

**MASTER AGREEMENT**

**between**

**ALLENDALE PUBLIC SCHOOL BOARD OF EDUCATION**

**and**

**ALLENDALE EDUCATION ASSOCIATION, MEA-NEA**

**July 1, 2016 through June 30, 2019**

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MASTER AGREEMENT

between

ALLENDALE PUBLIC SCHOOL BOARD OF EDUCATION

and

ALLENDALE EDUCATION ASSOCIATION, MEA-NEA

This Agreement, entered into by and between the BOARD OF EDUCATION (the “Board”) of the ALLENDALE PUBLIC SCHOOL, OTTAWA COUNTY, MICHIGAN (the “District”) and the ALLENDALE EDUCATION ASSOCIATION, MEA-NEA (the “Association”), covers the period hereinafter prescribed in the Duration of Agreement provisions.

**ARTICLE 1**  
**Purpose and Intent**

- 1.01 The District and the Association recognize: That their joint objective is to provide a quality education to the students of the District, and that the quality of the education provided depends upon the dedication, preparation, and morale of the teaching staff and upon the effectiveness and efficiency of the School Board and Administration. The provisions of this Master Agreement set forth specific rights and obligations of the parties to this Agreement in attempting to work toward the goals stated in this section.
- 1.02 The District and the Association herein set forth their Agreement with respect to rates of pay, wages, hours, and other terms and conditions of employment of all individuals included in the Bargaining Unit as defined in Article II who are covered hereby.

**ARTICLE 2**  
**Recognition**

- 2.01 **Collective Bargaining Unit**
- a. The Board hereby recognizes the Association as the exclusive bargaining agent, for purposes of collective bargaining with respect to rates of pay, wages, hours, and other terms and conditions of employment, for employees in the following described bargaining unit:

ALL CERTIFIED PROFESSIONAL TEACHING PERSONNEL EMPLOYED BY THE BOARD OF EDUCATION IN POSITIONS WHICH REQUIRE A TEACHING CERTIFICATE, INCLUDING COUNSELORS, SPEECH AND LANGUAGE PATHOLOGISTS AND MEDIA SPECIALISTS WHO POSSESS TEACHING CERTIFICATES (TEACHERS); AND THE FOLLOWING PROFESSIONAL STAFF NOT REQUIRED TO POSSESS TEACHING CERTIFICATES: SCHOOL PSYCHOLOGISTS, SOCIAL WORKERS, OCCUPATIONAL THERAPISTS, SPEECH AND LANGUAGE PATHOLOGISTS, AND COUNSELORS NOT POSSESSING TEACHING CERTIFICATES (ANCILLARY STAFF), but excluding all administrators and supervisors, such as principals, assistant principals, directors, assistant directors, business manager, substitute teachers, Great Start Readiness Teachers, community education/adult education teachers who work less than 10 hours per week for less than 10 weeks per year, individuals employed by a consortium, leisure/enrichment class teachers, nurses, aides, paraprofessionals, Interventionists (even if teaching certificate is required), and all other employees of the Board. (Also excluded are community education/adult education teachers who teach only one class.)

- b. Notwithstanding the foregoing bargaining unit description, any community education/adult education teacher who works or is regularly scheduled to work less than three hundred (300) hours per semester shall be subject to and governed by the special terms and conditions contained in this Paragraph 2.01(b), including subparagraphs (1) through (5), (in lieu of the corresponding provisions of this Agreement applicable to other teachers). Teacher meetings and short term per diem subbing shall not count toward the three hundred (300) hour limit.

- (1) Such teachers may, in the Board’s discretion (to the extent legally permissible), be paid on an hourly basis in lieu of being issued an individual contract and being paid on a salaried basis. Unless a different rate is agreed upon by the Board, the Association and the employee involved, such teachers shall receive the following hourly rate(s):

		2016-2019
Step 1	(during the first full year of service)	22.00
Step 2	(after 1 full year of service)	23.25
Step 3	(after 2 full years of service)	24.75
Step 4	(after 3 full years of service)	26.00

- (2) Such teachers shall not be eligible to receive any paid insurance, or any other paid benefits, but shall receive paid sick leave for their regularly scheduled hours in accordance with the following:

Step 1:           3 sick days per year  
Step 2:           4 sick days per year

- Step 3: 5 sick days per year
- Step 4: 6 sick days per year

Paid sick leave may not be accumulated from one year to the next.

- (3) Alternative education teachers shall receive act of God days in accordance with the provisions of the Master Agreement (Paragraph 6.09 and Schedule C). Adult education teachers shall be paid for the first two (2) act of God days per year for their regularly scheduled hours.
  - (4) Such teachers may be laid off and/or recalled without regard to the layoff and recall provisions of this Agreement.
  - (5) The District may place a teacher at a step higher than his/her normal step based on qualifications and experience.
- c. In addition to the foregoing bargaining unit description, school social workers who are employed by the District shall be in the bargaining unit as well; provided, however, that such school social workers shall be subject to the special terms and conditions contained in the subsequent Article of this Agreement entitled "School Social Workers."

- 2.02 **Teacher Defined.** The term "teacher," when used in this Agreement (unless otherwise stated), shall refer to all personnel represented by the Association in the bargaining unit defined above.
- 2.03 **Prohibited Bargaining.** In recognition of the Association's status as exclusive bargaining agent, the Board agrees not to recognize or negotiate with any other labor organization in contravention of the Association's rights.
- 2.04 **Legal Rights.** Nothing contained herein shall be construed to deny or restrict to any teacher or the Board the rights he/she/they may have under any state or federal laws or regulations. The rights granted to teachers or the Board hereunder shall be deemed to be in addition to those provided by law.

### **ARTICLE 3 Board Rights**

- 3.01 The Board, on its own behalf and on behalf of the electors of the District, retains and reserves onto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon or vested in it by the rules, regulations, laws and/or constitution of the State of Michigan and/or United States, or which have been properly exercised by it, except where limited by the provisions of this Agreement.
- 3.02 By way of illustration, but not of limitation, the Board retains the right to establish and enforce rules, regulations and policies; to manage and control school property and

facilities; to hire teachers and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment; to establish grades and courses of instruction, including special programs, and to determine the athletic, recreational or other programs to be offered; to decide upon the means and methods of instruction; and to determine class schedules, the hours of instruction, and the assignments of teachers with respect thereto.

- 3.03 As used in this Agreement, the term “Board” shall include the District’s authorized administrators.

#### **ARTICLE 4 Association Rights**

- 4.01 **School Facilities.** The Association shall have the right to use the District’s office and meeting facilities, and to use its audio-visual and business equipment in the school buildings, at reasonable times when such facilities and equipment are not otherwise in use. The Association shall furnish or pay for the reasonable cost of all materials and supplies incidental to such use. The Association shall be responsible for the cost of any repairs, damage or loss directly attributable to inappropriate or improper use; provided such repairs, damage or loss are not covered by insurance, warranty, and/or service agreements.
- 4.02 **Access to Records.** The Board agrees to furnish the Association Executive Board members, in response to reasonable requests, all normally available financial information which is not legally exempt from disclosure. Also, the Board agrees to furnish personnel information which is not legally classified as confidential. This information will be provided to the Association at a reasonable cost, not exceeding that allowed by the Michigan Freedom of Information Act.
- 4.03 **Association Leave.** Up to but not exceeding eight (8) paid days per school year (with each teacher being paid to be counted against the total of eight) shall be granted as Association Leave for the purpose of conducting official Association business; provided, however, that such leave shall be subject to the following terms and conditions: (a) advance notification of not less than forty-eight (48) hours must be provided; (b) not more than three (3) teachers shall be absent at any one time; and (c) not more than two (2) of these teachers shall be from any one area (e.g. elementary, secondary or community education). Up to but not exceeding five (5) additional days per school year shall be allowed, subject to the above terms and conditions, upon the Association’s payment for the substitutes.
- 4.04 **Association Security.** Teachers either: (a) become a member of, and pay dues to, the Association; or (b) not become a member of the Association and not pay dues or initiation fees.



- 4.05 **Bulletin Boards.** The Board shall provide a bulletin board in the faculty lounge at each school level (i.e. elementary, middle school, senior high, and community education). The Association may, upon prior approval (not to be unreasonably withheld) of the Superintendent, use such bulletin boards to post notices of activities and matters of Association concern.

**ARTICLE 5**  
**Teacher and Ancillary Staff Rights**

5.01 **Rights Under the Law**

The Board and the Association further agree that they will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of rights granted to him/her under the law.

5.02 **Complaint Against An Ancillary Staff Member**

- a. Complaints and/or criticisms pertaining to ancillary staff which are in writing and/or considered by the administrator to merit further consideration shall be promptly brought to the ancillary staff member's attention and shall be discussed with the staff member. If they are to be placed in the staff member's personnel file, any such complaints and/or criticisms shall be in writing, with names of the complainants, date and administrative action taken. Staff members shall have an opportunity to respond to such complaints and/or criticisms, verbally and/or in writing, and any written response shall be kept with the complaint and/or criticism in the staff member's personnel file.
- b. When dealing with such complaints and/or such criticisms pertaining to a teacher, the District or its administrators shall also:
  - (1) Encourage the complainant to discuss his/her concern directly with the ancillary staff member, whenever the administrator believes it is appropriate to do so;
  - (2) Conduct, or cause to be conducted, such investigation of the complaint or criticism as the administrator determines is required to determine its accuracy;
  - (3) Refrain from placing in a staff member's personnel file any complaint or criticism which is found and determined to be inaccurate, and provide such correction or elimination of complaints or criticisms as may be required to render them accurate; and
  - (4) Consider the nature and severity of the complaint or criticism, together with the staff member's prior record of conduct and performance, when determining the disciplinary action (if any) to be taken.

5.03 **Association Representation During Discipline**

Any ancillary staff member whose employment is not regulated by the Michigan Teachers' Tenure Act being disciplined shall be allowed to have an Association representative present at the time.

5.04 **Just Cause for Discipline**

No ancillary staff member whose employment is not regulated by the Michigan Teachers' Tenure Act shall be disciplined without just cause. As used in this paragraph, however, the term "discipline" or "disciplined" shall not include the non-renewal of any probationary teacher. A bargaining unit member whose employment is not regulated by the Michigan Teachers' Tenure Act who has completed his/her probationary period and who has no right of appeal to the State Tenure Commission will not be demoted or discharged without just cause.

5.05 **Teachers' Files and FOIA.** In addition to Paragraph 5.02 (above), the following provisions shall also apply:

- a. Commencing with the 1992-93 school year, the District will establish and maintain a central office (i.e. under the Superintendent's control) personnel file for each teacher, to be considered the teacher's official personnel file.
- b. A teacher, upon request and with or without an Association representative, may review the contents of his/her personnel file, including (upon request) his/her supplemental personnel records maintained by the building administrator or other District officials. Copies of a teacher's personnel file and/or other personnel records shall be provided to the teacher upon request.
- c. If a teacher and the Board agree that material in the teacher's personnel file is erroneous or otherwise inappropriate, such material shall be corrected or removed.
- d. A teacher shall be notified in writing when any material which is adverse to or critical of the teacher is to be placed in his/her personnel file beginning with the 2004-05 school year.
- e. The teacher may submit a written response to any disciplinary record or other material placed in his/her file. The response shall be attached to the disciplinary record or other material to which it applies, and if the disciplinary record or other material is released to a third party, the attached response shall be released with it.
- f. In the event the District receives a Freedom of Information Act (FOIA) request for the personnel file(s), or any portion thereof, of any teacher(s), the District shall promptly so notify the teacher(s) (or in his/her/their absence an Association representative). The District shall provide the teacher(s) (or the Association representative as the case may be) with a copy of the FOIA request before responding to the same.

- g. If the District determines to release any material from a teacher's personnel file in response to a FOIA request, the teacher (or Association representative) shall be so notified and shall, upon timely request, be given (1) an opportunity to review the material the District has determined to release (prior to its release); and (2) a copy of the material to be released.
- h. When responding to FOIA requests involving a teacher's personnel records, the District shall (unless the parties otherwise agree):
  - (1) Take the maximum time allowed by law to respond to the FOIA request to allow the teacher and/or Association an opportunity to take whatever legal action is available to prevent disclosure of such records; and
  - (2) Divulge only such records as it determines it is legally obligated to disclose.

5.06 **Job Sharing**

- a. Job sharing shall refer to two (2) employees sharing one (1) full-time position.
- b. The job sharing arrangement for teachers must be split by 50%. Each job sharing employee must attend each building staff meeting and their assigned department/committee meeting.
- c. Responsibilities of an assignment by two (2) job sharing employees may be divided and/or allocated according to a plan designed by the job sharing employees with the approval of their immediate supervisor. As much as possible, planning time should be scheduled to ensure some time for collaboration between the two employees.
- d. Job sharing assignments shall be filled only by employees who have jointly agreed to work together. If one of the two employees in the assignment decides to end the job-sharing arrangement, the other employee will either be placed in a part-time position (if available) or may apply for any full-time positions for which s/he is certified and qualified.
- e. As of July 1, 2015, no new job sharing arrangements will be approved by the District.

**ARTICLE 6**  
**Teaching Conditions**

- 6.01 **Class Size.** The parties recognize that class size and pupil-teacher ratios are important considerations for instruction and efficient operation of the District. Although the following guidelines are believed to be generally desirable or appropriate, the need for reasonable flexibility (depending upon student course selection, staff availability and scheduling, financial considerations, and other relevant factors) is recognized. Subject to such flexibility, therefore, the class size guidelines are as follows:

- a. In grades K-5, twenty-five (25) pupils per teacher, per session.
- b. In grades 7-12, thirty (30) pupils per teacher, per session.
- c. Grade 6 shall be included in (a) above if it operates on a self-contained classroom basis as part of the elementary school program. Grade 6 shall be included in (b) above if it becomes part of a middle school program.
- d. The above guidelines do not apply to traditional large group instruction (e.g. band, choir, physical education, adult education, etc.).

If the above guidelines are exceeded by more than three (3) pupils per teacher per session, based on official enrollments (i.e. determined on the count day each semester), then the teacher(s) affected by such excess shall receive either (in the Board's discretion): a part-time instructional aide or additional compensation at the rate of Two Hundred Twenty-Five Dollars (\$225.00) per student (per semester) in excess of twenty-eight (28) in grades K-5 (or 6 if applicable), or Sixty Dollars (\$60.00) per student (per semester) in excess of thirty-three (33) in grades 7 (or 6 if applicable) - 12.

- e. It is understood that Special Education Ancillary members do not have the same caseload number maximums as classroom teacher maximums. Special Education Ancillary members may have more or less students on their caseload than there are students within one classroom depending on varying factors. It is recognized that the best practice guidelines for each therapy area should always be considered in relation to caseload numbers. It is agreed that administration will consider factors such as staff member's employment status (part-time, full-time), specific student needs related to their IEP, varying diagnoses within one member's caseload, and workload obligations. If necessary, in order to meet the best practices guidelines and the needs of students as identified by their IEPs, administration will contract for or hire temporary, part-time or full-time staffing.

6.02 **Hours.**

- a. Teachers are to be in their respective buildings at least 20 minutes beyond the student day. These minutes can be before school or a combination thereof. For five (5) minutes prior to classes starting and for five (5) minutes after classes end, teachers shall be engaged in professional activities in or near their classrooms.
- b. Community Education teachers will be scheduled for the same amount of time per year as other teachers, including before and after class time.
- c. Elementary Lunch/Team Meetings. Full-time teachers in grades DK through 5 shall be provided with a "lunch period" of 35 minutes per day.

- d. Full-time teachers in grades 6-12 shall have a thirty-five (35) minute duty-free lunch period. (This is an “average” based on staggered lunch periods of 30 to 40 minutes).
- e. If a teacher’s duty-free lunch period is forfeited at the request of administration, then the Schedule “B” lunch supervision rate will be paid for the time so forfeited.
- f. It is understood that Special Education Ancillary staff may have longer work days due to before and after school meetings. Due to this fact, concession on other outside of school obligations will be considered. A consideration can be brought to administration when meetings prior and after school exceed 5 per week. (e.g.: not required to attend all parent-teacher conferences and/or additional personal days in exchange for hours spent in meetings before and after school.)
- g. Teachers are encouraged to remain for a sufficient period after the close of a normal school day to attend to those matters which properly require attention at that time, including consultations with parents and students, when scheduled directly with the teacher, except that on days preceding holidays or vacations and Fridays, the teachers’ day shall end at the close of the pupils’ day.

6.03 **Prep Time and Teaching Schedules.**

- a. In the absence of applicable block scheduling or other special scheduling Letters of Agreement, the following provision shall apply:
  - 1. In the Middle School (grades 6,7,8)and Senior High, a normal full-time teaching load shall consist of four (4) classes in a five (5) period day, five (5) classes in a six (6) period day, or six (6) classes in a seven (7) period day. One period in the teaching day shall be for planning and preparation, and working with students and parents. If, with the consent of the teacher, this period is used for teaching on a permanent basis, the teacher shall be paid one-sixth (1/6) of the B.A. base pay for the duration of such permanent assignment. If six (6) classes in a seven (7) period day is implemented at the Senior High level, such Senior High teachers shall not (without their consent) be assigned more than five (5) teaching preparations or more than an aggregate of one hundred fifty (150) students (exclusive of traditional large size classes [e.g. band, choir, physical education, adult education] and study halls).
- b. When elementary teachers’ classes are being taught by specialists (e.g. Art, Music, P.E., etc.), they may use such time for the purposes of planning, preparation, conferences and other professional duties related to teaching that will be conducted in the building. Full-time elementary teachers shall be regularly scheduled for a minimum of two hundred (200) minutes of preparation time per week, not including recess and supervised lunch periods.

- c. Full-time elementary Special Education, Art, Music, and Physical Education teachers shall be regularly scheduled for a minimum of two hundred (200) minutes of preparation time per week, not including recess and supervised lunch periods.
  - d. An elementary teacher (including but not limited to an elementary specialist) who consents, with the Board's written approval, to assume additional teaching responsibility in lieu of preparation time on a permanent basis shall be paid up to one-sixth (1/6) of the B.A. base pay for the duration of such permanent assignment. This amount shall be pro-rated based on the preparation time lost in relation to two hundred (200) minutes of preparation time per week. Requests for implementation of this provision may be initiated in writing by either the Board or the teacher. Upon receiving any such request, the Board or teacher (as the case may be) shall act upon the request within a reasonable period of time.
  - e. Although a specific prep time each school day may not be feasible due to special education scheduling of students being based on least restrictive educational environment; it is also understood that Special Education Ancillary staff members need to have time they can build into each school day for the planning of treatment sessions and to complete all required documentation, data collection, and paperwork (IEPs, goal writing, progress reporting, medbill, evaluation reports, parent contact).
- 6.04 **Secondary Preparations.** An effort should be made to limit teaching preparations of secondary teachers to a maximum of four preparations. This shall not apply, however, to special education or community education.
- 6.05 **Unpaid Additional Duty Assignments.** Unpaid extra duty assignments (e.g. hall duty, etc.) will first be sought voluntarily, and shall be shared by and distributed among teachers as equitably as reasonably possible; provided, however, that if not enough teachers volunteer, such assignments will be made by the administrator. Teachers will not, however, be assigned recess supervision without their consent.
- 6.06 **Paid Extra Duty Assignments.** Paid extra duty assignments (pursuant to Schedule "B" attached) may be filled or left vacant at the Board's discretion. If the Board determines an extra duty assignment should be filled, and if there are no interested personnel from within the bargaining unit who have the qualifications desired by the Board to fill the assignment, then the Board may fill the position in such manner as it may determine. Non-appointment or re-appointment of any teacher to an extra-curricular assignment (e.g. Schedule "B") shall not be deemed a violation of this Agreement. Schedule "B" vacancies (i.e. positions not being filled by persons in the position during the prior year) shall be posted and shall be filled on a voluntary basis.
- 6.07 **Faculty Meetings.** Staff meetings at which teacher attendance is required shall not exceed one per month and shall not exceed more than one (1) hour. Department/grade level meetings shall not exceed one per month and shall not exceed more than one hour. Upon mutual agreement between the principals and the faculty involved, the frequency and/or length of the meetings may be increased.

Ancillary staff may attend monthly meetings specifically for the ancillary team, led by the Special Education Director or other appointed staff instead of regular attendance at all building staff meetings, through communication with building principals.

- 6.08 **Lesson Plans**. Each teacher (excluding Ancillary staff) shall maintain written daily lesson plans, which indicate methods and assignments to be used and alignment to state standards. It is understood that these plans are subject to change. A copy of weekly written plans should be submitted to the appropriate administrator by Monday A.M. The lesson plans shall be sufficient, in both form and substance, to allow a substitute to understand and follow them. As an alternative to a substitute's use of lesson plans, a teacher may provide a special set of three day lesson plans which are related to course objectives/state standards but which could be introduced into the class curriculum at any point.

Ancillary staff members are also expected to maintain service logs to be submitted to the Special Education Director by Monday A.M. of each school week.

- 6.09 **Storm Day**. Teachers are not required to appear for work on days that school is closed because of a storm or other "Act of God," and shall suffer no loss of pay or benefits. It may be necessary to make up these days later in the year as required to avoid loss or reduction of full funding (e.g. state aid, etc.). Such make-up days shall be worked without additional pay or benefits.

- 6.10 **Work-Related Benefits**. The Board agrees to provide the following work-related benefits:
- a. Availability of telephones;
  - b. Teacher lounges;
  - c. Parking facilities;
  - d. Inter-school mail service; and
  - e. Classroom cleaning.

- 6.11 **Summer School**. In the event that the Board holds a Summer School Program, the following provisions shall apply:
- a. The District shall post all summer school teaching positions with class sizes not to exceed 12 students. The district shall also post a teacher coordinator position (if no AEA member applies, the position may be filled by an administrator).
  - b. An additional hour per day may be added to the teaching time, depending upon enrollment for planning and preparation.
  - c. One planning hour every two weeks will include a thirty (30) minute staff meeting.

- d. The teacher shall be paid at the adult education hourly rate corresponding to his/her years of experience. The coordinator/teacher shall be paid at the adult education hourly rate corresponding to his/her years of experience plus six dollars and fifty cents (\$6.50) per hour.

- 6.12 **Elementary Recess Duty** DK-5 morning or afternoon recess time is counted as instructional time to meet state requirements. Teachers and ancillary staff are expected to supervise recess on a rotational basis to be determined by the building administrator as part of the professional staff's instructional assignment. Teachers and ancillary staff members do not receive additional compensation for their normal morning or afternoon recess supervision. If an indoor recess is called for inclement weather, teachers are expected to supervise their classrooms as part of instructional time. Regardless of inclement weather, teachers are not expected to supervise recess during regular duty-free lunch periods.

If a teacher or ancillary staff member takes more recess duties than normally scheduled for all teachers, s/he would be compensated at the Lunch Supervision rate for those recesses/supervisions above the norm.

## **ARTICLE 7**

### **Leaves**

- 7.01 **Child Care Leave.** Child care leaves shall be available, subject to and in accordance with the following terms and conditions:
- a. Child care leaves shall be without pay, without benefits, and without experience credit; provided, however, that accrued benefits shall be retained during the leave.
  - b. Child care leaves shall only be used to care for a teacher's child or children (including stepchildren), and not for any other purpose.
  - c. Child care leaves will be granted for up to one (1) year, and may be subject to renewal for not more than one (1) additional year.
  - d. Requests for child care leaves, or any renewal thereof, shall be made in writing to the Superintendent at least sixty (60) calendar days prior to commencement of the leave or renewal, and shall include proposed beginning and ending dates for the leave. In emergency situations, the sixty (60) day period may be waived by the Superintendent.
  - e. The granting or denial of any request for child care leave or renewal shall be in the Board's discretion, depending upon the availability of certified and qualified replacements, instructional considerations, etc.; provided, however, that approval of such requests shall not be unreasonably withheld.
  - f. The Board may require that return from a child care leave only occur upon commencement of a new semester; and teachers returning from a child care leave will



be assigned to the former position or a position for which they are certified and qualified.

7.02 **Jury Duty and Court Witness.**

- a. A teacher called for jury duty shall be compensated for the difference between the regular teaching pay and any compensation received for the performance of such obligation.
- b. A teacher subpoenaed into court, to give testimony in a case or proceeding in which the Association is not a party and in which the teacher has no personal business or financial interest (e.g. by virtue of other employment or investment interests, etc.), shall be compensated for the difference between the regular teaching pay and any witness fees received.

7.03 **Bereavement Leave.**

- a. Each teacher will be granted a special leave of up to three (3) working days as needed due to the death of a member of the immediate family. This leave is in addition to the sick leave. Definition of “immediate family” is parent, grandparent, brother, sister, husband, wife, son, daughter, the parent or grand-parent of a spouse, or any person who has taken the place of the direct relative (i.e. foster parents, etc.). The teacher may request additional leave if necessary in connection with the death of an immediate family member. Any such additional leave shall be deducted from the teacher’s accumulated paid sick leave. Such requests shall be made to the Superintendent and shall be subject to the Superintendent’s sole discretion.
- b. A teacher desiring to attend the funeral or memorial service for a relative (beyond the immediate family) or for a close friend, may request a leave for such purpose of up to two (2) working days as a deduction from the teacher’s accumulated paid sick leave. Such requests shall be made to the Superintendent and shall be subject to the Superintendent’s sole discretion.
- c. Bereavement leave in excess of that allowed pursuant to subparagraphs a and b above may be requested on an unpaid basis. Such requests shall also be made to the Superintendent and shall be subject to the Superintendent’s sole discretion. Reasonable documentation may be required by the Superintendent in connection with the use of any bereavement leave, whether paid or unpaid.

7.04 **Paid Leaves of Absence**

- a. At the beginning of each school year, each employee shall be granted 12 leave days. The number of leave days will be prorated if the employee works less than a full year. Upon five, ten, and fifteen years of service to the district, an additional leave day is added (5 years-13 total leave days/year; 10 years-14 total leave days/ year; 15 years-15 total leave days/year).

Requests for leave days that fall before or after a non-student day or on a professional development day that would extend a vacation, shall be granted only in emergency or extraordinary situations and must be approved by the principal and the Superintendent.

- b. Earned but unused leave days may be accumulated up to, but not exceeding 120 days.
- c. Upon retirement from the District or separation from the District (excluding termination for cause by Employer) after fifteen years of employment with the district, each bargaining unit member shall be paid \$37.50 per day for each unused accumulated leave day up to 120 days.
- d. Employees who do not use any of their leave days during the school year, maintaining perfect attendance, shall be eligible for a one-time payment per year of one hundred fifty dollars (\$150) to be included in the last paycheck issued in June.

7.05 **Granting of Other Leaves.** Granting of other leaves shall be at the discretion of the Board. Upon return, the teacher will be assigned to the former position or a position for which s/he is certified and qualified.

7.06 **Visitation Days.** All teachers are allowed to take one (1) day each year to visit other schools or to attend education conferences with prior approval. Additional days may be granted at the discretion of the Board.

7.07 **Part-Time Proration.** The paid leave benefits prescribed in Sections 7.03, 7.04, 7.06 and 7.07 (pertaining to bereavement leave, leave days, and visitation days respectively) shall apply to full-time teachers. If a part-time teacher works one-half (1/2) time or more, these paid leave benefits shall be pro-rated (based on the teacher's status in relation to full-time status). A part-time teacher working less than one-half (1/2) time shall only be eligible for pro-rated bereavement leave and leave benefits.

7.08 **Family and Medical Leave.**

- a. A leave of absence of up to twelve (12) weeks during any twelve (12) month period shall be granted to eligible teachers in accordance with the Family and Medical Leave Act ("FMLA") for the purposes permitted by the FMLA.
- b. Paid sick leave time shall be counted as part of the FMLA leave time when the FMLA leave is used for purposes for which paid sick leave is available and applicable. All other FMLA leave time shall, however, be unpaid.

**ARTICLE 8**  
**Seniority, Layoff and Recall**

- 8.01 **Seniority.** Seniority shall be defined as the length of continuous and uninterrupted employment by the District since the employee's last date of hire. The following provisions shall apply:
- a. Effective with the 2011-12 school year, should more than one employee have the same last date of hire, ties in seniority shall be broken based on the time stamp when the employee signed his/her offer letter.
  - b. Employees on layoff (with recall rights) or leave of absence shall maintain their seniority, during such layoffs or leaves, at the level in effect at the time the layoff or leave of absence commenced.
  - c. On or about November 1 of each year, the District shall provide the Association with a current seniority list.
- 8.02 **Definitions.** As used in this Article, the following definitions shall apply:
- a. **Certification** (or **certified**) shall mean: Possessing a current and valid "provisional" or "continuing" or "permanent" or "professional" teaching certificate appropriate to the teaching level, subject area(s) and assignment.
- 8.03 **Layoff.** When the Board determines it is necessary to reduce the bargaining unit staff, the following procedures will be followed with respect to ancillary staff members whose employment is not regulated by the Michigan Teachers' Tenure Act:
- a. The Board will determine the educational program(s) to be offered, the number of persons to be laid off, and the specific position(s) to be reduced or eliminated.  
  
The Association shall be notified of any proposed layoffs through its President, and shall be advised in writing by the Board concerning which positions and/or teachers would be affected including transfers and reassignments.
  - b. An ancillary staff member not subject to the Teacher Tenure Act ("Staff Member") being laid off pursuant to the foregoing procedure shall be offered an opportunity to displace (i.e. "bump") the least senior staff member in the District in a specific position (if any) for which the laid off staff member is certified and qualified. The staff member shall be advised of the specific position into which he/she may "bump"; and, if he/she elects to "bump," the staff member being "bumped" will be laid off instead; provided, however, that the "bumped" staff member shall also be afforded the same "bumping" rights. A staff member who elects not to exercise his/her "bumping" rights may not, following layoff, choose to do so.

- c. For the purposes of bumping, a part-time ancillary staff member may bump the least senior full or part-time ancillary staff member in a specific position (if any) for which the laid off part time ancillary staff member is qualified. A part-time ancillary staff member may decline a full time bump and retain rights to recall when available.
- d. A reduction in hours shall constitute a partial layoff; an ancillary staff member whose hours are reduced may elect to accept partial employment or be laid off. Rejection or acceptance of partial employment will not affect the ancillary staff member's right to recall when available.
- e. Staff members being laid off shall be notified in writing not less than thirty (30) calendar days before their work is to be curtailed.
- f. Ancillary staff members who have not completed their period of probation with the District at the time of their layoff shall retain recall rights (unless abandoned or forfeited) with the District for a period not exceeding two (2) years following their layoff.

8.04 **Recall**

- a. Ancillary staff members being recalled shall receive written notice of recall, by certified mail (return receipt requested) sent to their last known address, at least ten (10) calendar days before the recall is to become effective. A copy of the notice shall be sent or given to the Association. Notice shall be deemed to have been given upon such mailing to the staff member and notice to the Association. Failure to timely acknowledge and accept such recall will be deemed an abandonment or forfeiture of the staff member's recall rights; provided, however, that if the recalled staff member is unable to accept the recall by virtue of being under a conflicting contract (for a period of one [1] year or less) with another school district, and if such staff member notifies the Superintendent (in writing) of the conflict within ten (10) calendar days following receipt of the recall notice, then such staff member may reject the recall opportunity without losing his/her future recall rights.

**ARTICLE 9**  
**Professional Participation**

- 9.01 **Curriculum Development.** Teacher participation in curriculum development is an important function and a professional responsibility. The teachers and the administration shall work cooperatively on curriculum development.
- 9.02 **Teacher Participation.** Attendance at school programs is expected to reflect the individual teacher's acceptance of professional responsibilities. Administrators may require attendance at special programs, such as musicals, elementary programs, etc.
- 9.03 **Professional Development Days.** Teachers are required to attend all professional development days as required by the Board of Education or administration. A minimum

of five (5) days per year (equivalent to 30 professional development hours) will be provided for the purpose of professional development. There is no proration of this participation requirement for part-time teachers

**ARTICLE 10**  
**Insurance Benefits**

**10.01 Group Health Insurance.**

The parties understand that the Employer will not pay more than the hard cap established under state law (regardless of language included in this contract).

The District will make available a group health insurance program (MESSA ABC Plan 1). For those eligible employees enrolled in MESSA ABC Plan 1, the Employer shall provide 80% of the annual deductible funding to the employee's "Health Equity" (HEQ) Health Savings Account (HSA) for each plan year. The Employer shall fund in quarterly increments (January 1, April 1, July 1, and October 1—or the next business day if the date falls on a Holiday or a Weekend) its contribution of the HSA deductible. Prefunding will continue for active employees provided such employees have not notified the District of resignation, retirement, or unpaid leave of absence.

Beginning January 1, 2017, the Employer shall provide 50% of the annual deductible funding to the employee's "Health Equity" (HEQ) Health Savings Account (HSA) for each plan year.

Beginning January 1, 2018, the Employer shall provide 25% of the annual deductible funding to the employee's "Health Equity" (HEQ) Health Savings Account (HSA) for each plan year.

Beginning January 1, 2019, the Employer shall not provide any of the annual deductible funding to the employee's "Health Equity" (HEQ) Health Savings Account (HSA) for each plan year.

Effective on the 1<sup>st</sup> day of the month (or no less than 30 days) after the ratification of this agreement, the Board shall pay each month [not more than] 1/12<sup>th</sup> of the following annual amounts for the applicable subscriber coverage category:

Single	\$6,142.11
Individual and Spouse	\$12,845.04
Family and Individual and Child	\$16,751.23

These annual employer paid amounts shall adjust annually beginning on July 1 of each year of this agreement, to the maximum payment permitted by Section 3 of the Publicly Funded Health Insurance Contribution Act.

In the event an employee is not qualified for a Health Savings Account for any of the months of the deductible plan year, the Employer shall contribute the negotiated deductible

amount to a 403(b) account. The employee shall be responsible for any taxes (including FICA) associated with the contribution. The 403(b) payment schedule will be consistent with the HSA funding schedule. The employee shall notify the employer where to contribute the money on or before December 1 of each school year in writing or the payment for that year shall be forfeited.

The remaining annual cost for the employee's elected medical plan premiums shall be paid by the employee.

Any new employees hired between quarterly funding dates shall be eligible for prorated quarterly contributions until the following January 1.

MESSA ABC Plan I employees may contribute, through payroll deduction and electronic transfer additional money towards their HEQ HSA up to the maximum amounts allowed by Federal law.

**Premium Payment.**

- (1) Regular full-time employees may include their eligible dependents (including an eligible spouse), and the Employee will pay the balance remaining after the Board's contribution specified above, of all costs owed towards medical insurance by payroll deduction through a 125 Plan.
- (2) For the duration of this agreement, for regular part-time employees (working one half [1/2] time to three-quarter [3/4] time), beginning with the 1<sup>st</sup> day of the month after the ratification of this agreement, the employer will pay each month 1/12<sup>th</sup> of a percentage of the single subscriber cost equal to the percentage of Full-Time Equivalent time that the employee works. The Employee will pay the balance, after the Board's contribution, of all costs owed towards medical insurance by payroll deduction through a 125 Plan. Eligible dependents (including an eligible spouse) may be added at the employee's expense. The same formula will apply for those employees who take cash-in-lieu.
- (3) For the duration of this agreement, for regular part-time employees (working three-quarter [3/4] time or more), beginning with the 1<sup>st</sup> day of the month after the ratification of this agreement, the employer will pay each month 1/12<sup>th</sup> of the hard cap amount towards the single subscriber premium cost. The Employee will pay the balance, after the Board's contribution, of all costs owed towards medical insurance by payroll deduction through a 125 Plan. Eligible dependents (including an eligible spouse) may be added at the employee's expense. If the employee elects cash-in-lieu, it will be prorated for the percentage of full-time equivalency worked.

Upon attainment of Medicare eligibility, or when Medicare Part B is elected while receiving Social Security disability benefits, the Employer shall pay its share (i.e. depending upon full-time or part-time status) of the Medicare Part B premiums.

NOTE: The health plan must comply with 2011 PA 95.

10.02 **Group Dental Insurance.**

- a. Regular full-time employees shall be eligible to participate in a group dental insurance program (MESSA Delta Dental) provided through the Employer with the following coverage:

Class I 100% and Class II 90% with annual maximum of \$1,000  
Class III 90% with annual maximum of \$2,000  
Class IV 80% with lifetime maximum of \$1,500  
Internal and External Coordination of Benefits

- b. Regular full-time employees may include their eligible dependents (including an eligible spouse), and the Employer will pay 80% of the premium for such coverage.

10.03 **Group Vision Insurance.**

- a. Regular full-time employees shall be eligible to participate in a group vision insurance program (MESSA Vision Service Plan 3) provided through the Employer.
- b. Regular full-time employees may include their eligible dependents (including an eligible spouse), and the Employer will pay 80% of the premium for such coverage.

10.04 **Long Term Disability Insurance.**

- a. Regular full-time employees, and regular part-time employees working one-half (1/2) time or more, shall be eligible to participate in a group long term disability insurance program (MESSA Long Term Disability) provided through the Employer. The group long term disability insurance program shall be available to such employees only (and not their spouses or other eligible dependents), and shall (to the extent commercially available) include the following features or components:

- (1) 66-2/3% of salary up to a monthly maximum of \$5,000;
- (2) Ninety (90) calendar day modified fill;
- (3) Social Security freeze;
- (4) Mental/nervous/alcohol/drug waiver;
- (5) Old retirement benefit;
- (6) 10% minimum benefit; and
- (7) Primary Social Security offset only.

- b. The Employer will pay 80% of the premium for such coverage.

10.05 **Group Term Life Insurance.**

- a. Regular full-time employees, and regular part-time employees working one-half (1/2) time or more, shall be eligible to participate in a group term life insurance program (MESSA Negotiated Term Life) provided through the Employer. The group term life

insurance program shall be available to such employees only (and not their spouses or other eligible dependents), and shall (to the extent commercially available) include the following features or components: (1) coverage in the amount of \$45,000 for death by natural cause; (2) accidental death and dismemberment (AD&D); and (3) waiver of premium (WOP).

- b. The Employer will pay 80% of the premium for such coverage.

10.06 **Continuation/Termination of Group Insurance Benefits/Payments.**

- a. Group insurance coverage pursuant to this Article shall be provided, and the Employer's contributions toward its cost shall be continued, as follows:
  - (1) For eligible employees who work the full school year, such coverage and contributions shall continue during the full twelve (12) month insurance year (commencing September 1 and ending August 31).
  - (2) For eligible employees who fail to work the full school year due to termination, resignation or layoff, such coverage and contributions shall continue until the employee has received the pro-rata portion of the twelve (12) month insurance year earned at the time of termination, resignation or layoff; provided, however, that group long term disability insurance coverage and contributions shall not be continued following termination, resignation or layoff.
  - (3) For eligible employees who are unable to work due to illness or injury, such coverage and contributions shall continue during the paid sick leave and through the calendar month in which the employee's paid sick leave benefits are exhausted.
  - (4) For eligible employees who are on an unpaid leave of absence, such coverage and contributions shall continue through the calendar month in which the unpaid leave of absence commenced.
  - (5) In the event of a covered employee's death, the Employer shall continue payment of the applicable contributions for group health insurance for the employee's eligible and covered dependents (including an eligible spouse) for the balance of the twelve (12) month insurance year (ending Aug. 31).
- b. If an eligible employee desires to continue group insurance coverage during any period with respect to which the Employer's payment obligation does not exist or apply (e.g. during an unpaid leave of absence, etc.), the eligible employee shall have sole responsibility for making all arrangements and payments necessary for the continuation of such coverage at the employee's own expense. (This provision shall not, however, preclude an eligible employee from arranging and continuing group insurance coverage, at the employee's own expense, through the Employer's group billing process provided the employee remains eligible for such group coverage.)



- c. Furthermore, notwithstanding the fact that the Employer's contributions toward the cost of any group insurance program may be discontinued as provided above, eligible employees and/or their eligible dependents shall have such rights (if any) to extended group health insurance coverage, at their own expense, as are prescribed by the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA-Pub. Law 99-272), as amended.

10.07 **Carriers and Benefits.**

- a. The insurance carrier(s) providing the various group insurance benefits prescribed in this Article may be changed at any time upon mutual agreement of the parties, provided that the group health plan complies with 2011 PA 93 and 95 and any other applicable law.
- b. In addition to any terms and conditions prescribed herein, all group insurance benefits provided pursuant to this Article shall be further subject to any and all terms, conditions and/or limitations (e.g. regarding eligibility, enrollment, benefits, etc.) prescribed by the particular group insurance policies and/or programs involved.

10.08 **Respective Responsibilities.**

- a. The Employer's responsibility with respect to the above group insurance benefits shall be limited to the prompt payment of its premium obligations on behalf of eligible employees. In addition, the Employer shall make group insurance information available to eligible employees, including applications and claim materials as furnished by the insurance carriers.
- b. Employees who are eligible for and/or participating in group insurance programs provided through the Employer shall be responsible for keeping the Employer informed, in writing, of any and all changes in their personal status (e.g. marital status, eligible dependents, etc.) which may affect their group insurance benefits.

10.09 **Alternate Insurance or Cash in Lieu of Health Insurance.**

- a. Employees who are eligible for but do not elect group health insurance benefits provided by the Employer pursuant to this Article, may instead elect to receive a cash benefit under the Employer's Section 125 Plan, in the amount of \$3,950.00. The employee shall be responsible for his/her share of FICA taxes in accordance with the requirements of the IRS, but shall not be responsible for the Employer's share of FICA taxes.
- b. Eligible employees may purchase additional group insurance coverage at their own expense.

- c. Subject to applicable rules and regulations, employees may participate, on a salary reduction basis, in a tax deferred annuity program from a list of Board-approved annuity programs.
- 10.10 **Payroll Deductions.** An eligible employee's contribution toward the cost of any group insurance benefits provided pursuant to this Article shall be paid by the employee by payroll deduction; provided, however, that if an employee's pay on any occasion is not sufficient to do so, then and in such event the employee shall timely remit the required contribution to the Employer.
- 10.11 **Section 125 Plan.** The Allendale Public Schools Section 125 Plan (i.e. within the meaning of Section 125 of the Internal Revenue Code), effective as of April 1, 1999, as amended, shall apply to employees in accordance with the terms and conditions of said Plan. The benefit provisions of the Plan, as they pertain to bargaining unit members, shall not be altered or amended without Association approval.
- 10.12 **PPACA.** This article may be re-opened at the Board's request to address PPACA rights, responsibilities and obligations and the impact of PPACA on the Board's economic obligations, which shall not exceed the dollar amounts specified above.

## **ARTICLE 11**

### **Pay Schedule and Other Benefits**

- 11.01 **Pay Schedule Placement.** The placement of teachers on the salary schedule (Schedule "A") shall be as follows:
  - a. When employing new teachers with previous teaching experience, their initial placement on the salary schedule will be determined by the Superintendent.
  - b. To be eligible for the "BA+" designation (available only to 12-31-2016), a teacher must have earned 18 credit hours (from an accredited institution of higher education) after attaining the BA degree. To be eligible for this, however, a teacher must either: (i) possess a "continuing" or "professional" certificate or (ii) have at least 18 credit hours beyond the BA degree which qualify toward a "continuing" or "professional" certificate.
  - c. To be eligible for the "MA+15" designation (available only to 12-31-2016), a teacher must have earned 15 graduate level credit hours (from an accredited institution of higher education) after attaining the MA degree.
  - d. To be eligible for the "MA+30" designation, a teacher must have earned a second Master's Degree or an Education Specialist Degree [EdS] (from an accredited institution of higher education) after attaining a first MA degree.
  - e. Lateral movement on the Salary Schedule (e.g. from "BA+" to "MA," etc.) will not be made retroactively, but will instead commence effective with the first pay period

following the District's receipt of proper written verification of the teacher's eligibility for such movement.

- 11.02 **Retirement.** Member Investment Plan (MIP) participants will have a payroll deduction in accordance with the terms of the plan as defined by M.P.S.E.R.S.
- 11.03 **Retiree Rehire.** By mutual consent of the Superintendent and a retired teacher, the District may rehire a retiree to work up to 3 years for the district at a level of compensation not to exceed the retirement system cap. The rehire is on a year-by-year basis depending on District needs and the qualifications of the retiree to do the work needed.
- 11.04 **Tuition Reimbursement.** The Employer shall reimburse a teacher for tuition for graduate credit up to \$1000 per year after a permanent or continuing or professional education certificate toward the teacher's first Master's Degree only. These hours must be approved by the administration in advance of course registration. Payment will be made within four weeks after a grade report (evidencing successful completion) and a receipt are received. The actual cost shall not exceed the highest dollar amount per credit hour at Western Michigan University, Michigan State University or Grand Valley State University.
- 11.05 **Pay Installments.** Payday shall generally be every other Friday; and teachers may annually elect, in advance of the first pay period of each school year, one of the following payment options:
- a. Twenty-one (21) bi-weekly installments; or
  - b. Twenty-six (26) bi-weekly installments (except for certain years when it will be 27).
- The payment option elected shall be irrevocable for the balance of the school year. Paychecks shall be distributed to teachers in sealed envelopes.
- 11.06 **Pay Dates During Vacation.** In the event a scheduled pay date occurs during vacation (i.e. Thanksgiving, Christmas, spring break or summer recess), the District shall, on or before the scheduled pay date, mail the paychecks and/or direct deposit stubs to teachers who make written request for such mailing to the Business Manager.
- 11.07 **Curriculum Work.** Service on a District curriculum committee shall be required for grade level or department chairpersons. All other teachers working on such committee(s) shall be designated (in writing) by the Curriculum Director and shall be paid, at the hourly rate contained in Schedule B, for all documented hours of committee service (up to such limits as may be imposed by the District) occurring when school is not in session (e.g. during the summer), during duty-free lunch periods or preparation periods, and before/after the teacher's regularly scheduled work day. Curriculum committee work shall occur at such times as are determined or approved by the Curriculum Director.

- 11.08 **Certification Costs.** The District shall reimburse teachers for the fees assessed by the Michigan Department of Education for the initial professional education teaching certificate, and for subsequent renewals (required every five [5] years) of the professional education teaching certificate. This provision does not apply to the application, renewal or reinstatement of continuing, permanent, life or provisional certificates.

**ARTICLE 12**  
**Individual Contracts and Master Agreement**

- 12.01 **Individual Contracts.** The individual contracts executed between teachers and the Board are subject to the terms and conditions of this Agreement and, in the event of conflict, the provisions of this Agreement shall supersede the provisions of said individual contracts.
- 12.02 **Master Agreement.** The Board shall provide each teacher with a copy of this Master Agreement.

**ARTICLE 13**  
**Miscellaneous Provisions**

- 13.01 **Special Education/Least Restrictive Environment.** The following special education/least restrictive environment provisions shall apply:
- a. **Placement Information.** Any teacher who, as a result of an IEPT placement, will be providing instructional or other services for a student with a disability in a special or regular education classroom setting shall be provided with all relevant information pertaining to the student's placement in such setting as soon as reasonably possible after the IEPT at which the placement was determined.
  - b. **Problems.** If any teacher advises the District, in writing, of any reasonable basis to believe that problems exist in the implementation of a student's current IEP which negatively impact the student's educational progress and/or impede the learning progress of non-disabled students in the same classroom setting, the teacher shall have the right to call a meeting of appropriate staff to discuss the problems and possible solutions.
  - c. **Training.** The District will provide in-service (and/or other) training to teachers regarding the instruction and behavioral management of students with disabilities in general education classroom settings, and the IEPT process. All special education teachers shall (unless previously trained) be provided with training in the use of such testing materials and/or testing procedures as may be required by the District.
  - d. **IEPT Attendance.** When an IEPT is reasonably expected to result in initial placement (or continued placement) of a student in a general education classroom, the Special Education Director will determine which teachers should be invited to participate in

the IEPT. Such participation shall, however, be permitted only to the extent legally appropriate and then only to the extent appropriate classroom coverage is reasonably available. Teachers are expected to attend if the IEPT is within the 7 ½ hour work day.

- e. Medical Procedures. Teachers will not be required to perform clean intermittent catheterization, suctioning (nasal, oral, or deep), tracheotomy care (clean, suction, etc.), tube feeding, medication (oral, topical) related to the procedures enumerated herein, medication by gastrostomy tube, oxygen regulation or care, or similar procedures in order to maintain a student in the classroom.

13.02 **Special Education Inclusion Programs**.

To the extent a special education inclusion delivery system is used by the District; the District and the Association shall bargain over all mandatory subjects of bargaining pertaining to the system.

13.03 **Mentor Teachers**. For purposes of complying with Section 1526 of the School Code (as amended), the following mentor teacher (“Mentor”) provisions shall apply:

- a. Mentors shall be selected and assigned by the District (i.e. administration) as follows:

- (1) A Mentor shall be a member of the bargaining unit with tenure or with at least four (4) years of seniority.
- (2) If, however, there are not enough qualified bargaining unit members available who agree to serve as Mentors, then a Mentor may be selected and assigned from outside the bargaining unit. As used in this Paragraph 13.03a., the term “qualified” shall mean having the training and experience (e.g. grade level and subject matter) and other characteristics (e.g. demonstrated success in teaching skills and strategies) appropriate to a mentoring assignment.

If a Mentor is selected from outside the bargaining unit, and if the Mentor has no actual instructional (i.e. student classes) responsibility in addition to his/her responsibility as a Mentor, then and in such event the Mentor shall not be a bargaining unit member.

- b. No teacher (i.e. bargaining unit member) shall be assigned or required to serve as a Mentor except on a voluntary and consensual basis. A mentee shall be assigned a mentor in the same department or grade level, unless there are no volunteers that meet this criteria. No mentors shall be assigned more than two mentees in a school year.
- c. Mentors shall not be asked or required to perform teacher evaluations and shall not be required to participate in disciplinary proceedings involving the mentee.

- d. The Mentor shall serve as a master teacher for the purposes contemplated by Section 1526 of the School Code. As such, the Mentor shall provide confidential professional support, instruction and guidance to the beginning classroom teacher.
- e. The District shall, at its expense and without cost to the Mentor, provide training to a teacher who agrees to serve as a Mentor.
- f. Upon request, the administration may make available release time so the Mentor may work with the mentee in his/her assignment during the regular work day.
- g. Mentor/mentee assignments shall be made on an annual basis, and shall be subject to periodic review at the request of the Mentor, mentee, and/or the District.
- h. When a teacher is assigned and agrees to serve as a Mentor, he/she shall be paid seven hundred and fifty dollars (\$750.00) per mentee assignment per school year when mentoring a first through third year teacher or newly reassigned teacher. In situations where two mentors are needed for one teacher, they will share the compensation with each mentor receiving half of the stipend. The Mentor will log, at minimum, one (1) hour per school week of consultation with the mentee and one (1) classroom visit per month with the mentee.

13.04 **Bloodborne Pathogens.** The District shall in all regards, including (without limitation) the initial training of new teachers, the retraining of existing teachers, and the provision of appropriate equipment, devices and supplies (e.g. gloves, disinfectant, etc.), comply with all applicable OSHA standards pertaining to occupational exposure to bloodborne pathogens in an educational setting. The full cost of such compliance shall be borne by the District.

Furthermore, Hepatitis B vaccine shall be made available, through a provider selected by the District (e.g. County Health Department) and without cost to the teacher, for any teacher whose assignment includes rendering first aid or who has an occupational exposure to blood or other potentially infectious materials (“OPIM”), and for any teacher who renders assistance in an occupational situation involving the presence of blood or OPIM.

13.05 **Student Discipline and Administrative Support.** Recognizing that the establishment and maintenance of positive learning environments requires effective student control and discipline by classroom teachers, and that this requires support by the administration and the Board, the District will provide teachers with administrative support and assistance including (but not limited to) the following:

- a. The District shall establish rules and regulations setting forth the procedures to be utilized in disciplining, suspending, or expelling students for misbehavior. Such rules and regulations shall be distributed by the District to students, teachers and parents at the commencement of each school year.

- b. Teachers will be provided administrative support and assistance in enforcing the code of student conduct; and continued efforts will be made to assure teachers that they can teach with a minimum of disruption and abuse.

13.06 **After School Reading Program.** If the District determines, in its discretion, to offer an after school remedial reading program (reading program) in which students from Grand Valley State University (GVSU) act as volunteer tutors to District students, the following provisions shall apply:

- a. Organization and supervision of the reading program shall be provided by District teachers who shall supervise the GVSU tutors, oversee the lessons being taught, and supervise the students in the reading program.
- b. Teacher participation in the reading program shall be voluntary; and the supervising teachers shall be paid for all hours spent working on the reading program outside their regular work day.
- c. Supervising teachers shall keep a log listing the dates and times spent in the reading program outside their regular work day. These logs shall be turned in to the District's Business Office at the end of each semester (or more frequently if requested by the District) to determine the amounts to be paid. As a condition of such payment, the time spent must be approved in writing by the building administrator within limits set by the administration. Pay shall be at the hourly rate established in Schedule B. Payment shall occur as soon as reasonably possible following submission of the logs.

13.07 **Shared Time Teachers.** In the event the District determines, in its discretion, to enter into any agreements with the Allendale Christian School or other schools to provide instruction for the students of those schools, the following shall apply:

- a. Teachers hired as "shared time teachers" shall be provided with a specific schedule showing the percent of time the teacher will work in the District, and the percent of time the teacher will work in the sharing school.
- b. (Example: The District may hire a shared time art teacher to teach two-fifths (0.4) of a position. The teacher may be scheduled to provide the equivalent of one and one-half (1½) days of instruction for Allendale Christian School and one-half (½) day of instruction for the District. The specific days and hours will be determined by the District in consultation with the art teacher and Allendale Christian School.)
- c. Shared time teachers shall be considered to be in the Association's bargaining unit for all of the hours they are scheduled to work as "shared time teachers," whether in the District or in the sharing school. They shall be covered by all of the provisions of the Master Agreement between the District and the Association.
- d. If instruction is provided on the premises of the sharing school, the teacher shall be reimbursed for mileage at the maximum rate allowable (without taxation) by the

Internal Revenue Service for the miles driven between the District and the sharing school in connection with the shared time program.

- e. The shared time teacher shall follow the hours of the District when s/he is teaching in the District, and the hours of the sharing school when s/he is teaching in the sharing school.
- f. The shared time teacher shall be scheduled for preparation time in accordance with the provisions of the Master Agreement, as if s/he were teaching his/her entire assignment in the District.
- g. The shared time teacher shall be expected to attend parent-teacher conferences in both school districts.
- h. In the event a shared time program is discontinued during the school year, the provisions contained in Article 8 of the Master Agreement shall apply.

13.08 **ESEA (No Child Left Behind Act)**

- a. It is the responsibility of each teacher to properly and timely fill out any forms the District may require and submit to the District verification of any tests or courses passed which are relevant to his/her “highly qualified” status.
- b. If any actions required by the Board or District under NCLB result in a duty to bargain under the Public Employment Relations Act, bargaining shall be initiated by the parties in a time frame sufficient to allow a reasonable opportunity for bargaining prior to the deadlines specified in the NCLB.
- c. For the purposes of this Section, reference to “NCLB” shall include the state companion legislation together with all applicable regulations promulgated under either the federal or state statutes.

13.09 **Department and Grade Level Chairpersons**

- a. Department and Grade Level Chair positions will be determined by the Superintendent.
- b. Department and Grade Level Chairpersons will be paid at the Schedule B rate and will serve 3 year terms unless terminated by either the teacher or the administrator. A Department or Grade Level Chair can be selected to concurrent terms of service.
- c. Department and Grade Level Chairpersons shall be selected by an interview process with administrators and interested department/grade level teachers. The final decision will remain with the supervising administrator.



- d. Department and Grade Level Chairpersons shall be members of the Building School Improvement Team, the District Improvement Team, and the Professional Learning Steering Committee. Their duties and responsibilities are outlined in the Department and Grade Level Chairperson's Job Description.
- e. Evaluation of Department or Grade Level Chairpersons will be by the supervising administrator in Domain 6 (Professional Collaboration and Communication) of the Teacher Evaluation Framework and by a Department/Grade Level Chairperson Feedback Form completed by colleagues.

**ARTICLE 14**  
**Ancillary Staff**

- 14.01 Ancillary staff members who are employed by the District and are in the bargaining unit (and therefore subject to this Agreement), pursuant to the "Recognition" clause of this Agreement (e.g. ¶2.01(c)) shall be subject to the special terms and conditions contained in this Article.
- 14.02 Ancillary staff members shall satisfy all applicable certification and/or licensure requirements.
- 14.03 Ancillary staff members shall be covered by the provisions of the Master Agreement except as follows:
  - a. Paragraph 6.01 (Class Size) shall not apply.
  - b. Paragraph 6.02 (Hours) shall not apply; provided, however, that ancillary staff members shall not be regularly scheduled for more than an average of seventy-five (75) hours per two week pay period.
  - c. Paragraph 6.03 (Prep Time and Teaching Schedules) shall not apply.
  - d. Paragraph 6.04 (Secondary Preparations) shall not apply.
  - e. Other provisions of the Master Agreement shall not apply to ancillary staff members if the terms of such other provisions expressly exclude ancillary staff members. If the District and the Association agree to additional contract provisions that are clearly and obviously inapplicable to ancillary staff members, such provisions shall not apply to the ancillary staff members.
- 14.04 The normal working schedule for ancillary staff members will be determined by the District and may differ from the working schedule of its certified teachers; provided, however, that ancillary staff members shall not (in any school year) be required to commence work sooner than the teacher starting date or to continue working beyond the teacher ending date.

- 14.05 Ancillary staff members shall be deemed probationary employees during the first four (4) full school years of their employment with the District.
- 14.06 Ancillary staff members shall not acquire tenure with the District in the ancillary staff position.

**ARTICLE 15**  
**Grievance Procedure**

- 15.01 **Definition:** A grievance shall be defined as a written complaint filed by a teacher, group of teachers, or the Association based on an alleged violation of the provisions of this Agreement. The term “grievant” shall mean the teacher(s) and/or Association filing the grievance.
- 15.02 **Exclusions:** Notwithstanding the foregoing definition, it is understood and agreed that the following matters are not subject to and may not be processed under the grievance procedure contained in this Agreement:
  - a. Teacher evaluations.
  - b. The non-renewal of any probationary teacher.
  - c. Non-appointment or non-reappointment of any teacher on extra-curricular assignment (e.g. Schedule “B”).
  - d. The discharge or demotion of any tenured teacher, or any other matter appealable to the State Tenure Commission.
  - e. Any subject or matter designated by law as a prohibited subject of bargaining.
- 15.03 **General Provisions:**
  - a. All documents, communications, and records dealing with a grievance shall be filed separately from the personnel files of the participants.
  - b. Nothing contained herein shall be construed as limiting the right of a grievant to discuss a matter informally with any appropriate member of the administration or Board in an effort to resolve the matter without recourse to the grievance procedure.
  - c. No reprisals of any kind will be taken by or against any party or participant in the grievance procedure by reason of his/her good faith participation.
  - d. The term “days,” as used in this grievance procedure shall mean and refer to school days (i.e. days when students are scheduled to be in attendance).

- e. The number of days indicated at each level of the grievance procedure shall be considered a maximum, and the parties shall attempt to expedite the process when reasonably possible. The time limits contained in the grievance procedure may be compressed or extended, in writing, by mutual consent.
- f. A grievance which is not timely filed or appealed shall be considered as dropped or abandoned, and may not thereafter be processed. In the event the administration fails or neglects to issue a timely answer or response, the grievance will be deemed to have been denied and may be appealed to the next level.
- g. Nothing contained within this Article or within the Agreement shall be construed or applied to cause the Board to violate any provision of the Michigan Revised School Code or Section 15 of the Public Employment Relations Act.

15.04 **Specific Procedures:** In addition to the foregoing, the following specific procedures shall be followed:

**Level One - Immediate Supervisor:**

- a. A grievance must be in writing, and must be filed with the principal or appropriate administrator and the Association within thirty (30) days following occurrence of the grievable event, or within thirty (30) days following the time when it was detected, but in no event later than sixty (60) days following occurrence of the grievable event.

The written grievance shall be written on the grievance form attached hereto as Schedule "D" and must:

- (1) Be identified as "individual" or "Association," and shall be signed by the grievant;
  - (2) Identify the specific provision(s) of this Agreement which have been allegedly violated;
  - (3) State the facts supporting the alleged violation; and
  - (4) Specify the relief requested.
- b. Within ten (10) days following receipt of the grievance, the principal or appropriate administrator shall meet with the grievant and/or the Association to hear and discuss the grievance.
  - c. Within ten (10) days following the meeting at Level One, the principal or appropriate administrator shall issue a written response to the grievance and provide a copy of the same to the grievant and the Association.

**Level Two - Superintendent:**

- a. If a grievance is not satisfactorily resolved at Level One, the grievant may appeal it to the Superintendent, in writing, within ten (10) days following receipt of the Level One written answer (or following the time when it should have been received if it was not timely received).
- b. Within ten (10) days following receipt of the grievance, the Superintendent shall meet with the grievant and/or the Association to hear and discuss the grievance.
- c. Within ten (10) days following the meeting at Level Two, the Superintendent shall render a written decision on the grievance and provide a copy of the same to the grievant and the Association.

**Level Three - Board:**

- a. If a grievance is not satisfactorily resolved at Level Two, the grievant may appeal it to the Board, in writing, within ten (10) days following receipt of the Level Two written answer (or following the time when it should have been received if it was not timely received). The written appeal to Level Three (Board) shall, however, be filed with the Superintendent.
- b. Within thirty (30) days of the receipt of the grievance, the Board shall meet with the grievant and/or the Association to hear and discuss the grievance. The meeting shall be open or closed, at the option of the grievant (but only to the extent permitted by the Open Meetings Act).
- c. Within twenty (20) days following the meeting at Level Three, the Board shall render a written decision on the grievance and provide a copy of the same to the grievant and the Association.
- d. Individual grievant(s) shall not have the right to process a grievance beyond this level. Only the Association may appeal grievances beyond Level Three.

**Level Four - Arbitration Panel:**

- a. If a grievance is not satisfactorily resolved at Level Three, the Association (but not an individual grievant) may submit the grievance to arbitration within thirty (30) days from receipt of the Level Three response. In the event the Association fails to demand arbitration within thirty (30) days, the District's Level Three response shall be final and the grievance shall be considered resolved on that basis.
  - (i) Arbitration Demand.  
To initiate arbitration, the Association must file the Demand for Arbitration with FMCS within thirty (30) days after the time limit in Level

Three. The arbitrator will be selected and the hearing will be conducted in accordance with procedures of FMCS.

The party requesting arbitration shall be responsible for the fees of FMCS for filing with FMCS and providing the panel of arbitrators. The party requesting a second panel will be responsible for the cost of FMCS providing the second panel.

(ii) Arbitration Decision.

The decision of the arbitrator shall be final and binding upon the parties. The power of the arbitrator shall be limited to the interpretation of the express terms of this Agreement. The arbitrator shall have no power to alter, modify, disregard, add to, or subtract from the terms of this Agreement as written nor will the arbitrator issue any decision which requires the commission of an act prohibited by law.

The arbitrator shall not have authority to issue a back pay award for an amount in excess of an employee's lost hourly wage rate for a period to exceed twenty (20) days prior to the date the grievance was filed less any unemployment compensation or compensation for personal services that the employee may have received from any source during the period in question.

(iii) Cost of Arbitration.

The fees and expenses of the arbitrator shall be paid by the losing party as determined by the arbitrator. Each party shall be responsible for the fees, expenses, wages, and any other compensation of its own witnesses, representatives and legal counsel.

(iv) Upon request of either the Employer or the Association, a transcript of the hearing shall be made and furnished to the arbitrator with the Employer and the Association having the opportunity to purchase their own copy.

(v) If the issue of arbitrability of any grievance is raised, the arbitrator shall not determine the merits of any grievance unless arbitrability has been affirmatively decided, and the Employer may require a bifurcated hearing in any proceeding in which the arbitrability of the grievance is at issue.

**ARTICLE 16**  
**Duration of Agreement**

16.01 This Agreement shall take effect on, July 1, 2016, after ratification by both parties, and shall thereafter remain in full force and effect, without change, addition, or amendment (except by mutual agreement), from said date to June 30, 2019 at 11:59 p.m.

ALLENDALE EDUCATION  
ASSOCIATION, MEA-NEA

BOARD OF EDUCATION  
(ALLENDALE PUBLIC SCHOOLS)

By Jenni for K. Blaha  
Its President

By Daniel Janku  
Superintendent of Schools

By Rebecca G. Buck  
Its Secretary

By Vicki K. Guanche  
Negotiating Committee Member

By \_\_\_\_\_  
Negotiating Committee Member

By \_\_\_\_\_  
Negotiating Committee Member

By \_\_\_\_\_  
Negotiating Committee Member

By \_\_\_\_\_  
Negotiating Committee Member

By \_\_\_\_\_  
Negotiating Committee Member

By Musta Abdal  
MEA UniServe Director

SCHEDULE A

**Salary Schedule 2016-2019:**

1. For 2016-2017, every AEA member will have 1.0% added to their 2015-16 salary. This will become the employee's new base salary. For 2017-18, 1.0% will be added to the 2016-17 salary; and for the 2018-19 school year, 1.0% will be added to the 2017-18 salary (increases for 2017-2018 and 2018-2019 are based on student foundation allowance as outlined in #8 below).
2. Beginning July 1, 2016, anyone earning a first Master's Degree will have 5% added to their base salary one time as calculated above to establish a new base salary. Anyone earning an Education Specialist Degree or second Master's Degree will have 5% added to their base salary one time as calculated above to establish a new base salary. A new contract will be issued with the increase when evidence is provided by the employee of the new Degree.
3. The minimum probationary employee salary for 2016-17 will be \$39,000.
4. The minimum employee salary for a first year Master's Degree for 2016-17 will be \$42,000.
5. The minimum employee salary for a first year EdS Degree or second Master's Degree for 2016-17 will be \$45,000.
6. The maximum salary attainable will be \$85,000 for 2016-17. This will increase to \$85,850 for 2017-18 and \$86,709 for 2018-2019.
7. For 2016-17 only, anyone who is within 6 credits by August 1, 2016 of reaching BA+18 or MA+15 on the 2015-16 scale will have until December 31, 2016 to reach that status. If this is achieved, the employee will be moved to the salary on the old scale to which they would have been entitled. They will be issued a new contract at that rate plus 1.0% prorated based upon when evidence of the credits earned was presented.
8. All increases mentioned above for school years beyond 2016-17 are conditional on an increase of student foundation allowance in state funding. If that threshold is not met in a given year, the pay is frozen for that year (see #9).
  - a. If the increase is \$35 or more per student foundation allowance, the increase is 0.5%
  - b. If the increase is \$70 or more per student foundation allowance, the increase is 1.0%
  - c. If the increase is \$100 or more per student foundation allowance, the increase is 1.5%.
  - d. If the increase is \$130 or more per student foundation allowance, the increase is 2.0%
  - e. If the increase is \$160 or more per student foundation allowance, the increase is 2.5%
9. If, as mentioned in #8, the threshold is not met in a given year; and the District has a surplus in its budget as documented in the 2<sup>nd</sup> Amendment approved by the Board of Education in June of that given year that exceeds:
  - a. \$60,000 – the District will pay the teachers a lump sum equivalent to a 0.5% increase to their current salary on the last payroll in June;
  - b. \$120,000 – the District will pay the teachers a lump sum equivalent to a 1.0% increase to their current salary on the last payroll in June.

Allendale 2016-2019 Master Agreement

**SCHEDULE B**  
**Allendale Public School**  
**Extra-Curricular Pay Schedule**

2016-19:

**Schedule B: Extra Duty Assignments**

Type of Activities	Activity Title	Grade Level	Gender	Position	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 10	Yr. 15	Yr. 20	Yr. 25	
Academic	Class Advisor	9-12		Senior Class	2	2	2	2	2	3	4	5	6	
				Senior Class	2	2	2	2	2	3	4	5	6	
				Junior Class	2	2	2	2	2	3	4	5	6	
				Junior Class	2	2	2	2	2	3	4	5	6	
				Sophomore Class	2	2	2	2	2	3	4	5	6	
	Dept/Gr. Level Chair				Freshman Class	2	2	2	2	2	3	4	5	6
					Applied Arts Chair	6	6	6	6	6	7	8	9	10
					Art Chair	6	6	6	6	6	7	8	9	10
					ELA Chair	6	6	6	6	6	7	8	9	10
					ELA Chair	6	6	6	6	6	7	8	9	10
					LOTE Chair	6	6	6	6	6	7	8	9	10
					Math Chair	6	6	6	6	6	7	8	9	10
					Math Chair	6	6	6	6	6	7	8	9	10
					Music Chair	6	6	6	6	6	7	8	9	10
					PE/Health Chair	6	6	6	6	6	7	8	9	10
					Science Chair	6	6	6	6	6	7	8	9	10
					Science Chair	6	6	6	6	6	7	8	9	10
					Social Studies Chair	6	6	6	6	6	7	8	9	10
					Social Studies Chair	6	6	6	6	6	7	8	9	10
					Special Education Chair	6	6	6	6	6	7	8	9	10
Interact				Ancillary Staff Chair	6	6	6	6	6	7	8	9	10	
				Grade Level Chair	6	6	6	6	6	7	8	9	10	
				Grade Level Chair	6	6	6	6	6	7	8	9	10	
				Grade Level Chair	6	6	6	6	6	7	8	9	10	
				Grade Level Chair	6	6	6	6	6	7	8	9	10	
Nat'l Honor Society				Grade Level Chair	6	6	6	6	6	7	8	9	10	
				Grade Level Chair	6	6	6	6	6	7	8	9	10	
				Grade Level Chair	6	6	6	6	6	7	8	9	10	
				Grade Level Chair	6	6	6	6	6	7	8	9	10	
				Grade Level Chair	6	6	6	6	6	7	8	9	10	
First Robotics				Sponsor	2	2	2	2	2	3	4	5	6	
				Sponsor	2	2	2	2	2	3	4	5	6	
				Sponsor	2	2	2	2	2	3	4	5	6	
				Sponsor	8	9	10	11	12	15	16	17	18	
				Sponsor	3	3.5	4	4	4	5	6	7	8	
Lego Robotics				Sponsor	3	3.5	4	4	4	5	6	7	8	
				Sponsor	3	3.5	4	4	4	5	6	7	8	
Red Zone				Manager	4	4	4	4	4	5	6	7	8	



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Type of Activities	Activity Title	Grade Level	Gender	Position	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 10	Yr. 15	Yr. 20	Yr. 25
	Science Olympiad	9-12		Coach	8	9	10	11	12	15	16	17	18
		9-12		Assistant	3	3	3	3	3	4	5	6	7
		6-8		Coach	8	9	10	11	12	15	16	17	18
		6-8		Assistant	3	3	3	3	3	4	5	6	7
	Student Congress	9-12		Sponsor	3	3.5	4	4	4	5	6	7	8
		6-8		Sponsor	2	2.5	3	3	3	4	5	6	7
	Yearbook	9-12		Editor	3	3.5	4	4.5	5	6	7	8	9
		6-8		Editor	2	2.5	3	3.5	4	5	6	7	8
	Archery Club	6-8		Sponsor	0.5	0.5	0.5	0.5	0.5	1	1.5	2	2.5
	Ski Club	6-12		Sponsor	0.5	0.5	0.5	0.5	0.5	1	1.5	2	2.5
	Tech Club (4)	4-5		Sponsor	1	1	1	1	1	2	3	4	5
	OSTP	4-5		Director	1	1	1	1	1	2	3	4	5
	E-Team	6-8		Sponsor	1	1	1	1	1	2	3	4	5
	5 <sup>th</sup> Gr. Camp (2 Overnights)	5		Teacher Chaperone	0.5	0.5	0.5	0.5	0.5	1	1.5	2	2.5
	Speak Up, Stand Out	9-12		Sponsor	3	3.5	4	4	4	5	6	7	8
	LINKS	9-12		Sponsor	3	3.5	4	4	4	5	6	7	8
		6-8		Sponsor	3	3.5	4	4	4	5	6	7	8
		4-5		Sponsor	3	3.5	4	4	4	5	6	7	8
		DK-3		Sponsor	3	3.5	4	4	4	5	6	7	8
	Gaming Club	9-12		Sponsor	2	2	2	2	2	3	4	5	6
<b>Athletics</b>	Athletic Dev. Coord.	9-12			8	9	10	11	12	13	14	15	16
	Baseball	Varsity	Boys	Head Coach	8	9	10	11	12	13	14	15	16
		JV	Boys	Coach	5	5.5	6	6.5	7	8	9	10	11
		Freshman	Boys	Coach	5	5.5	6	6.5	7	8	9	10	11
	Basketball	Varsity	Boys	Head Coach	12	13	14	15	16	17	18	19	20
			Girls	Head Coach	12	13	14	15	16	17	18	19	20
		JV	Boys	Coach	6	7	8	9	10	11	12	13	14
			Girls	Coach	6	7	8	9	10	11	12	13	14
		Freshman	Boys	Coach	5	5.5	6	6.5	7	8	9	10	11
			Girls	Coach	5	5.5	6	6.5	7	8	9	10	11
		8 <sup>th</sup> Gr.	Boys	Coach	3	3.5	4	4.5	5	6	7	8	9
			Girls	Coach	3	3.5	4	4.5	5	6	7	8	9
		7 <sup>th</sup> Gr.	Boys	Coach	3	3.5	4	4.5	5	6	7	8	9
			Girls	Coach	3	3.5	4	4.5	5	6	7	8	9
	Bowling	Varsity		Coach	6	7	8	9	10	11	12	13	14
	Fall Cheerleading	Varsity		Head Coach	3	3.5	4	4.5	5	6	7	8	9
		JV		Coach	2	2.5	3	3.5	4	5	6	7	8
	Comp. Cheer	Varsity		Head Coach	6	7	8	9	10	11	12	13	14
		JV		Coach	3	3.5	4	4.5	5	6	7	8	9
		7-8		Coach	3	3.5	4	4.5	5	6	7	8	9
	Cross Country	Varsity	Boys	Head Coach	8	9	10	11	12	13	14	15	16
				Assistant	5	5.5	6	6.5	7	8	9	10	11
	Cross Country	Varsity	Girls	Head Coach	8	9	10	11	12	13	14	15	16
				Assistant	5	5.5	6	6.5	7	8	9	10	11

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Type of Activities	Activity Title	Grade Level	Gender	Position	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 10	Yr. 15	Yr. 20	Yr. 25
		7-8	Boys	Coach	3	3.5	4	4.5	5	6	7	8	9
				Assistant	2	2.5	3	3.5	4	5	6	7	8
		7-8	Girls	Coach	3	3.5	4	4.5	5	6	7	8	9
				Assistant	2	2.5	3	3.5	4	5	6	7	8
	Football	Varsity		Head Coach	12	13	14	15	16	17	18	19	20
				Assistant	6	7	8	9	10	11	12	13	14
		JV		Coach	6	7	8	9	10	11	12	13	14
				Assistant	5	5.5	6	6.5	7	8	9	10	11
		Freshman		Coach	5	5.5	6	6.5	7	8	9	10	11
				Assistant	4	4.5	5	5.5	6	7	8	9	10
	Golf	Varsity	Boys	Coach	6	7	8	9	10	11	12	13	14
		JV	Boys	Coach	3	3.5	4	4.5	5	6	7	8	9
		Varsity	Girls	Coach	6	7	8	9	10	11	12	13	14
		JV	Girls	Coach	3	3.5	4	4.5	5	6	7	8	9
	Soccer	Varsity	Boys	Head Coach	8	9	10	11	12	13	14	15	16
			Girls	Head Coach	8	9	10	11	12	13	14	15	16
		JV	Boys	Coach	5	5.5	6	6.5	7	8	9	10	11
			Girls	Coach	5	5.5	6	6.5	7	8	9	10	11
		7-8	Boys	Coach	3	3.5	4	4.5	5	6	7	8	9
			Girls	Coach	3	3.5	4	4.5	5	6	7	8	9
	Softball	Varsity	Girls	Head Coach	8	9	10	11	12	13	14	15	16
		JV	Girls	Coach	5	5.5	6	6.5	7	8	9	10	11
		Freshman	Girls	Coach	5	5.5	6	6.5	7	8	9	10	11
	Tennis	Varsity		Head Coach	6	7	8	9	10	11	12	13	14
		JV		Coach	3	3.5	4	4.5	5	6	7	8	9
	Track	Varsity	Boys	Head Coach	8	9	10	11	12	13	14	15	16
			Boys	Assistant	5	5.5	6	6.5	7	8	9	10	11
		Varsity	Girls	Head Coach	8	9	10	11	12	13	14	15	16
			Girls	Assistant	5	5.5	6	6.5	7	8	9	10	11
		7-8	Boys	Coach	3	3.5	4	4.5	5	6	7	8	9
			Girls	Coach	3	3.5	4	4.5	5	6	7	8	9
	Volleyball	Varsity	Girls	Head Coach	12	13	14	15	16	17	18	19	20
		JV	Girls	Coach	6	7	8	9	10	11	12	13	14
		Freshman	Girls	Coach	5	5.5	6	6.5	7	8	9	10	11
	Volleyball	8 <sup>th</sup> Gr.	Girls	Coach	3	3.5	4	4.5	5	6	7	8	9
		7 <sup>th</sup> Gr.	Girls	Coach	3	3.5	4	4.5	5	6	7	8	9
	Wrestling	Varsity		Head Coach	12	13	14	15	16	17	18	19	20
				Assistant	6	7	8	9	10	11	12	13	14
		6-8		Coach	3	3.5	4	4.5	5	6	7	8	9
				Assistant	2	2.5	3	3.5	4	5	6	7	8
<b>Fine Arts</b>	Art Fair	DK-3		Coordinator	1.75	1.75	1.75	1.75	1.75	2.75	3.75	4.75	5.75
		DK-3		Coordinator	1.75	1.75	1.75	1.75	1.75	2.75	3.75	4.75	5.75
		4-5		Coordinator	2	2	2	2	2	3	4	5	6
		6-8		Coordinator	2	2	2	2	2	3	4	5	6
		9-12		Coordinator	2	2	2	2	2	3	4	5	6

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Type of Activities	Activity Title	Grade Level	Gender	Position	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 10	Yr. 15	Yr. 20	Yr. 25
	Band (Concert)	6-8		Director	3	3.5	4	4.5	5	6	7	8	9
		9-12		Director	3	3.5	4	4.5	5	6	7	8	9
	Band (Marching)	9-12		Director	4	5	6	7	8	9	10	11	12
				Assistant Director	2	2.5	3	3.5	4	5	6	7	8
				Color Guard	2	2.5	3	3	3	4	5	6	7
				Drum Line	2	2.5	3	3	3	4	5	6	7
	Band (Pep Band)	9-12		Director	1	1.5	2	2	2	3	4	5	6
	Drama Club	9-12		Sponsor	2	2	2	2	2	3	4	5	6
		6-8		Sponsor	2	2	2	2	2	3	4	5	6
	Vocal Music Concerts	9-12		Director	3	3.5	4	4.5	5	6	7	8	9
		6-8		Director	3	3.5	4	4.5	5	6	7	8	9
		6-8		Honors Choir Director	2	2.5	3	3.5	4	5	6	7	8
		K-3	Choir	Director	2	3	4	5	5	6	7	8	9
		4-5	Choir	Director	1	1.5	2	2.5	3	4	5	6	7
	Music Performances	K-3		Director	1	1.5	2	2.5	3	4	5	6	7
		K-3		Director	1	1.5	2	2.5	3	4	5	6	7
		4-5		Director	1	1.5	2	2.5	3	4	5	6	7
	Theater	9-12	Play	Director	5	5	5	5	5	6	7	8	9
				Assistant	2	2	2	2	2	3	4	5	6
			Musical	Director	6	6	6	6	6	7	8	9	10
				Assistant	2	2	2	2	2	3	4	5	6
				Pit Orchestra Director	1	1.5	2	2	2	3	4	5	6
		6-8	Play	Director	3	3.5	4	4.5	5	6	7	8	9
				Assistant	2	2	2	2	2	3	4	5	6
<b>Hourly</b>	Band Camp	9-12											
	G-T Class/Club	K-12		Sponsor									
	Homework Center	9-12		Supervisor/Tutor									
	Recess/ Intramurals	K-12		Supervisor									
	Enrichment Classes*	K-5											

FOOTNOTES:

1. All percentages are based on \$39,000.
2. The term "hourly rate" as used above shall be \$25.50. The hourly rate for Enrichment Classes will be \$15.00.\*
3. Decisions regarding whether or not to have additional teams at any level shall be made by the Athletic Director. Decisions regarding whether to add additional positions in the Academic or Fine Arts areas will be made by the Superintendent.
4. The Intramural rates, at all levels, are payable only for assignments which are before or after the regular school day and which are not part of the employee's regular schedule.
5. Schedule B Staff Members are expected to complete a Schedule B Contract form with their Administrator at the beginning of each year/season.

**SCHEDULE C**

**Allendale Public Schools  
2016-17 School Calendar  
District Staff Version**

Aug. 29	Monday	1/2 Day Staff Meeting/1/2 Day PD – All Staff Report –8:00 AM – 3:30 PM Elementary Open House – 6:30-8:00 PM
Aug. 30	Tuesday	Professional Development - All Staff Report – 8:00 AM –3:30 PM DK-K Open House -5:30-7:00 PM Oakwood Open House-7:00-8:30 PM
Aug. 31	Wednesday	Professional Development – All Staff Report – 8:00 AM – 3:30 PM
Sept. 6	Tuesday	First Day of School DK-12 Middle School Open House- 6:30- 8:00 PM
Sept. 7	Wednesday	AHS/NOHS Open House- 6:30-8:00 PM
Oct. 17	Monday	6-12 No School 6-12 1/2 Day PD, 1/2 Day Records
Oct. 18	Tuesday	6-12 Parent/Teacher Conferences 4:00-8:00 PM
Oct. 20	Thursday	6-12 Parent/Teacher Conferences 4:00-8:00 PM
Nov. 18	Friday	DK-5 No School                      DK-5 Records Day Full Day (Optional Report) 6-12 Full Day of School
Nov. 21	Monday	DK-12 Half Day of School – 6-12 Records Half-Day PM DK-5 Parent/Teacher Conferences 12:30-3:00 and 5:30-8:00 PM
Nov. 22	Tuesday	DK-12 Half Day of School – 6-12 Records Half-Day PM DK-5 Parent/Teacher Conferences 12:30-3:00 and 5:30-8:00 PM End of 1 <sup>st</sup> Trimester
Nov. 23-25	Wed.-Fri.	No School – Thanksgiving Break
Nov. 28	Monday	School Resumes
Dec. 23 – Jan 2	Fri. – Mon.	DK-12 Holiday Break-No School
Jan. 3	Tuesday	DK-12 School Resumes
Jan. 16	Monday	6-12 No School
Jan. 19	Thursday	6-12 Parent/Teacher Conferences 4:00-8:00 PM
Feb. 17	Friday	DK-12 No School – Mid-Winter Break
March 2	Thursday	6-12 Half Day for Students AM      Records Half-Day – 6-12 Staff PM DK-5 Full Day of School

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March 3	Friday	DK-5 No School 6-12 Half day for Students AM End of 2 <sup>nd</sup> Trimester	Records Day DK-5 Staff (Optional Report) Records Half-Day 6-12 Staff PM
March 7	Tuesday	DK-5 Half Day AM DK-5 Parent/Teacher Conferences 12:30-3:00 PM & 5:30 to 8:00 PM 6-12 Full Day of School	
March 9	Thursday	DK-5 Half Day AM DK-5 Parent/Teacher Conferences –12:30-3:00 PM & 5:30 to 8:00 PM 6-12 Full Day of School	
April 1-April 9	Sat.- Sun.	DK-12 Spring Break-No School	
April 10	Monday	DK-12 School Resumes	
May 29	Monday	Memorial Day- No School	
June 8	Thursday	DK-12 Half Day for Students AM	Records Half-Day – (Optional Report)
June 9	Friday	DK-12 Half Day for Students AM All Staff report until Check-Out	Records Half-Day –

2016-2017 Days and Hours Minimum Requirements: 180 Days and 1098 Hours

District Provided Professional Development (30 hours)

K-5 Staff:

*15 Hours August 29-31*

*15 Hours: 3 Hours of District-Provided Professional Development will occur in 3 monthly staff meetings during the school year (DK-12); 6 Hours of District-Provided Professional Development will occur through online PD; and 6 Hours of District-Provided Professional Development is made available through focused classroom visitations.*

6-12 Staff:

*18 Hours August 29-31 and Oct. 17*

*12 Hours: 3 Hours of District-Provided Professional Development will occur in 3 monthly staff meetings during the school year (DK-12); 3 Hours of District-Provided Professional Development will occur through online PD; and 6 Hours of District-Provided Professional Development is made available through focused classroom visitations.*

***\*In the event state law changes and it is permissible for the school year to begin before Labor Day, the parties shall reserve the right to negotiate changes to the calendar in any year of this agreement.***

**Allendale Public Schools  
2017-18 School Calendar  
District Staff Version**

Aug. 28	Monday	1/2 Day Staff Meeting/1/2 Day PD – All Staff Report –8:00 AM – 3:30 PM Elementary Open House – 6:30-8:00 PM
Aug. 29	Tuesday	Professional Development - All Staff Report – 8:00 AM –3:30 PM DK-K Open House -5:30-7:00 PM Oakwood Open House-7:00-8:30 PM
Aug. 30	Wednesday	Professional Development – All Staff Report – 8:00 AM – 3:30 PM
Sept. 5	Tuesday	First Day of School DK-12 Middle School Open House- 6:30- 8:00 PM
Sept. 6	Wednesday	AHS/NOHS Open House- 6:30-8:00 PM
Oct. 16	Monday	6-12 No School 6-12 1/2 Day PD, 1/2 Day Records
Oct. 17	Tuesday	6-12 Parent/Teacher Conferences 4:00-8:00 PM
Oct. 19	Thursday	6-12 Parent/Teacher Conferences 4:00-8:00 PM
Nov. 17	Friday	DK-5 No School                      DK-5 Records Day Full Day (Optional Report) 6-12 Full Day of School
Nov. 20	Monday	DK-12 Half Day of School – 6-12 Records Half-Day PM DK-5 Parent/Teacher Conferences 12:30-3:00 and 5:30-8:00 PM
Nov. 21	Tuesday	DK-12 Half Day of School – 6-12 Records Half-Day PM DK-5 Parent/Teacher Conferences 12:30-3:00 and 5:30-8:00 PM End of 1 <sup>st</sup> Trimester
Nov. 22-24	Wed.-Fri.	No School – Thanksgiving Break
Nov. 27	Monday	School Resumes
Dec. 23 – Jan 2	Sat. – Tues.	DK-12 Holiday Break-No School
Jan. 3	Wednesday	DK-12 School Resumes
Jan. 15	Monday	6-12 No School
Jan. 18	Thursday	6-12 Parent/Teacher Conferences 4:00-8:00 PM
Feb. 16	Friday	DK-12 No School – Mid-Winter Break
March 1	Thursday	6-12 Half Day for Students AM      Records Half-Day – 6-12 Staff PM DK-5 Full Day of School
March 2	Friday	DK-5 No School                                      Records Day DK-5 Staff (Optional Report) 6-12 Half day for Students AM      Records Half-Day 6-12 Staff PM End of 2 <sup>nd</sup> Trimester

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March 6	Tuesday	DK-5 Half Day AM DK-5 Parent/Teacher Conferences 12:30-3:00 PM & 5:30 to 8:00 PM 6-12 Full Day of School
March 8	Thursday	DK-5 Half Day AM DK-5 Parent/Teacher Conferences –12:30-3:00 PM & 5:30 to 8:00 PM 6-12 Full Day of School
Mar. 31-Apr. 8	Sat.- Sun.	DK-12 Spring Break-No School
April 9	Monday	DK-12 School Resumes
May 28	Monday	Memorial Day- No School
June 7	Thursday	DK-12 Half Day for Students AM   Records Half-Day – (Optional Report)
June 8	Friday	DK-12 Half Day for Students AM   Records Half-Day – All Staff report until Check-Out

2017-2018 Days and Hours Minimum Requirements: 180 Days and 1098 Hours

District Provided Professional Development (30 hours)

K-5 Staff:

15 Hours August 28-30

15 Hours: 3 Hours of District-Provided Professional Development will occur in 3 monthly staff meetings during the school year (DK-12); 6 Hours of District-Provided Professional Development will occur through online PD; and 6 Hours of District-Provided Professional Development is made available through focused classroom visitations.

6-12 Staff:

18 Hours August 28-30 and Oct. 16

12 Hours: 3 Hours of District-Provided Professional Development will occur in 3 monthly staff meetings during the school year (DK-12); 3 Hours of District-Provided Professional Development will occur through online PD; and 6 Hours of District-Provided Professional Development is made available through focused classroom visitations.

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**Allendale Public Schools  
2018-19 School Calendar  
District Staff Version**

Aug. 27	Monday	1/2 Day Staff Meeting/1/2 Day PD – All Staff Report –8:00 AM – 3:30 PM Elementary Open House – 6:30-8:00 PM
Aug. 28	Tuesday	Professional Development - All Staff Report – 8:00 AM –3:30 PM DK-K Open House -5:30-7:00 PM Oakwood Open House-7:00-8:30 PM
Aug. 29	Wednesday	Professional Development – All Staff Report – 8:00 AM – 3:30 PM
Sept. 4	Tuesday	First Day of School DK-12 Middle School Open House- 6:30- 8:00 PM
Sept. 5	Wednesday	AHS/NOHS Open House- 6:30-8:00 PM
Oct. 15	Monday	6-12 No School 6-12 1/2 Day PD, 1/2 Day Records
Oct. 16	Tuesday	6-12 Parent/Teacher Conferences 4:00-8:00 PM
Oct. 18	Thursday	6-12 Parent/Teacher Conferences 4:00-8:00 PM
Nov. 16	Friday	DK-5 No School                      DK-5 Records Day Full Day (Optional Report) 6-12 Full Day of School
Nov. 19	Monday	DK-12 Half Day of School – 6-12 Records Half-Day PM DK-5 Parent/Teacher Conferences 12:30-3:00 and 5:30-8:00 PM
Nov. 20	Tuesday	DK-12 Half Day of School – 6-12 Records Half-Day PM DK-5 Parent/Teacher Conferences 12:30-3:00 and 5:30-8:00 PM End of 1 <sup>st</sup> Trimester
Nov. 21-23	Wed.-Fri.	No School – Thanksgiving Break
Nov. 26	Monday	School Resumes
Dec. 22 – Jan 2	Sat. – Wed.	DK-12 Holiday Break-No School
Jan. 3	Thursday	DK-12 School Resumes
Jan. 14	Monday	6-12 No School
Jan. 17	Thursday	6-12 Parent/Teacher Conferences 4:00-8:00 PM
March 7	Thursday	6-12 Half Day for Students AM      Records Half-Day – 6-12 Staff PM DK-5 Full Day of School
March 8	Friday	DK-5 No School                                      Records Day DK-5 Staff (Optional Report) 6-12 Half day for Students AM      Records Half-Day 6-12 Staff PM End of 2 <sup>nd</sup> Trimester



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March 12	Tuesday	DK-5 Half Day AM DK-5 Parent/Teacher Conferences 12:30-3:00 PM & 5:30 to 8:00 PM 6-12 Full Day of School
March 14	Thursday	DK-5 Half Day AM DK-5 Parent/Teacher Conferences –12:30-3:00 PM & 5:30 to 8:00 PM 6-12 Full Day of School
Mar. 30-Apr. 7	Sat.- Sun.	DK-12 Spring Break-No School
April 8	Monday	DK-12 School Resumes
May 27	Monday	Memorial Day- No School
June 6	Thursday	DK-12 Half Day for Students AM   Records Half-Day – (Optional Report)
June 7	Friday	DK-12 Half Day for Students AM   Records Half-Day – All Staff report until Check-Out

2018-2019 Days and Hours Minimum Requirements: 180 Days and 1098 Hours

District Provided Professional Development (30 hours)

K-5 Staff:

*15 Hours August 27-29*

*15 Hours: 3 Hours of District-Provided Professional Development will occur in 3 monthly staff meetings during the school year (DK-12); 6 Hours of District-Provided Professional Development will occur through online PD; and 6 Hours of District-Provided Professional Development is made available through focused classroom visitations.*

6-12 Staff:

*18 Hours August 27-29 and Oct. 15*

*12 Hours: 3 Hours of District-Provided Professional Development will occur in 3 monthly staff meetings during the school year (DK-12); 3 Hours of District-Provided Professional Development will occur through online PD; and 6 Hours of District-Provided Professional Development is made available through focused classroom visitations.*

***\*In the event state law changes and it is permissible for the school year to begin before Labor Day, the parties shall reserve the right to negotiate changes to the calendar in any year of this agreement.***

**SCHEDULE D**  
**Allendale Education Association**  
**GRIEVANCE REPORT FORM**

**Grievance #** \_\_\_\_\_ **Date Filed:** \_\_\_\_\_

**Building:** \_\_\_\_\_ **Assignment:** \_\_\_\_\_

**Name of Grievant:** \_\_\_\_\_ **Individual** \_\_\_ **AEA** \_\_\_ **Both** \_\_\_

**LEVEL 1: SUPERVISOR LEVEL**

A. **Date Cause of Grievance Occurred:** \_\_\_\_\_

B. **Statement of Grievance (Facts Supporting Alleged Violation):**

C. **Specific Contract Provisions Violated:**

D. **Relief Sought:**

\_\_\_\_\_  
*Signature of Grievant/AEA*                      *Date*

E. **Disposition of Supervisor:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature of Principal/Supervisor*                      *Date*

**GRIEVANCE REPORT FORM (cont.)**

F. **Position of Grievant and/or AEA:**

*Signature of Grievant/AEA* *Date*

**LEVEL 2: SUPERINTENDENT LEVEL**

A. **Date Received by Superintendent:**

B. **Disposition of Superintendent:**

*Signature of Superintendent* *Date*

C. **Position of Grievant and/or AEA:**

*Signature of Grievant/AEA* *Date*

**LEVEL 3: BOARD OF EDUCATION LEVEL**

A. **Date Received by Board of Education:**

B. **Disposition of Board of Education:**

*Signature for Board of Education* *Date*

C. **Position of Grievant and/or AEA:**

*Signature of Grievant/AEA* *Date*

**LEVEL 4: ARBITRATION**

A. **Demand to Arbitrate Filed:**