

**AGREEMENT BETWEEN**

**THE SAGINAW BOARD OF EDUCATION**

**AND THE**

**SAGINAW SCHOOL ADMINISTRATORS GROUP**

**JULY 1, 2016 THROUGH JUNE 30, 2019**

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## POSITION STATEMENT

It is the desire of each member of the Saginaw Public School Administrators Group to work cooperatively with the Board of Education, the Superintendent of Schools and his/her immediate staff, and all other staff, to provide the best possible education for students in the School District of the City of Saginaw. With Administrative direction from the Board of Education, it is the intent of each member of the Group to provide the highest level of leadership at the building level, the best possible support from the Central Office, and to represent the District to its constituency in the most positive manner. Similarly, we feel that we must be treated with respect, kept informed of District objectives and goals, involved in a relationship of mutual respect, open communication, consensus-building, mutual aid and innovative problem solving.

Recognizing that it is in the best interests of all involved, it is agreed that the policies and understandings contained herein shall continue to be formalized throughout the life of this existing Agreement.

The Saginaw School Administrators Group is a body duly authorized by vote of its three constituent groups; the Saginaw Elementary School Principals' Association and the Saginaw Secondary School Principals' Association, (formerly known as the Elementary and Secondary Building-Level Administrators) and the Educational Management Association.<sup>1</sup> It has as its express purpose the preparation, negotiation, and ongoing maintenance of an administrative agreement through an executive committee comprised of a chairperson and one member from each of the three sections of the Group.

It is understood that the representatives serving in an adjunct capacity on the Superintendent's Executive Staff, as defined in Article II, shall remain as members of the Group while serving in such capacity.

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<sup>1</sup>The Educational Management Association includes all supervisory personnel categorized on the Administrative and Supervisory Personnel Salary Schedule with the exception of administrators on the Superintendent's Executive Staff.

## ARTICLE I

### Professional Growth and Development

- A. Released time and compensation for expenses shall be granted by the Board of Education, hereinafter called the Board, to the Building-Level Administrative Group and the Educational Management Association, hereinafter called the Group, unless otherwise specified, for attendance at professional workshops, conferences, conventions, and other activities on a national, state, and local level with assurance given by members of the Group that building supervision will have been arranged prior to departing for any of the foregoing meetings.
- B. A brief and concise report including speakers' names, convention highlights, and areas of interest for in-service education in Saginaw will be submitted to the Assistant Superintendent for Human Resources and Labor Relations, or such other designee as may be named by the Superintendent, by Group members attending any of the above activities. It is agreed that the provisions of the "Administrative Guidelines and Procedures for Conference Travel" will be adhered to in regard to all travel.
- C. With the approval of the Superintendent, the Board agrees to provide additional released time and compensation for expenses for meetings or visits to other school districts or facilities throughout the state and nation. These said meetings are not to be construed to be those previously described as professional workshops, conferences, conventions, and other activities on a local, state and national level.
- D. The Board encourages up-grading and improvement of members of the Group and supports same by paying for hours beyond the Master's Degree as noted in Article IX of this Agreement.

## ARTICLE II

### Management Representation

The Board recognizes and will include a representative of each section of the Group as members of the Board's negotiation team in formal collective bargaining with the Saginaw Education Association. In formal collective bargaining with other recognized bargaining units, one representative from the total group will be included, unless otherwise agreed to by the parties. A representative of each section of the Group will be included as members of the Superintendent's Cabinet, in an adjunct capacity, for purposes of attendance at regular cabinet sessions. It is understood that the Superintendent may deem it necessary to hold Administrative Cabinet sessions without full Cabinet representation.

## ARTICLE III

### Study Committees

- A. 1. In the event there exists contractual language in the agreement between the Board and the Saginaw Education Association in regard to a "Professional Study Committee" and/or "Joint Committees," the provisions of sub-sections 2. and 3. below shall apply.
2. The Board agrees that membership of the Professional Study Committee and the Joint Committee, as established by contractual agreement between the Board and the Saginaw Education Association, will include representation from the Group and other Administrative personnel as designated by the Superintendent. Said member(s) shall be selected annually by the Group, with final approval reserved with the Superintendent.
3. The minutes from the Professional Study Committee meetings (Professional Study of SEA - Board) will be sent to the chairperson of each of the three sections of the Group. Should a chairperson so request, copies of respective meeting(s) will be duplicated and sent to members of the particular section.
- B. The Board and the Group will establish those study committees which are necessary for the ongoing work and implementation of the educational program of the Saginaw School System. The study committees shall include a member of each section of the Group and the Superintendent and such other personnel as designated by the Superintendent. The Board shall encourage such committees and agree to give every consideration for implementation of the recommendations of these committees. The following committees are recommended, but not limited to:

Professional Staff - Administrative  
Non-Professional Staff  
Curriculum Implementation

## ARTICLE IV

### Extended Term Renewable Contracts

- A. 1. The Board agrees to issue administrative contracts on a two year basis, except as otherwise provided in this Agreement, with said two year contracts to be renewed, under normal circumstances, at the May Board

of education meeting, provided however, said two-year contracts shall be issued only to those eligible administrators who are actively employed in an administrative capacity on or before December 31, 1992.

It is understood that two-year contracts shall not be issued to individuals hired in an administrative capacity on or after January 1, 1993. Administrators hired on or after this date shall be issued one (1) year contracts.

2. All administrator individual contracts of employment shall be made expressly subject to all the terms of this agreement and in the event that the terms of such individual contracts of employment shall conflict with the terms and provisions of this agreement, this agreement shall supersede the provisions of the individual contract of employment and be controlling in all matters.
  3. If there is no Saginaw Schools Administrators Agreement in force during the period of time when an administrator/supervisor is on the second year of a two year contract, or when an administrator hired on or after January 1, 1993, has not been issued a one-year contract, then the salary and other compensation shall be that as adopted by the Board of Education.
  4. No provision of this agreement shall be construed to grant tenure in administrative capacity and it is hereby expressly provided that no administrator shall acquire or be granted tenure in an administrative capacity.
- B.
1. All probationary administrators shall be issued one (1) year contracts. Probationary status is defined as the first three (3) years as an administrator in the District. Administrators shall be considered on probationary status until completion of their third year of employment as an administrator with the Saginaw Public Schools. Administrators are considered "at-will" employees during their probationary period.
  2. Effective as of July 1, 1998, a beginning administrator in the Saginaw School District shall complete a satisfactory probationary period of three years as an administrator. A fourth year of Administrative probation may be required of probationary administrators after the completion of the three years of probationary status.
  3. If, during the term of this probationary period, the administrator's work is deemed unsatisfactory, he/she may be dismissed as an administrator.

4. Upon satisfactory completion of the probationary period the administrator shall be granted an administrative contract, per the language of Section A above.
  5. It is agreed that the immediate supervisor of a newly-appointed administrator will meet with the new administrator at least once during the first six (6) weeks of his/her initial commencement of duties to mutually establish goals and objective for the year. In addition, the immediate supervisor will meet with the newly appointed administrator at least twice more during the course of the school year to review progress towards these goals and objectives.
- C. When an administrator is placed in a new administrative position, either as a result of a promotion or transfer, he/she shall be considered to be in a trial period for a period of one full year following the beginning of such an assignment. Such trial period may be extended by mutual agreement between the Board and the Group.
- D. Administrators may be terminated for "Just Cause." "Just Cause" is defined as: failure to hold necessary certification or failure to meet accreditation standards for administration; acts by the administrator of moral turpitude, misconduct, dishonesty, fraud, insubordination, and/or incompetence; or which comprise a material breach of the terms and conditions of this contract.

Each administrator is expressly denied tenure in any administrative capacity. The individual contract of employment of each administrator is subject to non-renewal pursuant to Section 1229 of the Revised School Code (MCL 380.1229). Section 1229 provides in part that the employment shall be by written contract. The term of the employment contract shall be fixed by the Board, not to exceed three (3) years. If written notice of non-renewal of an administrator's contract of employment is not given at least sixty (60) days before the termination date of the contract, the contract is renewed for an additional 1-year period. A notification of non-renewal of an administrator's contract may be given only for a reason that is not arbitrary or capricious. The Board shall not issue a notice of non-renewal pursuant to Section 1229 unless the administrator has been provided with not less than 30 days' advance notice that the Board is considering the non-renewal together with a written statement of the reasons the Board is considering the non-renewal. After the issuance of the written statement, but before the non-renewal statement is issued, the affected administrator shall be given the opportunity to meet with not less than the majority of the Board to discuss the reasons stated in the written statement. The meeting shall be open to the public or a closed session, as the affected administrator elects under Section 8 of the Open Meetings Act. If the Board fails to provide for a meeting with the Board and administrator, or if a court finds that the reason for non-

renewal is arbitrary or capricious; the affected administrator's contract is renewed for an additional 1-year period.

Administrators who need an accommodation to perform the essential functions of their job must notify the Superintendent or designee in writing of the need for the reasonable accommodation within 182 days after the date the administrator knew or reasonably should have known that an accommodation was needed. The District will make accommodations that do not pose an undue hardship.

All administrators are exempt from the overtime provisions of the Fair Labor Standards Act.

## ARTICLE V

### Public Relations Activities

Membership in civic organizations is encouraged by the Board and agreement is made to keep salaries competitive so that members of the Group may belong to these organizations and the administrators, along with the Board, profit from the public relations achieved thereby.

## ARTICLE VI

### Professional Mileage Allowance

- A. During the term of this Agreement, the Board agrees to pay to each member of the Group, on a monthly basis, for the term of his/her contract, the amount of \$100.00. This amount is intended to defray, in part, those expenses incurred in the daily performance of required administrative duties which involve the administrator's automobile usage.
- B. Those administrators whose current monthly amounts are in excess of the above stated amounts shall have their current rates frozen during the life of this Agreement.

## ARTICLE VII

### Evaluation of Administrative Performance

In accordance with Michigan Compiled Law (MCL) 380.1249 of the Revised School Code, beginning with the 2013-2014 school year, the board of a school district or intermediate school district or board of directors of a public school academy shall



ensure that the performance evaluation system for building-level school administrators and for central office-level school administrators who are regularly involved in instructional matters meets all of the following:

- A. The performance evaluation system shall include at least an annual year-end evaluation for all school administrators described in this subsection by the school district superintendent or his or her designee, intermediate superintendent or his or her designee, or chief administrator of the public school academy, as applicable, except that a superintendent or chief administrator shall be evaluated by the board or board of directors.
- B. For the annual year-end evaluation for the 2013-2014 school year, at least 25% of the annual year-end evaluation shall be based on student growth and assessment data. For the annual year-end evaluation for the 2014-2015 school year, at least 40% of the annual year-end evaluation shall be based on student growth and assessment data. Beginning with the annual year-end evaluation for the 2016-2017 and 2017-2018 school years, at least 25% of the annual year-end evaluation shall be based on student growth and assessment data. The 2018-2019 school year at least 40% of the annual year-end evaluation shall be based on student growth and assessment data. The student growth and assessment data to be used for the school administrator annual year-end evaluation are the aggregate student growth and assessment data that are used in teacher annual year-end evaluations in each school in which the school administrator works as an administrator or, for a central-office level school administrator, for the entire school district or intermediate school district.
- C. The portion of the annual year-end evaluation that is not based on student growth and assessment data shall be based on at least the following for each school in which the school administrator works as an administrator or, for a central-office level school administrator, for the entire school district or intermediate school district:
  - (i) If the school administrator conducts teacher performance evaluations, the school administrator's training and proficiency in using the evaluation tool for teachers described in subsection (2)(d) of MCL 380.1249, including a random sampling of his or her teacher performance evaluations to assess the quality of the school administrator's input in the teacher performance evaluation system. If the school administrator designates another person to conduct teacher performance evaluations, the evaluation of the school administrator on this factor shall be based on the designee's training and proficiency in using the evaluation tool for teachers described in subsection (2)(d) of MCL 380.1249, including a random sampling of the designee's teacher performance evaluations to assess the quality of the designee's input in the teacher performance evaluation system, with the designee's performance to be counted as if it were the school administrator personally conducting the teacher performance evaluations.

- (ii) The progress made by the school or school district in meeting the goals set forth in the school's school improvement plan or the school district's school improvement plans.
  - (iii) Pupil attendance in the school or school district.
  - (iv) Student, parent, and teacher feedback, and other information considered pertinent by the superintendent or other school administrator conducting the performance evaluation or the board or board of directors.
- D. For the purposes of conducting performance evaluations under the performance evaluation system, the school district, intermediate school district, or public school academy shall adopt and implement the state evaluation tool for school administrators described in this subsection that is required under legislation enacted by the legislature under subsection (6) of MCL 380.1249 after review of the recommendations contained in the report of the governor's council on educator effectiveness submitted under subsection (5) of MCL 380.1249. However, if a school district, intermediate school district, or public school academy has a local evaluation tool for school administrators described in this subsection that is consistent with the state evaluation tool, the school district, intermediate school district, or public school academy may conduct performance evaluations for school administrators using that local evaluation tool.
- E. The performance evaluation system shall assign an effectiveness rating to each school administrator described in this subsection of highly effective, effective, minimally effective, or ineffective, based on his or her score on the evaluation tool described in subdivision (d).
- F. The performance evaluation system shall ensure that if a school administrator described in this subsection is rated as minimally effective or ineffective, the person or persons conducting the evaluation shall develop and require the school administrator to implement an improvement plan to correct the deficiencies. The improvement plan shall recommend professional development opportunities and other measures designed to improve the rating of the school administrator on his or her next annual year-end evaluation.
- G. The performance evaluation system shall provide that, if a school administrator described in this subsection is rated as ineffective on 3 consecutive annual year-end evaluations, the school district, public school academy, or intermediate school district shall dismiss the school administrator from his or her employment. However, this subdivision applies only if the 3 consecutive annual year-end evaluations are conducted using the same evaluation tool and under the same performance evaluation system. This subdivision does not affect the ability of a school district, intermediate school district, or public school academy to dismiss an ineffective

school administrator from his or her employment regardless of whether the school administrator is rated as ineffective on 3 consecutive annual year-end evaluations.

- H. The performance evaluation system shall provide that, if a school administrator is rated as highly effective on 3 consecutive annual year-end evaluations, the school district, intermediate school district, or public school academy may choose to conduct a year-end evaluation biennially instead of annually. However, if a school administrator is not rated as highly effective on 1 of these biennial year-end evaluations, the school administrator shall again be provided with annual year-end evaluations.

When called by the Superintendent or his/her designee for a personal conference relative to performance of administrative duties, the purpose of said conference will be stated.

- J. At said conference, it is permitted to have representation present.
- K. In the event the involved administrator(s) is to have representation present, the Superintendent or his/her designee will be informed in advance of the nature of the representation. Said advance notice will, under normal circumstances, be related to the Superintendent or his/her designee at least forty (48) hours in advance of the meeting.
- L. When an administrator is determined to be performing at a less than satisfactory level in the normal course of fulfilling his/her responsibilities, the Board shall put into effect the following steps:
1. Review with the administrator the definition of his/her job responsibilities, noting the areas of poor performance, incorrect procedures, improper attitudes, etc.
  2. At his/her option, the employee shall be granted a meeting with the Superintendent to fully discuss the matter.
  3. The contract of an administrator who is so evaluated may be renewed or not renewed at the sole discretion of the Superintendent.
  4. If an administrator's performance is evaluated as unsatisfactory during the ensuing remaining one year of his/her contract, said contract will be terminated at the end of its duration. Notice will be given in this regard in accordance with applicable Michigan State Statutes.
  5. The provisions of this section shall not apply to those administrators who are in a probationary status.

- F. The provisions of Section E. above shall not apply to those instances where, in the judgment of the Superintendent or his/her designee, an administrator is guilty of serious misconduct, Said administrator, in this instance, may be subject to immediate dismissal, subject to the remaining sections of this Article.
- G. No administrator shall be disciplined or discharged in an arbitrary or capricious manner. All records of disciplinary actions which are to become part of the administrator's personnel record shall be signed by the person taking the action, and a copy of such document shall be given to the administrator involved.

## ARTICLE VIII

### Fringe Benefits

- A. All fringe benefits, and attendant procedures, except as provided otherwise herein, i.e. sections B, C, D, E, and F below, which are granted to the teaching staff by contractual agreement, or supplement thereto, shall be granted to the members of the Group, or as modified in Articles VIII and IX, Salaries.
- B. The Board of education agrees to pay the premiums of a disability insurance policy. Said policy shall work as follows: All administrators will first exhaust their full sick leave days; then the Board of Education will pay them 75% salary for a period of six months which is the waiting period until the disability policy goes into effect at 66-2/3% of their salary at the time of the disability and thereafter adjusted annually within the salary guidelines of the administrative agreement and shall continue until age 65 per terms and conditions of the insurance agreement as arrived at between the Board and the insurance carrier.
- C.
  1. Sick Leave Days. Twelve (12) sick leave days per year will be provided to all 12-month full-time salaried employees. Ten (10) sick leave days per year will be provided to all 10-1/2 month full-time salaried employees. Unused days may be accumulated from year to year.
  2. Each person who has been employed as an administrator (i.e. has been paid on the "Administrative and Supervisory Personnel Salary Schedule") with the Saginaw Board of Education for a period of five (5) consecutive years shall be eligible to be paid for one-half (1/2) of all accumulated, unused sick days up to a maximum of one hundred seventy (170) days.
  3. Such payment shall be made if an eligible administrator terminates his/her employment under one of the following circumstances:
    - a.) Voluntary retirement under the provisions of the State Retirement Act;

- b. Forced retirement, prior to regular retirement age, for health reasons;
- c. A written, voluntary resignation;
- d. Death while in the employ of the Board.

Such payment shall be at the rate of one hundred thirty dollars (\$130.00) per eligible sick day as an administrator and (\$80.00) per eligible sick day as a teacher (accumulated days in that bargaining before becoming an administrator).

- 4. Personal Days. Two (2) paid days will be provided to all employees covered by this Agreement annually. If unused, the days will be added to the accumulated sick leave day bank. Days may not be used the day before or after a holiday or vacation period.
- 5. Flex Days. One (1) flex day will be provided to all employees covered by this Agreement annually, to be used, at the discretion of the employee with advanced supervisor approval. The days have no monetary value, and if unused, the days are eliminated and do not carryover.
- 6. Vacation Days. Only 12-month salaried employees are eligible for vacation time. Vacation time is allocated on an annual basis listed below and prorated when appropriate.

Less than two (2) full years, 10 vacation days  
Less than five (5) full years, 15 vacation days  
More than five (5) full years, 20 vacation days  
More than ten (10) full years, 25 vacation days

- D. During the life of this Agreement, the Board agrees to pay the necessary premiums to provide group term life insurance coverage for employees in the Group, in an amount equal to the employee's annual salary, rounded up or down to the nearest \$1,000 multiple; provided that the amount of this term life insurance shall, in no case, be less than \$25,000. Commencement and duration of coverage and amount and nature of benefits will be governed by the terms of the group insurance policy and the rules and regulations of the carrier. The Board's only responsibility shall be for the payment of premiums as above set forth.

Health Care — In Compliance with PA 152 of 2011, the Board will make available to all unit employees health care insurance. During this agreement, employees covered by this Agreement will receive MESSA Choices II \$500/\$1,000 in-network

deductible, SaverRX drug card, \$20 office visit co-pay, \$25 urgent care facility co-pay and \$50 emergency room co-pay.

All employees enrolled in health/medical insurance shall be required, as a condition of enrollment, to pay twenty-four percent (24%) of the premium for their enrollment category.

Saginaw Public Schools will guarantee that the health care plan option selected for the 2016-2017 school year will not be changed for the 2017-2018 school year for any reason.

Saginaw Public Schools Board of Education Proposal-Health care options will be reopened for negotiations the 2018-19 school year.

Dental - Dental benefits will include, for full-time employees, Dental provider coverage providing eighty percent (80%) of Class I, II and III benefits with an annual maximum payment of \$1000 with a lifetime maximum payment of \$1300 for Class IV. Employee to pay fifteen percent (15%) of the premium.

Vision -Vision benefits will include, for full-time employees, MESSA VSP 2 provider coverage with new glasses and eye exam 1x per year. Employee is to pay fifteen percent (15%) of the premium.

- E. Eligible employees who do not elect this coverage may elect instead to have \$125/month of active duty paid to them at the beginning of each month as additional compensation in accordance with and subject to the terms and conditions of the District's Flexible Benefits Plan.

In the event the Saginaw Education Association reaches a total of 70 members that select the Cash in Lieu option, the administrator's group cash in lieu payment will be increased from \$125.00 per month to \$250.00 per month.

- F. In accordance with the Family and Medical Leave Act policy of the District, employees with twelve (12) months' LOS who have worked 1250 hours during the previous twelve (12) months will be granted leave in conformance with the Act. An employee unable to return to work after the twelve (12) work week period credited to the FMLA shall be eligible to continue parenting leave. FMLA leave requests must be made thirty (30) days, if practicable, in advance and FMLA job restoration rights cease after twelve (12) work weeks of FMLA leave in a twelve (12) month period. FMLA leave necessitated by a serious health condition must be supported by medical certification and the Board may require the opinion of a second health care provider. Medical, dental and visual insurance continues during FMLA.

- G. Notwithstanding any other provisions to the contrary, during the life of this agreement, the Board shall have the right to self-insure health insurance benefits at the level currently in effect, consistent with the provisions of Article VIII., sections A and E above.

- H. 1. Effective with the 1996-97 year, in order to be eligible for payment of unused sick leave as provided in Section C. above, said administrator must notify the Assistant Superintendent for Human Resources/Labor Relations, in writing, of his/her intent to resign/retire, together with a signed letter of resignation, on or before the last day of the first semester, except in extenuating circumstances where the notice requirement may be waived at the sole discretion of the Superintendent.
2. It is understood that resignations/retirements at all times other than those to be effective as of the conclusion of a school year or a fiscal year shall disqualify an individual for payment under the provisions of Section C. above. Exceptions to these provisions may be made, at the discretion of the Superintendent, in unusual and/or unique circumstances.

## ARTICLE IX

### Salaries

There will be an economic reopener for the 2017-2018 school year and the 2018-2019 school year.

A. Category	Required Work Days
1. Non-Building Level	
a. Twelve (12) months	
1. Less than two (2) full years	239
2. Less than five (5) full years, but more than two (2) full years	234
3. More than five (5) full years	229
4. More than ten (10) full years	224
b. Ten and one-half (10-1/2) months	211

2. Building Level
  - a. Secondary Assistant Principals and Deans 204
  - b. Elementary Principals  
K-8 School Principals 208
  - c. Middle School Principals 213  
Saginaw Arts and Science Academy  
Ruben Daniels Community School
  - d. High School Principals and Campus Director 227
3. Non-Building Level twelve-month employees (category 1.a. above) and Building Level forty-eight (48) week employees (2.d. above) may be required to attend the equivalent of up to five (5) administrative council sessions per year. Each session shall be a maximum of three (3) hours duration after the end of the normal work day, unless otherwise scheduled.
4. Each administrator may be required to attend up to a maximum of nine (9) administrative division meetings, as scheduled by the Superintendent or his/her designee. Trainings/in-services may be scheduled on either a District-wide, division, building or other basis, said training/in-service to be a maximum of three (3) hours duration after the end of the normal work day unless otherwise scheduled.
5. In the event an administrator, i.e. those administrators paid on the "Administrative and Supervisory Personnel Schedule," elects to transfer or is transferred from a forty-two week administrative position (10.5 months) to a twelve-month administrative position, he/she shall be given credit for years served while in a forty-two (42) week position (within the Saginaw School District), for purposes of arriving at his/her "required work days" per year (C.1. above). Such credit shall be on pro-rated basis; for example ten (10) years at a forty-two (42) week position is equivalent to eight (8) years of credit for a twelve-month position.
6. Administrators are required to report for the first four (4) inclement weather days. In the event the entire district is shut down, administrators are not required to report.
7. A representative from the administrator's group will be included in any talks or sessions that include other bargaining groups regarding the work calendar and district official calendar.



- C. It is understood that the Board shall have the right to establish the respective work year and daily work schedules, and/or to change said work year and daily work schedules, in keeping with the provisions of Section B. above, provided that if the current practice in regard to scheduling of the work year is to be changed, then consultation with the Group in regard to said change shall take place prior to its implementation. Compensatory days or salary may be granted with approval of the Superintendent or his/her designee to compensate for work and extra school duties beyond the regular work day and regular work week, e.g. negotiations, teacher recruitment, and curriculum development and administrative professional development.
- D. The number of steps on the Administrative Salary Schedule is established at six.
- E. The Board agrees to issue individual administrative contracts in accordance with the provisions of this Agreement and in accordance with the salary schedule adopted annually by the Board and the Group. Those administrators whose professional training qualifies them for advanced levels beyond the Master's Degree will, upon presentation of a transcript of college credits, receive for the ensuing semester the monetary (amount) for which they qualify. Levels beyond the Master's Degree for which remuneration will be paid are:

MA + 15	MA + 45
MA + 30/Ed. S	Ph.D./Ed. D.

In order for an administrator to become eligible for the MA+45 Salary Schedule, the administrator must have successfully completed his/her oral and/or comprehensive exams following course work on a Ph. D. or Ed. D. degree from an accredited college or university. All administrators who were paid on the Schedule Level MA+45 prior to the 1978-79 school year shall continue to be paid on that Schedule.

In order for an administrator to become eligible for the Ph.D./Ed. D. Schedule, the administrator must have been awarded an earned Ph.D. or Ed. D. degree from an accredited college or university. All administrators who were paid on the Schedule Level Ph. D./Ed. D. prior to the 1978-79 school year, when the schedule was referred to only as MA+60, shall continue to be paid on the Schedule now designated as Ph.D./Ed. D.

- F. 1. In the event ten and one-half month administrators shall be assigned the primary administrative functions associated with the regular, academic, Secondary Summer Session(s), (Middle School and Senior High credit-bearing courses) they shall be compensated at the current teacher hourly rate for professional duty, plus \$3.00 per hour for the life of this agreement.

- G. The parties specifically agree that the Board may, in its discretion, provide signing bonuses, relocation allowances or other one-time incentives to attract individual administrators of particular skills or characteristics it deems important to the District.

## ARTICLE X

### Administrative Transfers, Promotions and Appointments

- A. The Board agrees to announce in writing that a given administrative position is to be filled and to list the qualifications which will be required of applicants. All considerations being equal, Group members will be given preference. Two administrators chosen by the section of the Group affected will be present at the interviews and will be consulted on final arrangements. The vote of each administrator will be equal to that of any other member of the committee.
- B. The administrator who is promoted from one position level to another will not, in any case, suffer a decrease in his/her daily rate of compensation, but will be placed on an appropriate step. In the event of such a promotion, the Superintendent, or his/her designee, will review the appropriate placement on the Administrative Salary Schedule with the designated group representative(s).
- C. It is understood that the Board retains the right to transfer employees within and/or between classifications to any vacant and available position, based upon the overall best interests of the School District.
1. It is recognized that some involuntary transfers of administrative/supervisory personnel are necessary for administrative purposes and to ensure a fair distribution of experienced and qualified administrators throughout the District. In this regard, if the Board determines that staffing requirements warrant an involuntary transfer, the involved administrator shall be given the reasons for such action by the appropriate Board representative. Notification of said involuntary transfers, under normal circumstances, will be made by the last day of March of each year.
  2. Any administrator who is involuntarily placed in a different administrative position which provides a schedule salary less than what he/she is currently receiving shall not experience a decrease in salary but, instead, shall have his/her present salary "frozen" at their rate at the time of transfer for one year. In the event that an administrator changes positions, which result in a reduction of salary, the reduction will be made in a period of time of three years. The adjustment shall be made based upon the top position of the scale for the new position and commensurate with job duties and responsibilities. In the event that position responsibilities are increased, an adjustment in salary schedule will be made to reflect the added duties.

3. The provisions of this Section shall not apply in the event of layoff-connected transfers per the provisions of Article XI.
- D. Administrative reorganization - It is recognized that, because of declining enrollment, school closing(s), declining operating funds, or other administrative reasons, the Board may wish to change the scope of some administrative positions. In keeping with the overall educational needs of the District, it is understood that the Board shall have the right to institute a redesignation and/or redistribution of administrative tasks and/or assignments through the coordination and/or combining of positions. In this regard, any revised pay, benefit(s), and/or work year provisions which shall result because of such reassignment shall be subject to the language of C.1. above.
- E. The Board agrees that it is desirable to have administrative pre-training prior to the time that an administrator-elect assumes a given administrative position. In the event that the Board determines that the position is to be held active, the Board will then interview and appoint a successor.
- F. All administrators who anticipate leaving their employment as an administrator shall inform the Board, in writing, of said decision in conformance with the provisions of Article VIII, Sections G. 1 and 2. Failure to so inform the Board, except in unusual and unforeseen circumstances, shall result in a forfeiture of the accrued benefits, if any, granted in Article VIII, Section C.
- G. In the event an administrator/supervisor, who is paid on the Saginaw Schools Administrative and Supervisory Personnel Salary Schedule, is transferred or elects to transfer to a non-Group administrative or supervisory position and then is subsequently returned or elects to return to a position which is listed on the Administrative and Supervisory Personnel Salary Schedule, he/she will, upon return, have the status which would have been achieved if he/she had remained continuously working in a position listed on the Administrative and Supervisory Personnel Salary Schedule. The provisions of this section shall apply retroactively to presently-employed non-Group Saginaw School Administrators.

## ARTICLE XI

### Layoff and Recall Procedures

- A. Length of Service Determination
1. The "amount of service" or "length of service" in a classification shall be defined as the amount of time worked in the classification while employed by the district, in a regular administrative capacity, computed in semester units from the employee's last date of hire with the District.

2. In the event a person does not work an entire semester in a classification, the individual will be given credit for the semester only if he/she works on half or more of the semester. Time spent on layoff or any leave of absence shall not count as time worked. However, a person who is transferred or elects to transfer to a Cabinet position shall continue to accrue length of service in the immediate classification from which he/she transferred.
3. Breaks in service due to retirement, termination, and/or resignation shall be considered as a total and complete severance of employment with the District and in the event of the administrator's return to employment, his/ her length of service status shall be that of a new employee. In the event of a layoff, seniority retention is as spelled out in Section C.3. of this Article.

The "total amount of service" or "total length of service" as an administrator shall be defined as the amount of time worked (measured in semester units) in an administrator/supervisor capacity dating from the first day of work in such capacity in a position covered in the "Administrator and Supervisor Personnel Salary Schedule." Semester units shall be as determined as in sub-sections A.1. and 2. above.

B. Reduction in Staff

1. For purposes of this Article, the following classifications are hereby recognized:
  - a. Elementary Building Principals, K-8 School Principals,
  - b. Secondary Building Principals and Campus Directors
  - c. Secondary Assistant Building Principals and Deans
  - d. Central Office and All Others
2. The Board, acting through its designee, the Superintendent, will consult with the "group" prior to finalizing any plan which would result in a curtailment of program or a reduction of administrative staff.
3. When the Board determines that a reduction in the number of employees and/or a classification covered by this agreement is necessary for financial reasons, declining enrollment, school closings, or for any other administrative reason, the reductions shall take place within a respective classification, according to the following provisions:
  - a.) Elementary

In the event of a reduction of staff, the Board shall make every attempt to lay off those elementary principals with the least amount of service as elementary principals. In the event of a tie in the amount of service, the

Board shall consider the factors listed in sub-section c. of this section, it being understood that the final decision in this regard resides with the Board. Any available openings shall be posted and the present staff will

be allowed to express transfer preferences. The desires and wishes of the individual(s) requesting a transfer will be considered but it is understood that the Board, acting through its designee, the Superintendent, retains the right to consider all such requests and to make any necessary involuntary transfers, within the elementary principal ranks, on the basis of the overall educational needs of the District.

For purposes of this section, Elementary Building Principals, Chancellors, K-8 School Principals shall be treated as one classification.

b.) Secondary

In the event of a reduction of staff, the Board shall make every attempt to lay off those secondary principals and/or those secondary assistant principals with the least amount of service within their respective classification(s). In the event of a tie in the amount of service, the Board shall consider the factors listed in sub-section c. of this section, it being understood that the final decision in this regard resides with the Board. Any available openings shall be posted and the present staff will be allowed to express transfer preferences. The desires and wishes of the individual(s) requesting a transfer will be considered, but it is understood that the Board, acting through its designee, the Superintendent, retains the right to consider all such requests and to make any necessary involuntary transfers, within the respective classifications of secondary principal and secondary assistant principal, on the basis of the overall educational needs of the District.

For purposes of this section, Secondary Principals and Campus Directors shall be treated as one classification.

c.) Secondary Assistant Principals and Deans

In the event of a reduction of staff, the Board shall make every attempt to lay off those secondary assistant principals with the least amount of service within their respective classification(s). In the event of a tie in the amount of service, the Board shall consider the factors listed in sub-section c. of this section, it being understood that the final decision in this regard resides with the Board. Any available openings shall be posted and the present staff will be allowed to express transfer preferences. The desires and wishes of the individual(s) requesting a transfer will be considered, but it is understood that the Board, acting through its designee, the Superintendent, retains the right to consider all such requests and to make any necessary involuntary transfers, within the respective classifications of secondary assistant principal, on the basis of the overall educational needs of the District.

For purposes of this section, secondary principals and deans shall be treated as one classifications.

d.) Central Office and All Others

The Board agrees to consider the relative length of service of individuals when planning necessary reductions in staff; however, it is understood that the overall educational needs of the District shall first be considered when making any reduction(s), or in any elimination of program(s) or position(s) within this classification.

The Board will attempt, within the classification category, and insofar as it is able, to place individual(s) whose position(s) have been eliminated into another administrative position presently occupied by a less senior person to the extent that their experience, evaluations, certifications, qualifications, ability, and academic training allow.

4. It is agreed that the skills necessary to operate the District will be retained and that no application of this procedure shall in any manner compel the School District to retain or recall any person in any position for which he/she cannot perform all the duties and meet all the requirements of the position category.
5. Recall will be in the reverse order of reduction but recall rights will not extend beyond a period of time equal to the employee's term of employment as an administrator/supervisor in the City of Saginaw Public School System.
6. The prerogative of the Board to lay off members of the "Group," i.e. the employees referenced in this Agreement, as provided for in this Article, supersedes any right to a second year of employment as an administrator/supervisor which may be granted by the contract, in particular, in Article IV., Section A., and in Appendix B, Administrative Contract. Two (2) year individual contracts shall revert to one (1) year contracts for those administrators who are affected by layoffs because of economic conditions, a contracting student population, or other administrative reasons.

C. Recall - Following the application of the above-cited reorganization and/or transfer provisions, recall will be implemented according to the below-cited provisions:

1. Assignment to a position declared available and vacant by the Superintendent or his/her designee shall be on the basis of total Length-of-Service Credit, per the provisions of Section A., 4., above. Recall assignment shall be to an available and vacant position and/or program within a classification in which the administrator/supervisor has served in a

previous capacity, provided he/she is qualified and provided the total length of service credit entitles the person. It is understood that the designation of the specific position assignment(s) as a result of all recall assignments is at the discretion of the Superintendent or his/her designee. In the event an administrator/supervisor has acquired length of service credit in more than one classification, where there are vacancies, the Superintendent shall have the option of determining to which of the classifications the employee is recalled.

2. In the event of recall assignment, it is understood that the pay, benefits, and work year levels shall be as determined by the appropriate listing of the position within a particular class, per Article IX. That is, an assignment by virtue of recall shall not constitute an involuntary transfer.
3. An individual's recall rights shall terminate two (2) years after the effective date of layoff.
4. Recall - Limitations on

The parties agree an employee's eligibility for recall shall immediately terminate and all length-of-service rights shall be severed if he/she:

- a. Accepts any full-time employment that is comparable or similar to his/her former position, provided, however, that a judgment as to a "comparable" and/or "similar" position shall be made on a case-by-case basis and provided further that prior to such a determination an opportunity shall be provided for representatives of the group to be consulted.
- b. Resigns, or his/her employment by the Board is otherwise terminated, or
- c. Fails to report and/or be available to commence working as per the conditions of the Board's recall notice, i.e. if an administrator/supervisor fails to accept an offer of re-employment in a Group position for which he/she is judged qualified, unless temporarily ill, within fifteen (15) days from date of receipt of notification, the Administrator shall have no further rights of reinstatement.
- d. The Board's notice of recall shall be transmitted by certified mail to the employee's most recent address on file with the Board. Employees are responsible for keeping the Board informed of their current address.



- D. In applying the word "qualified" or "qualifications" for purposes of the provisions of this Article, the following factors shall be utilized: experience, evaluations, certification(s), qualifications, ability and academic training.

## ARTICLE XII

### Grievance Procedures

#### A. Definition

1. A claim by an administrator of a violation, misinterpretation, or misapplication of any provision of this handbook when relating to wages, hours or conditions of employment may be processed as hereinafter provided.
2. The number of days indicated at each step of this procedure is contract days of the grievant, unless otherwise specified. Time limits may be extended by mutual consent.

#### B. Procedure

1. Level One: An administrator shall first discuss the concern with the immediate supervisor. The administrator may, at his/her own discretion, be accompanied to this meeting by the president of the administrators or designee. If the problem is not resolved at this time, the administrator may invoke the formal grievance procedure by completing the administrative grievance form provided by the District. A copy of the grievance form shall be delivered to the immediate supervisor within 20 days of occurrence of the act or condition causing concern.

Within four (4) days of the receipt of the written grievance, the immediate supervisor shall meet with the administrator. The immediate supervisor shall indicate the disposition in writing to the administrator within four (4) days of such meeting.

2. Level Two: If the administrator is not satisfied with the disposition, or if no disposition has been made within four (4) days, (or within eight days of the filing) the grievance shall be submitted to the Superintendent.

Within six (6) days from the filing, the Superintendent or designee shall meet with the administrator to hear testimony. The Superintendent shall respond, in writing, to the administrator within seven (7) days of the hearing, indicating the disposition of the grievance.

3. Level Three: If within seven (7) days of the receipt of the Superintendent's decision, the administrator is not satisfied with the disposition, the administrator may submit the grievance to the Board. Within ten (10) days after receiving the written grievance, the personnel committee of the Board shall schedule a meeting with the administrator for the purpose of resolving the grievance. The ultimate decision on the grievance at Level Three shall be rendered at the next regularly scheduled public meeting after the hearing with the personnel committee of the Board. In no event will such decision be later than thirty (30) days after the date of the hearing.

C. Miscellaneous:

1. All documents, communication, and records pertaining to a grievance shall be filed separately from the personnel files of the participants.

## ARTICLE XIII

### WORK YEAR PROVISIONS

A. Paid holidays are:

Labor Day	Christmas Day New	Good Friday
Thanksgiving Day	Year's Eve Day New	Easter Monday
Day after Thanksgiving Day	Year's Day Martin	Memorial Day
Christmas Eve Day	Luther King Day	4 <sup>th</sup> of July

- B. Should an administrator agree to work additional days beyond the scheduled workdays at the request of the Superintendent, the administrator will be paid his/her daily rate based on work year.

## ARTICLE XIV

### Board Rights

- A. There is reserved exclusively to the Board all responsibilities, powers, rights and authority vested in it by the Laws and Constitution of Michigan and the United States or which have been heretofore properly exercised by it, excepting where expressly and in specific terms limited by other provisions of this Agreement.
- B. It is agreed and understood by the parties that wherever the word "Board" appears in this Agreement it may also mean the Superintendent of Schools and/or his/her designee.

## ARTICLE XV

### Separability and Saving Clause

If any Article or Section of this Agreement, or any Appendix thereto, shall be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or Section shall be restrained by such tribunal pending a final determination as to its validity, the remainder of this Agreement, and any Appendix thereto, or the application of such Article or Section to persons or circumstances other than those as to which it has been held invalid or as to which compliance with or enforcement of has been restrained shall not be affected thereby.

Furthermore, the parties agree that either party, upon notice to the other, may reopen for negotiation the invalidated portion of the Agreement.

ARTICLE XVI

Recognition - Duration of the Agreement

Said agreement is to be in effect for a period of three years, extending from July 1, 2016 through June 30, 2019.

FOR THE BOARD OF EDUCATION

By: [Signature]  
It's President

Date: 8/25/16

By: Dannasa McRae  
It's Secretary

Date: 8/25/16

FOR THE ADMINISTRATORS

By: [Signature]  
It's Representative

Date: 9/1/16

By: [Signature]  
Its Representative

Date: 9/1/16

**Appendix A**  
ADMINISTRATIVE CONTRACT

This contract made the \_\_\_\_\_ day of \_\_\_\_\_ between the Board of Education of the School District of the City of Saginaw, Michigan (hereinafter called the Board), and \_\_\_\_\_ (hereinafter called the Administrator)

WITNESSETH: Said Administrator, being properly qualified in the State of Michigan, hereby contracts with said Board for the period commencing \_\_\_\_\_ and ending \_\_\_\_\_. For and in consideration of such services for the school year \_\_\_\_\_, the Board will pay to said Administrator the sum of \$ \_\_\_\_\_.

Said Administrator shall annually, hereafter, for the period of this contract, receive a supplement stating assignment, number of assigned working months and salary for the ensuing year.

This contract between the Board and said Administrator is subject to the following additional terms and considerations:

1. Assignment for the \_\_\_\_\_ school year
2. Number of assigned working months for the school year \_\_\_\_\_
3. Sick leave shall be allowed according to the policies of this Board with respect to such leave for faculty personnel.
4. Said Administrator shall be eligible only for tenure as a teacher in the District, as granted by Michigan law, but shall not have tenure in any administrative capacity.
5. In the performance of his duties, said Administrator shall be responsible to the Superintendent of Schools, or an agent designated by him.
6. This agreement may be terminated by the School District without liability hereunder for salary, fringe benefits, or the like in the event the administrator is laid off due to a reduction in personnel.

The services of said Administrator shall be in accordance with the General School Laws of the State of Michigan and the policies of the Board of Education of this District.

This appointment, in accordance with the conditions stated herein, must be accepted by signing and returning the original and one copy within fifteen (15) days to the office of the Superintendent of Schools.

Board of Education  
School District of the City of Saginaw

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Date

Return ORIGINAL to the Human Resources Department, Board of Education Bldg., 550 Millard Street, Saginaw, Mich. 48607. Administrator should retain the COPY.

**APPENDIX B**  
ADMINISTRATIVE CONTRACT — PROBATIONARY

This contract made the \_\_\_\_\_ day of \_\_\_\_\_ between the Board of Education of the School District of the City of Saginaw, Michigan (hereinafter called the Board), and \_\_\_\_\_ (hereinafter called the Administrator)

WITNESSETH: Said Administrator, being properly qualified in the State of Michigan, hereby contracts with said Board for the period commencing \_\_\_\_\_ and ending \_\_\_\_\_. For and in consideration of such services for the school year \_\_\_\_\_, the Board will pay to said Administrator the sum of \$ \_\_\_\_\_.

This contract between the Board and said Administrator is subject to the following additional terms and considerations:

1. Assignment for the \_\_\_\_\_ school year
2. Number of assigned working months for the school year \_\_\_\_\_
3. Sick leave shall be allowed according to the policies of this Board with respect to such leave for faculty personnel.
4. Said Administrator shall be eligible only for tenure as a teacher in the District, as granted by Michigan law, but shall not have tenure in any administrative capacity.
5. In the performance of his duties, said Administrator shall be responsible to the Superintendent of Schools, or an agent designated by him.
6. This Agreement may be terminated by the School District without liability hereunder for salary, fringe benefits, or the like in the event the administrator is laid off for any reason whatsoever, is transferred to a non-administrative position, or is terminated from employment for any reason whatsoever, subject only to applicable provisions of law.

The services of said Administrator shall be in accordance with the General School Laws of the State of Michigan and the policies of the Board of Education of this District.

This appointment, in accordance with the conditions stated herein, must be accepted by signing and returning the original and one copy within fifteen (15) days to the office of the Superintendent of Schools.

Board of Education  
School District of the City of Saginaw

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Date

Return ORIGINAL to the Human Resources Department, Board of Education Bldg., 550 Millard Street, Saginaw, Mich. 48607. Administrator should retain the COPY.

## Appendix C

### SCHOOL DISTRICT OF THE CITY OF SAGINAW ADMINISTRATIVE AND SUPERVISORY PERSONNEL SALARY SCHEDULE 2016-17 through 2018-19

#### ADDITIVES FOR TRAINING BEYOND THE MASTERS:

(0)	Based on top MA.....	No Additive
(1)	MA+15 .....	\$1,758
(2)	MA+30 .....	\$3,518
(3)	MA+45 .....	\$4,985
(4)	Ph. D./Ed. D. ....	\$6,452

CLASS WORK YEAR (Days/Months)		(1) 50%	S (2) 60%	T. (3) 70%	E (4)80%	P 90%	S (5)
(A) 10.5 Month Supervisors	10.5	\$70,138	\$71,557	\$72,976	\$74,394	\$75,813	\$77,231
(B) Secondary Assistant Principals	10.5/ 204	\$71,714	\$73,448	\$75,182	\$76,916	\$78,649	\$80,382
(C) 12 Month Supervisors	12	\$71,714	\$73,448	\$75,182	\$76,916	\$78,649	\$80,382
(D) Directors	12	\$76,442	\$79,121	\$81,802	\$84,480	\$87,160	\$89,841
(E) Middle School Principal	10.5/ 213	\$78,019	\$81,014	\$84,008	\$87,002	\$89,999	\$92,994
(F) High School Principals SCC Campus Director	12/ 227	\$82,747	\$86,688	\$90,629	\$94,578	\$98,510	\$102,449
(G) Elem Principals Schools	10.5/ 209	\$73,040	\$75,348	\$77,653	\$79,960	\$82,267	\$84,573

FIR/LR - 05/2014