enhance the general welfare of the public school.

Conditions

1. The teacher will be considered to be an employee of the Board of Education during sabbatical leave.
2. The teacher will be paid one-half of the annual salary he/she would have received had he/she remained in the school district and will be paid on the regular pay periods during sabbatical leave.
3. Withholding from the teacher's salary for social security, MESSA options and income tax will be made by the school district during the period of sabbatical leave.
4. The teacher on sabbatical leave shall accumulate five sick leave days for one semester sabbaticals and ten sick leave days for two consecutive semester sabbaticals.
5. Teachers on sabbatical leave will be granted credit toward retirement for the period of time on sabbatical, consistent with the rules and regulations established by the boards

- of control of public school employees' retirement funds.
6. The teacher shall be entitled to the salary increment he/she would have received had he/she been teaching in the district during the period of the sabbatical.
 7. The teacher, upon return from sabbatical leave, shall be restored to his or her position of like nature, seniority, status and pay. Said teacher shall be entitled to participate in any other benefits that may be provided for by rules and regulations of the Board made pursuant to law.
 8. A maximum of two percent (2%) of the bargaining unit as identified in the contract will be eligible to take sabbatical leave during any given period of time.
 9. Minimum term for sabbatical leave shall be no less than one (1) full semester and the maximum term shall be no more than two (2) full semesters (consecutive).
 10. While on sabbatical leave, it shall be the responsibility of the teacher to submit such reports as may be deemed necessary by officials of the school district.
 11. The Board of Education at any time it deems proper and with sufficient cause, and in accord with the state tenure act and any statutes or Board policies pertinent thereto, can suspend further compensation to the employee on sabbatical leave.
 12. The teacher must serve the Berkley School District for a minimum period of two years immediately after return from sabbatical leave or compensate the District in an amount equivalent to that received in wages, insurance premiums, retirement and social security for the period of time the teacher was on sabbatical. Such reimbursement must be made within one (1) year after termination of the sabbatical and may be waived or postponed only with the approval of the Board of Education.
 13. Within thirty (30) days after resuming his/her position as a teacher in the District, the teacher must submit a report to the Board of Education and the Superintendent

including such information as:

- A. Institution attended
 - B. Course pursued
 - C. Travel itinerary
 - D. Official transcript of credits
 - E. Experience gained
 - F. Appraisal of professional value of experiences and study to teacher and school district
 - G. Statement of manner in which knowledge and experience gained may be applied in classroom setting
14. Teachers on sabbatical are prohibited from holding full time employment (unless it is part of the approved program) without the approval of the Board of Education. In no event shall a person on sabbatical gain more than full salary.

Application and Selection Procedures

1. Application forms for sabbatical leave may be obtained at the Administrative offices.
2. Completed applications or requests for sabbatical leave must be made by March 1 of the school year prior to the school year for which sabbatical leave is requested, and are to be filed at the Administrative offices.
3. As of April 1, if final notification on the request has not been made, a biweekly status report will be made to each teacher applicant. Final notification must be made in writing, by the last day of school.
4. Proposals for sabbatical leave must give promise of genuine professional improvement and might include:
 - A. Formal study at an approved institution

- B. Travel related to professional growth
 - C. Project of research with sanction of an approved institution
 - D. Writing pertinent to his/her teaching position
 - E. Work related to professional development in his/her field of specialization
5. Screening for sabbatical leave candidates shall be conducted by the Administration and may include a personal interview as well as an evaluation of stated requirements and credentials.
 6. Leave will be recommended for candidates considered by the Administration to be the best qualified with due regard given professional background and length of service to the District. Level or position shall not be a determining or restrictive factor in the selection of sabbatical candidates.
 7. Recommendations for sabbatical leave shall be made by the Administration to the Board of Education.
 8. Approval of any request for sabbatical leave may be contingent upon procurement of a satisfactory replacement.
 9. Changes in an approved program must have the approval of the Superintendent of Schools and the Board of Education.

A sabbatical leave may be discontinued upon mutual agreement of the Board of Education and the teacher on sabbatical leave.

Appendix D-1
Daily Schedule

Elementary Schools

8:00 - 8:05 Arrival
8:05 - 3:15 Instruction

Half Day Schedule:

8:00 – 11:20 A.M.

NIS MYP

8:05 – 8:15 Arrival
8:15 – 3:15 Instruction

Half Day Schedule:

8:15 – 11:30 A.M.

High School

8:15 – 8:20 Arrival
8:20 – 3:30 Instruction

Half Day Schedule:

8:20 – 11:35 A.M.

NIS PYP

8:05 - 8:15 Arrival
8:15 – 3:15 Instruction

Half Day Schedule:

8:15 – 11:30 A.M.

Anderson MMS

8:05 - 8:15 Arrival
8:15 – 3:15 Instruction

Half Day Schedule:

8:15 – 11:30 A.M.

Appendix D-2

Parent Teacher Conference Schedule 2018-19

FALL

Elementary & Norup IA

Wednesday	November 14	Evening
Thursday	November 15	Afternoon & Evening

Anderson MS

Wednesday	October 24	Evening
Thursday	October 25	Afternoon & Evening

High School

Wednesday	October 17	Evening
Thursday	October 18	Afternoon & Evening

SPRING

Elementary & Norup IA

Tuesday	March 27	Evening
Wednesday	March 28	Evening

Anderson MS

Wednesday	March 20	Evening
Thursday	March 21	Afternoon & Evening

High School

Wednesday	March 13	Evening
Thursday	March 14	Afternoon & Evening

APPENDIX E
PAYROLL DATES

2018-19 SCHOOL YEAR

September 7, 2018
September 21, 2018
October 5, 2018
October 19, 2018
November 7, 2018
November 16, 2018
November 30, 2018
December 14, 2018
December 28, 2018
January 11, 2019
January 25, 2019
February 8, 2019
February 22, 2019
March 8, 2019
March 22, 2019
April 5, 2019
April 18, 2019
May 3, 2019
May 17, 2019
May 31, 2019
June 14, 2019 (21 pay last check)
June 28, 2019
July 12, 2019
July 26, 2019
August 9, 2019
August 23, 2019 (26 pay last check)

APPENDIX F-1
THE REVISED SCHOOL CODE

380.1309 Conduct constituting suspension; action by teacher; report; supervision; conference; return by student; adoption of local policy by school board; definitions.

Sec. 1309.

(1) If a teacher in a public school has good reason to believe that a pupil's conduct in a class, subject, or activity constitutes conduct for which the pupil may be suspended from a class, subject, or activity according to the local policy required under subsection (2), the teacher may cause the pupil to be suspended from the class, subject, or activity for up to 1 full school day. The teacher shall immediately report the suspension and the reason for the suspension to the school principal and send the pupil to the school principal or the school principal's designee for appropriate action. If that action requires the continued presence of the pupil at school, the pupil shall be under appropriate supervision. As soon as possible after a suspension under this section, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension. Whenever practicable, a school counselor, school psychologist, or school social worker shall attend the conference. A school administrator shall attend the conference if the teacher or the parent or guardian so requests. During a suspension under this section, the pupil shall not be returned that school day to the class, subject, or activity from which he or she was suspended without the concurrence of the teacher of the class, subject, or activity and the school principal.

(2) A school board shall adopt a local policy specifying the types of conduct for which a pupil may be suspended from a class, subject, or activity by a teacher under this section. This policy shall be included in the school board's code of student conduct.

(3) As used in this section:

- (a) "School board" means that term as defined in section 1311 a.
- (b) "School principal" means the chief administrator of a school.

History: Add. 1999, Act 103, Imd. Eff. July 6, 1999.

Popular name: Act 451

APPENDIX F-2
BOARD POLICY 5610

EMERGENCY REMOVAL, SUSPENSION, AND EXPULSION OF NONDISABLED STUDENTS

A student may be removed from the classroom, suspended or expelled for persistent disobedience or gross misconduct. If suspension or expulsion for persistent disobedience or gross misconduct is considered, the Superintendent or Designee shall consider the following factors:

- A. the student's age
- B. the student's disciplinary history
- C. whether the student has a disability
- D. the seriousness of the violation or behavior
- E. whether the violation or behavior committed by the student threatened the safety of any student or staff member
- F. whether restorative practices will be used to address the violation or behavior
- G. whether a lesser intervention would properly address the violation or behavior

The Superintendent or Designee will exercise discretion over whether or not to suspend or expel a student for persistent disobedience or gross misconduct. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Superintendent or Designee can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Superintendent or Designee will still consider the factors.

A student may not be expelled or excluded from the regular school program based on pregnancy status.

In recognition of the negative impact on a student's education, the Board encourages the District's administrators to view suspensions, particularly those over ten (10) days, and permanent expulsions as discipline of last resort, except where these disciplines are required by law (Policy 5610.01). Alternatives to avoid or to improve undesirable behaviors should be explored when possible prior to implementing or requesting a suspension or expulsion.

If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct.

Restorative practices may include victim offender-conferences that:

- A. are initiated by the victim;
- B. are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;
- C. are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");

- D. would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.

The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

The District recognizes that exclusion from the educational programs, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process since exclusion deprives a child of the right to an education. The District also recognizes that it may be necessary for a teacher to remove a student from class for conduct which is disruptive to the learning environment, and that such removals are not subject to a prior hearing, provided said removal is for a period of less than twenty-four (24) hours. However, if an emergency removal may result in a suspension, then due process must be ensured.

For purposes of this policy, "suspension" shall be either short-term (not more than ten (10) days) or long-term suspension (for more than ten (10) days but less than permanent expulsion) of a student from a regular District program.

For purposes of this policy, unless otherwise defined in Federal and/or State law and Policy 5610.01, "expulsion" shall be the permanent exclusion of a student from the schools of this District. Students who are expelled permanently may petition for reinstatement under the provisions stipulated in Policy 5610.01.

The Superintendent or Designee may suspend a student for a period longer than ten (10) days or expel a student. The Board shall act on any appeal to the decision.

In all cases resulting in short-term suspension, long-term suspension, or expulsion, appropriate due process rights described in Policy 5611 must be observed. The building administrator shall check to make sure the student is not classified as disabled under Section 504.

No student, otherwise eligible for attendance, shall be excluded from a District program unless that student has substantially interfered with the maintenance of good order and/or the educational environment, or unless it is necessary to protect that student's or other students' physical or emotional safety and well-being.

A student may be removed from a class, subject, or activity for one (1) day by his/her teacher for certain conduct as specified in the Code of Conduct, or the student may be given a short-term suspension by the building administrator. A student so removed will normally be allowed to attend other classes taught by other teachers during the term of the one (1) day removal. A student removed from the same class for ten (10) days will receive a due process hearing for each suspension beyond ten (10) days, consistent with required due process for long-term suspensions. The Board designates the Superintendent or his/her Designee as its representative at any hearings regarding the appeal of a suspension.

M.C.L. 380.1301, 380.1309, 380.1310d, 380.1311
20 U.S.C. 3351

State Board of Education, Resolution to Address School Discipline Issues
Impacting Student Outcomes, Adopted June 12, 2012

Adopted November 1, 2012
Last Revised June 14, 2017

APPENDIX F-3
BOARD POLICY 3140

TERMINATION AND RESIGNATION

An employment contract may be suspended or terminated upon a majority vote of the Board of Education. In such cases, the Board shall abide by due process and such terms as may be set forth in a negotiated, collectively-bargained agreement, the Teacher Tenure Act or the individual contract, as applicable.

Employees and those under contract to work regularly and continuously in the schools, whether part-time or full-time, may not continue employment with the Board if a criminal history records check or other authoritative source reveals a conviction of a "listed" offense under M.C.L. 28.722.

Individuals convicted of a non-listed felony may not continue to work unless both the Superintendent and the Board give written approval. Such conviction(s) may subject professional staff to discharge or demotion of a teacher on continuing tenure. The State Board of Education will be notified of the report of conviction(s) as required by law.

RESIGNATION

A professional staff member may resign in accordance with the terms of the negotiated, collectively-bargained agreement or his/her employment contract.

An administrator may resign by filing a written resignation with the Superintendent or his/her designee at least thirty (30) days prior to the effective date of the resignation.

A resignation, once accepted, may not then be rescinded.

The Superintendent or his/her designee may act for the Board in the acceptance of a resignation.

Adopted November 1, 2012

Last Revised May 14, 2018

APPENDIX G - 1

2018 - 2019 Professional Development & Meetings Calendar

2018	2019
<p>August 27-29 District PD and Work in Classrooms (See above for details)</p> <p>September 18 Building Meetings</p> <p>October 9 Building Meetings October 31 Data Teams in PM</p> <p>November 6 District/Building PD All Day November 20 Building Meetings</p> <p>December 11 Building Meetings</p>	<p>January 8 Building Meetings</p> <p>February 12 Building Meetings February 15 Data Teams in PM</p> <p>March 5 Building Meetings</p> <p>April 9 Building Meetings April 18 Data Teams in PM</p> <p>May 14 Building Meetings</p> <p>June 11 Building Meetings</p>

*All building meetings will be 90 minutes. Check with your building principal for start and end times.

APPENDIX G -2

2018-19 SCHOOL CALENDAR

<u>DATE</u>	<u>DAY OF WEEK</u>	<u>DESCRIPTION OF EVENT</u>
August 27	Monday	Teachers' First Day
August 28-29	Tuesday-Wednesday	Staff Professional Development Days
August 31	Friday	District Closed
September 3	Monday	District Closed - Labor Day
September 4	Tuesday	Students' First Full Day & Kindergarten & Transitional Kindergarten - 1/2 Day
September 5	Wednesday	Kindergarten & Transitional Kindergarten - 1/2 Day
September 10-11	Monday-Tuesday	District Closed (Year-Round Building Blocks Open)
September 19	Wednesday	District Closed (Year-Round Building Blocks Open)
October 17	Wednesday	High School Evening Conferences
October 18	Thursday	High School ½ Day - Afternoon & Evening Conferences
October 24	Wednesday	Anderson Evening Conferences
October 25	Thursday	Anderson ½ Day - Afternoon & Evening Conferences
October 31	Wednesday	½ Day Students – ½ Day Teacher PD
November 2	Friday	½ Day Students - ½ Day Records
November 6	Tuesday	No Students - Teachers' Professional Development Day
November 14	Wednesday	Elementary & Norup Evening Conferences
November 15	Thursday	Elementary & Norup ½ Day - Afternoon and Evening Conferences
November 21	Wednesday	½ Day Students - ½ Day Teachers
November 22-23	Thursday-Friday	District Closed - Thanksgiving
December 21	Friday	½ Day Students - ½ Day Teachers
December 24 - January 2		District Closed - Winter Break
January 3	Thursday	Classes Resume
January 21	Monday	District Closed - MLK Day
January 23-25	Wednesday-Friday	High School ½ Day - Final Exams
January 25	Friday	½ Day Students - ½ Day Records
February 15	Friday	½ Day Students – ½ Day Teacher PD
February 18-19	Monday-Tuesday	Mid-Winter Break - Non Attendance Days
March 13	Wednesday	High School Evening Conferences
March 14	Thursday	High School 1/2 Day - Afternoon & Evening Conferences
March 20	Wednesday	Anderson Evening Conferences
March 21	Thursday	Anderson 1/2 Day - Afternoon & Evening Conferences
March 27	Wednesday	Elementary & Norup Evening Conferences
March 28	Thursday	Elementary & Norup ½ Day - Afternoon and Evening Conferences
March 29	Friday	½ Day Students – ½ Day Teachers
April 1-5	Monday-Friday	Spring Break - Non Attendance Days
April 12	Friday	Grades 6-12 Only ½ Day Students – ½ Day Records
April 18	Thursday	½ Day Students – ½ Day Teacher PD
April 19	Friday	District Closed
May 24	Friday	½ Day Students - ½ Day Teachers
May 27	Monday	District Closed - Memorial Day
June 3	Monday	Middle School Students ½ Day – Incoming 6 th Grade Orientation
June 12-14	Wednesday-Friday	High School ½ Day - Final Exams
June 14	Friday	½ Day Students - ½ Day Records (Last Day for Teachers)

APPENDIX G -3

2018-2019 CARD MARKING DUE DATES

The Berkley School District offers all parents the ability to view online progress reports and report cards via Family Access by the electronic report card distribution date/time. In order to ensure the timely processing of cards, teachers are asked to have the grades in Skyward by the posted date/time.

Card Marking Begins	Card Marking Ends	District Provided Records Day	Grades in Skyward by the Teacher	Electronic Report Card Distribution
9/4/18	11/2/18	11/2/18	NOON 11/9/18	Evening of 11/12/18
11/5/18	1/25/19	1/25/19	NOON 2/1/19	Evening of 2/4/19
1/28/19	4/12/19 *Grades 6-12 Only	4/12/19 *Grades 6-12 Only	NOON 4/18/19 *Grades 6-12 Only	Evening of 4/22/19 *Grades 6-12 Only
4/15/19	6/14/19	6/14/19	NOON 6/18/19	All cards post no later than 6/19/19

APPENDIX H
LETTER OF UNDERSTANDING

High School Start Time Pilot

The parties agree to pilot the proposed Berkley High School Start Time change for the 2018-19 school year.

By April 19, 2019, representatives from the Association and the District will meet to review the Berkley High School Start time change. It is understood that if the recommendation would require changes to the Berkley High School Start Time, these changes must be ratified by both parties.

Agreed,

Agreed,

Berkley School District

Berkley Education Association

APPENDIX I

DENTAL BENEFITS

Carrier: A.D.N. Network: A.D.N., MDP, DenteMax Effective Date: 7/1/2012 Plan Type: DPPO – Self Funded		
Plan Basics	In Network	Out of Network
Deductible (Individual/Family)	\$0	\$0
Class I – Preventative	100%	100%
Class II – Basic	80%	80%
Class III – Major	80%	80%
Class IV – Orthodontia	60%	60%
Annual Maximum – Class I-III		\$1,200
Lifetime Maximum – Class IV		\$1,500
Covered Services		
Class I – Preventative Services	Exams, Fluoride	
Class II – Basic/Restorative Services	X-Rays, Sealants, Space Maintainers, Fillings	
Class III – Major Services	Oral Surgery, Endo., Perio., Crowns, Bridges, Dentures	
Class IV – Orthodontic Services	Coverage to age 19	
Waiting Periods	N/A	

VISION BENEFITS

Carrier: NVA Network: A.D.N., MDP, DenteMax Effective Date: 7/1/2012 Plan Type: VSP "Look-Alike"		
Plan Basics	In Network	Out of Network
Examination	\$6.50 copay	\$28.50 Optometrist \$38.50 Ophthalmologist
Exam Frequency	12 Months	12 Months
Lenses:	\$18 Copay, then	Up to:
Single Vision	Covered 100%	\$29.00
Bifocal	Covered 100%	\$51.00
Trifocal	Covered 100%	\$63.00
Lenticular	Covered 100%	\$75.00
Lenses Frequency	12 Months	12 Months
Contact Lenses		
Elective	Covered up to \$90 Retail Allowance	Covered up to \$90
Medically Necessary	Covered 100%	Covered up to \$175
Frame	Covered up to \$65 Retail Allowance	Covered up to \$44
Frame Frequency	12 Months	12 Months

LIFE/AD & D BENEFITS

Carrier: Reliance Standard Effective Date: 7/1/2012	
Plan Basics	
Life Benefit*	\$50,000
AD&D Benefit*	\$50,000
Guarantee Issue	\$50,000
Waiver of Premium	Included
Portability	Included

*Members enrolled in MESSA medical will receive a \$45,000 benefit through Reliance Standard plus an additional \$5,000 benefit packaged with MESSA Medical/RX. Members not enrolled in MESSA medical will receive a \$50,000 benefit through Reliance Standard.

LTD Benefits

Carrier: Reliance Standard Effective Date: 7/1/2012	
Plan Basics	
Benefit Percentage	66.67%
Monthly Benefit Maximum	\$5,000
Elimination Period	90 Days
Medical Premium Expense Benefit	COBRA benefit paid (\$1,200 for up to 29 months)
Own Occupation	24 Months
Alcohol/Drug	Covered Full