

**CHESANING ADMINISTRATORS'  
ASSOCIATION**

**AND**

**CHESANING UNION SCHOOLS  
BOARD OF EDUCATION**

**OFFICIAL  
WORKING AGREEMENT**

2009 ~ 2013

## **PREAMBLE**

This agreement, by and between the Board of Education of Chesaning Union (hereinafter the BOARD) and the Chesaning Administrators Association (hereinafter the ASSOCIATION) entered into this 1st day of July, 2009.

## **ARTICLE I - RECOGNITION**

### Section 1

The Board hereby recognizes the Association as the exclusive bargaining representative pursuant to Act 379, P.A. 1965, as amended, for all Elementary Principals, Assistant Elementary Principals, Middle School Principals, Assistant Middle School Principals, High School Principal, and Assistant High School Principals, the Curriculum Director, and the Athletic Director / Community Education Director.

### Section 2

When the Board shall create any new administrative classification, the parties shall meet to bargain concerning the inclusion of that classification into the unit. Should the parties be unable to reach agreement, the dispute shall be settled pursuant to a unit clarification petition filed with the Michigan Employment Relations Commission.

### Section 3

The term "Administrator", when used herein, shall refer to all members of the bargaining unit represented by the Association.

## **ARTICLE II - ASSOCIATION SECURITY**

Within thirty (30) days of the commencement of employment in the bargaining unit or the execution of this agreement, whichever occurs later, each administrator shall, as a condition of continued employment, either maintain membership in the Association or pay to the Association any service fees, equivalent to the amount of dues uniformly required of members.

## **ARTICLE III - DUES DEDUCTION**

It is agreed pursuant to Act 390, P.A. 1978, that the Board shall deduct either (1) initiation fees, membership dues, and assessments or (2) service fees, as required in Article II, in amounts designated in writing by the Association from the pay of each administrator who has submitted to the Association a signed authorization. These deductions shall be made in equal installments determined by the number of months remaining in the school year at the time that notification of the amounts due is received from the Association. All amounts so deducted shall be forwarded to the Association within seven (7) days. Administrators shall not be subject to termination or involuntary deduction if he/she declines to make such deduction.

## **ARTICLE IV - ASSOCIATION RIGHTS**

### Section 1

The Association shall have the right to use school buildings and facilities for Association business without charge upon the approval of the Superintendent.

### Section 2

The Board agrees to furnish, within a reasonable time, all verified and/or Board approved information they are legally entitled to, requested by the Association concerning the finances of the district in addition to information required to be furnished under the Freedom of Information Act and/or the Public Employment Relations Act.

### Section 3

The Association shall be consulted prior to any changes in the evaluation procedures or instruments used by members of the Association in evaluating employees outside the bargaining unit.

## **ARTICLE V - ADMINISTRATOR RIGHTS**

### Section 1

No elementary principal shall be responsible for the operation of more than one building if the second building brings his/her student load to more than 500 students.

### Section 2

Extra duties, as outlined in Schedule B of this agreement, may be assigned by the superintendent. Duties not listed in Schedule B may be assigned by the superintendent with no additional compensation. However, the superintendent may add compensated duties to Schedule B, in consultation with the Association. Any involuntarily assigned duties will not be included in the assigned employee's evaluation for the first year of the assignment. However, this does not relieve the employee from providing a professional and accountable level of service.

### Section 3

The Board and the Superintendent shall support the actions of administrators when said actions are within the scope of the administrator's employment, as long as the administrator was using good judgment and acting in a reasonable manner.

### Section 4

The Board agrees that, whenever possible, each principal and director shall have the opportunity to interview and make recommendations concerning all newly hired personnel being considered for assignment to his/her building or department.

### Section 5

The Board agrees that the private life of any administrator is not an appropriate matter for the concern or attention of the Board unless it adversely affects the administrator's ability to carry out professional functions or responsibilities to the school district or to act as a representative of the district. Nothing in this provision shall restrict the Board from taking action which it is required or permitted to take under the Revised School Code.

Section 6

All administrators shall be accorded, in regard to their personnel file, those rights to examination, copying and comment provided under the Bullard-Plawecki Employee Right to Know Act. In addition, the administrator may exercise these rights at all reasonable times, and with an Association representative present, if so requested.

Section 7

Each building principal shall have the right to make the determination regarding each pupil's assignment within his/her building as long as this determination is made in accordance with the Board's policies concerning such assignments.

Section 8

Each building principal shall have the right to control student discipline within his/her building consistent with the law unless otherwise limited by Board policies and procedures concerning the discipline of students.

Section 9

All administrators shall be notified by April 1st of their tentative administrative assignments for the upcoming school year.

Section 10

Administrators shall be entitled to Association representation, upon request, at all interviews or conferences where the possibility of disciplinary action will be discussed or where discipline will be imposed.

***ARTICLE VI - VACANCIES, PROMOTIONS, AND TRANSFERS***

Section 1

Vacant administrative positions, including newly created positions, shall be posted within the school district for a period of no less than ten (10) days.

Section 2

The posting shall contain the responsibilities and duties of the position and set forth the desired qualifications.

Section 3

All administrators who apply for an administrative vacancy shall be considered for the position.

Section 4

When school is not in session, posting shall be accomplished by mailing a copy of the posting to each administrator who has left an address with the Superintendent for this purpose. The ten (10) days shall run from the time of mailing.

Section 5

Vacancies may be filled on a temporary basis not to exceed 2 calendar months by members of the Association provided the affected administrator(s) shall be paid at the base rate plus longevity (if applicable) for that position or his/her normal wages, whichever are greater. No administrator holding a position with a base higher than that of the vacant position may be temporarily assigned that position without his/her consent.

Section 6

Promotions within the bargaining unit shall be handled under Article IV - Vacancies.

Section 7

Promotions outside the bargaining unit shall be handled under Article VI - Vacancies, Sections 1, 2, 3 & 5.

Section 8

A transfer is a change in assignment from within a classification or between classifications.

Section 9

Administrators shall be permitted to transfer to vacant positions pursuant to the provisions of Article VI.

**ARTICLE IX - EVALUATIONS**

Section 1

Administrators shall be fairly evaluated pursuant to readily definable objectives.

Section 2

All evaluations shall be based upon factual information.

Section 3

The evaluation process shall not be used for purposes of harassment.

Section 4

No evaluation shall be completed until after a conference between the affected administrator and his/her evaluator during which the proposed contents of the evaluation are discussed.

Section 5

Should no evaluation be conducted prior to the close of the school year, the administrator's performance shall be deemed to have been satisfactory in all respects and for all purposes.

Section 6

The administrator shall be permitted to have an Association representative present in any evaluation interview upon his/her request.

Section 7

No evaluation or survey prepared by persons other than the administrator's evaluator shall become a part of the administrator's personnel file. Evaluations shall only be conducted by a qualified person or persons as determined by the Superintendent.

#### Section 8

The administrator may prepare a response to his/her evaluation within ten (10) days of receipt of the evaluation which shall be incorporated therein and become a part of the evaluation.

### **ARTICLE X - COMPLAINTS**

In the event that a citizen should raise a complaint to the Superintendent concerning an administrator, an employee whom he/she supervises, or a program, the citizen or the Superintendent shall first discuss the matter with the affected administrator before the complaint goes before the Board.

### **ARTICLE XI - PROGRESSIVE DISCIPLINE**

#### Section 1

The Board agrees that its rules and regulations governing employee conduct shall be reasonable and that any discipline shall be for just cause.

#### Section 2

Before determining not to renew a contract or determining to discipline, demote or discharge an administrator, the Board shall offer assistance to the administrator in correcting his/her inadequacies giving rise to the reasons for the contemplated action.

#### Section 3

Reasonable assistance may consist of the following:

- a. Conferences shall be held between the administrator and his/her immediate supervisor dealing with the clearly identified inadequacies. Remedies will be specified in writing if so requested by the affected administrator.
- b. If the problem persists, and when possible, a formal warning shall be issued to the administrator. The warning shall contain the specific inadequacies in writing and timelines for achieving the established remedies will be established in consultation with the Association/individual and the Superintendent.
- c. If the problem continues to persist, a formal evaluation shall be conducted of the individual's performance during which the individual may, upon request, be accompanied by an Association representative.
- d. No administrator's contract shall be terminated, unless with just cause, and only then with 90 days notice.
- e. This procedure shall not apply to non-renewed processes. Non-renewed processes shall be subject to **Revised School Code** section 1229.

#### Section 4

When there is just cause for the immediate discharge or demotion of the administrator and no prospect of rehabilitation exists, the Board may act immediately upon written notice and the

provisions of Sections 2 and 3 shall be inapplicable. The administrator and/or the Association shall, however, have the right to grieve the discipline imposed.

## **ARTICLE XII - INDIVIDUAL CONTRACTS**

### Section 1

All administrators shall be employed under written individual contracts, the terms of which shall be subject to and consistent with the terms of this agreement. Said contracts shall be effective on a July 1st and shall terminate on a June 30th.

### Section 2

All administrators who have been employed in the bargaining unit for at least two years shall receive two year contracts.

### Section 3

All administrator contracts (who qualify under Section 2) shall be extended for one year unless notice of non-renewal is received prior to **April** 1st of the school year. This notice shall not be construed in any administrative, judicial or quasi-judicial proceeding to satisfy the requirements of P.A. 183 unless it is given in the year in which the contract is due to terminate. The notice shall specify the reasons for its issuance.

### Section 4

No individual contracts will include any language that makes reference to tenure in that position or any other administrative position.

## **ARTICLE XIII - SENIORITY**

### Section 1

- a. District Seniority is the length of continuous service in the Chesaning Education Association and/or the Chesaning Administrators' Association.
- b. Bargaining Unit Seniority is defined as length of continuous service in the bargaining unit, including periods during which the administration has recall rights to the bargaining unit.
- c. Bargaining Unit Seniority will start with the length of administrative service the administrator presently has when this contract goes into effect.

### Section 2

In the event that an administrator with teaching experience in Chesaning returns to the teachers' bargaining unit, his/her salary step shall be based upon District Seniority at the time of the return.

### Section 3

Administrators leaving the bargaining unit, but remaining in the Chesaning School System, shall retain all seniority but shall not accumulate additional seniority with the exception of District Seniority.

## **ARTICLE XIV - CREATION OR ELIMINATION OF POSTINGS**

Section 1

It is agreed that the Association will be given the opportunity to make recommendations to the Superintendent prior to the Board taking action to approve new administrative positions within the bargaining unit.

Section 2

All new positions within the bargaining unit shall be posted and filled in accordance with the provisions of Article VI - Vacancies.

Section 3

It is agreed that before any rates of pay, wages, hours or other conditions of employment are established for a new administrative position within the bargaining unit, the parties shall engage in collective bargaining. Interim wages, hours and working conditions may be established by the Board, but said wages, hours and working conditions shall not establish the status quo and any wages, hours or conditions of employment established through bargaining shall be given full retroactively.

**ARTICLE XV - REDUCTION AND RECALL**

Section 1

Where a reduction in force shall take place pursuant to Article XIV, retention of a position within the bargaining unit shall be based upon bargaining unit seniority, provided that more seniority employee is certified, qualified, and has fulfilled the state of Michigan administrator requirements in effect at the time for the remaining positions.

Section 2

Openings created by the application of Section 1 shall be filled on the basis of Bargaining Unit Seniority.

Section 3

All present administrators required to take a position with a lesser base pay shall not suffer a reduction in overall salary until the termination of their continuing contract. Any administrator hired after the effective date of this contract will be given only a one-year (present year) salary guarantee if required to take a position with a lesser base pay.

Section 4

All administrators who are reduced from the bargaining unit shall have recall rights equivalent to their years of Bargaining Unit Seniority but in no event shall those rights extend beyond three (3) years.

**ARTICLE XVI - JOB DESCRIPTION**

Job descriptions will be revised if needed and kept in an administrative manual and issued upon request to employee.

**ARTICLE XVII - WORK SCHEDULE**

Section 1

**During each year of this agreement, the administrators shall work all work days with the exception of scheduled student breaks and holidays.**

Section 2

Administrators are expected to be present or make arrangements for adequate supervision whenever their school building or department is sponsoring school activities that involve students, parents, or teachers for which they are responsible.

Section 3

As part of their professional responsibilities administrators will attend meetings called by central office administrators or the Board of Education.

Section 4

**In the event that the administrator is required or requested to work beyond the contract work day parameter an arrangement will be made by the superintendent. These days must be approved first by the Superintendent.**

**ARTICLE XVIII - PROFESSIONAL GROWTH**

Section 1

The Board shall pay the National and State dues for each administrator of his/her professional organization, i.e., the National Association of Elementary and Middle School Principals, the Michigan Elementary and Middle School Principals Association, etc.

Section 2

The Board recognizes the importance of administrative conferences, school visitations, and education of its administrators. The Board agrees to pay up to \$950 per administrator per year for expenses incurred by administrators while attending approved conferences, classes and visitations.

**ARTICLE XIX - PROTECTION OF ADMINISTRATORS**

Section 1

The Board shall recognize its responsibility to provide all reasonable support and assistance to administrators with respect to maintenance of control and discipline in the schools.

Section 2

Administrators shall report to the Superintendent's office all cases involving serious abusive conduct and/or assaults suffered by them in connection with their employment.

Section 3

The Board shall provide to the Administration legal counsel and representation in legal action brought against him/her from his/her actions arising from his/her job performance within the course and scope of his/her employment.

Section 4

The Board shall maintain General Liability and Errors and Omission insurance in the amount of no less than \$1,000,000.00 which shall include coverage for administration.

Section 5

An administrator absent from his/her duties as a result of an assault or suit while employed in school activities, and the assault or suit is related to performance of duties, shall receive full pay and shall not have the absence charged against his/her sick leave accumulation.

Section 6

The Board shall reimburse any administrator up to two hundred dollars (\$200.00) during the course of one year for the damage or destruction of clothing and/or watches, jewelry, eye glasses, and other personal property provided such damage or destruction occurs on school premises or conducting school business off school property, if connected with the execution of his/her assigned responsibilities was not occasioned by the negligence of the affected administrator, and not covered by the employees insurance.

**ARTICLE XX - BOARD RIGHTS AND RESPONSIBILITIES**

Section 1

The Association and all employees recognize that the Board of Education in its own behalf and on behalf of the Electors of the district, hereby retains and reserves to itself all powers, rights, authorities, duties and responsibilities conferred upon and vested in it by the laws and Constitution of the State of Michigan and the United States. It is further recognized that said powers, rights, authority, duties and responsibilities by the Board of Education, the adoption and promulgation of policies, rules, regulations and practices, and furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only **to** the specific and expressed terms of this Agreement, and then only to the extent that such specific and expressed terms hereof are in conformance with the Constitution and laws of the State of Michigan and the Constitution and laws of the United States.

Section 2

The Association, its officers and members covered by its Agreement, agrees that so long as this Agreement is in effect, there shall be no strikes, sit-downs, sit-ins, slow-downs, withholding of services (in whole or in part), stoppages of work; with the purpose being to alter wages, hours and/or working conditions, or any other related acts that interfere with the normal operations of the Board.

**ARTICLE XXI - SPECIAL CONFERENCES**

The Board and the Association agrees that it or its designee shall meet upon the request of the other party to discuss matters relevant to the administration of this agreement. Said conferences shall not satisfy any requirement to bargain collectively or to meet pursuant to the grievance procedure.

## **ARTICLE XXII - CURRICULUM**

As part of their job, Association members will be expected to serve on committees dealing with curriculum review.

## **ARTICLE XXIII - LEAVES OF ABSENCE**

### Section 1 - Sick Leave

Sick leave is defined as a period of time when an employee is absent because of personal illness or disability. Upon employment and after commencing work, an administrator will be granted enough sick days to take him/her to the point where income protection provided by the Board will take effect.

### Section 2 - Jury Duty

While an Association member is on jury duty the Board will make up the difference between what he/she is paid by the court and his/her regular salary.

### Section 3 - Funeral Leave

- a. A maximum of five (5) days per death in immediate family. Immediate family for purposes of this section will be employee's spouse, children, brother(s), sister(s), parents, brother(s)-in-law, sister(s)-in-law, and parent(s)-in-law.
- b. A maximum of three (3) days per death in the event of death of employee's grandparents. One day for relatives not covered above.

### Section 4 - Personal Leave

Each administrator shall be entitled to three (3) days personal leave per year. Personal leave may be taken upon advance notification to the Superintendent. In the event of an emergency absence advance notification is not necessary.

### Section 5 - Military Leave

Administrators entitled to military leave shall be granted full rights and privileges required by law.

### Section 6 - Illness in the Immediate Family

A maximum of ten (10) paid days per year will be granted for critical illness in the immediate family. The ten (10) paid days are in addition to any protections provided by the Family Medical Leave Act (FMLA). The immediate family for purposes of the section shall be defined as the administrator's spouse, children or parents. Critical illness shall include any illness or injury requiring hospitalization, emergency treatment, surgery or intensive care. Medical verification may be required by the Board.

### Section 7 - General Leave

The administrator may be granted a general leave for periods of up to a year without pay for any reason upon his/her application to the Board. The Board will fill the vacant position for the period of time the leave is granted for. The administrator will be returned to a position within the bargaining unit upon returning from leave. The leaves of absence shall not interrupt service or seniority except by agreement of the Association, the Board, and the administrator.

### **Section 8 – Vacation Leave**

**Each administrator will have vacation days leave per year. Vacation leave may be taken upon advanced notice to and the approval of the superintendent.**

## **ARTICLE XXIV - PENSIONS**

During the length of this agreement, the Administrators will not be required to have any retirement cap. The Board of Education will pay the entire cost less the employee MIP contribution if that so applies.

## **ARTICLE XXV - NON DISCRIMINATION**

The Board shall not, directly or indirectly, discriminate against any member of the Association in regard to wages, hours or working conditions or in the application of the provisions of this agreement by reason of race, creed, religion, color, national origin, handicap, age, sex, marital status, political beliefs or union membership.

## **ARTICLE XXVI - GRIEVANCE AND ARBITRATION PROCEDURE**

### **Section 1**

The term grievance shall be interpreted to mean a complaint by an administrator or by the Association in its own behalf that there has been a violation, misinterpretation or misapplication of this agreement.

### **Section 2 - Step One**

An administrator may initiate a grievance by first discussing the matter with his/her immediate supervisor, within ten (10) days of the events given rising to the grievance. An Association representative shall be provided immediately upon request. If the grievance cannot be satisfactorily resolved at Step One, it may be submitted to Step Two by the Association.

### **Section 3 - Step Two**

Within ten (10) days of the supervisor's response at Step One, or as otherwise provided, the Association shall submit to that supervisor at Step Two a written grievance which shall generally set forth the nature of the dispute and the relief requested. Should either party so request, a grievance meeting shall be had at Step Two between the Association and the supervisor within seven (7) days of the submission of the written grievance. Within ten (10) days of said submission, the supervisor shall provide the Association a written answer to said grievance. If the answer received at Step Two is unacceptable to the Association, the grievance may be appealed to Step Three by the Association within ten days of said answer.

### **Section 4 - Step Three**

The appeal at Step Three shall be made to the Superintendent. Within seven (7) days of the appeal at Step Three, a grievance meeting shall be held between the Association and the Superintendent. Within seven (7) days of said meeting, the Superintendent shall provide the Association with his/her written answer to the grievance. If the answer received at Step Three in

unacceptable to the Association, the grievance may be appealed to Step Four by the Association within ten (10) days of said answer.

#### Section 5 - Step Four

The appeal at Step Four shall be made directly to the Board. The Board shall schedule a grievance hearing within thirty (30) days after the appeal has been lodged. Within seven (7) days following said meeting, the Board shall provide the Association with a written answer. If the answer received at Step Four is unacceptable to the Association, the grievance may be appealed to Step Five by the Association by providing the Board with a written request for arbitration within then (10) days of their answer.

#### Section 6 - Step Five

After the request for arbitration has been made, the parties may attempt to choose a mutually acceptable arbitrator. If this attempt is unsuccessful, the parties shall request a list of seven (7) arbitrators from the American Arbitration Association.

The Arbitrator's ruling shall be final and binding and the exclusive remedy for any breach of contract claims or non-renewal. The Arbitrator shall have no authority to rule on job evaluations or issue back pay awards more than 10 (ten) days prior to the filing of the grievance.

#### Section 7 - General Provisions

- 7.1 All references to "days" in this Article shall be regular work days.
- 7.2 The award of the arbitrators shall be final and binding upon the Board, and Association and all employees affected by the grievance.
- 7.3 The Association may also initiate a grievance by submitting it directly at Step Two or, in the case of grievances involving discipline, in writing, in the form described in Step Two, directly at Step Three.
- 7.4 The costs of the arbitration itself shall be shared equally by the parties, but all costs of preparation and presentation assumed individually by a party shall be its responsibility.
- 7.5 Time limits may be extended by mutual agreement of the parties.
- 7.6 The Association may provide representation through its officers, agents, or other legal counsel.

### **ARTICLE XXVII - VALIDITY OF AGREEMENT**

#### Section 1

The parties mutually agree that the terms and conditions set forth in this agreement represent the full and complete understanding and commitment between the parties hereto which may be altered, changed, added to, deleted from, or modified only through the voluntary mutual consent of the parties in an amendment thereto.

#### Section 2

Should an article, section or clause of this agreement be declared invalid by law or court decision, said article, section or clause as the case may be shall be automatically deleted from this agreement but the remaining articles, sections and/or clauses shall remain in full force and effect for the duration of the agreement.

#### Section 3

This agreement shall supersede Board policies, any rules or regulations or practices of the Board which shall be contrary to or inconsistent with its terms. It shall likewise supersede any contrary, inconsistent terms contained in any individual bargaining unit member contracts heretofore in effect. All future individual bargaining unit member contracts shall be made expressly subject to the terms of this agreement. The provisions of this agreement shall be incorporated into and be considered part of the established policies of the Board.

## **ARTICLE XXVIII - DURATION OF AGREEMENT**

This agreement shall be effective as of July 1, **2009** and shall remain in full force and effect until midnight, June 30, **2013**. For the 2009-10 school year, work days begin August 18, 2009.

At least ninety (90) days prior to the termination of this agreement either party may give the other party notice of its desire to terminate, modify or amend this agreement. Upon receipt of this notice the parties will promptly make arrangements to commence negotiating a successor agreement. In the event that neither party gives notice to the other of its intention to terminate, modify or amend this agreement at least sixty (60) days prior to the expiration date, then the agreement shall automatically be extended **with salary and benefits remaining at the June 30, 2013 level** on the same terms for another year and similarly from year to year thereafter with the same notification requirements.

## **ARTICLE XXIX - COMPENSATION**

### **Salary - See Schedule A**

### **Fringe Package**

#### **1. Health Insurance**

The administrators will be provided with health insurance. Administrators will also be self-insured by the school district for a physical examination every two (2) years to a maximum of \$200.

There will be no refund in health insurance contributions that have taken place prior to this contract implementation.

#### **2. Dental**

All administrators are covered under a self-insured Dental Plan with an Orthodontic Rider.

The basic benefits are covered at 80/ 80/ 80 with a maximum benefit of \$1,800 a year per individual. An orthodontic Rider covering 50% of cost to \$1,500 lifetime maximum is also provided.

#### **3. Life Insurance**

Each administrator is provided with \$100,000 worth of Term Life Insurance. Dependent Life Insurance of \$10,000 on a spouse and \$5,000 per child is also provided by the Board of Education.

#### **4. Managed Sick Leave Plan**

Managed Sick Leave is managed through a short term and long term disability policy.

5. Vision Insurance and Dental Insurance will remain comparable to the same coverage received in the **2006-2009** contract.
6. Additional Benefits
  - A. All administrators are covered by Workman's Compensation Insurance.
  - B. All administrators are eligible for Unemployment Compensation in case of layoff.
  - C. Mileage reimbursement - amount allowed by the I.R.S.
  - D. All administrators are covered by a Hearing Care Rider
7. A comparison in the insurance carrier and coverage will be explored for the Administrative group.
8. Administrators who presently have (Accumulated Sick Days) from the time that they served as a teacher will retain those days, and the district will compensate that employee at the rate of **\$35.00** per day for each day not used upon retirement from the district under MPSERS. Each Administrator will receive a letter with the number of days earned to verify as of June 1999 and a copy will be placed in the employee's personnel file as a future reference.
9. **Merit pay will be based upon an administrator's performance, building performance, and building meeting AYP.**

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**Jan Krause, President**

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**Date**

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**Donald Barnes, Superintendent**

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**Date**

**Chesaning Union Schools  
Administrator Salary Agreement  
Schedule A**

Each administrator will receive base salary and percentage of base salary for Responsibilities, Time, and Experience associated with that position. Merit pay will be added to the overall salary of the administrator. Base, percentages, merit, and vacation days are as follows:

	Base	Resp	Time	Exper	Merit	Vac Days	Per Days
Elem	70,000.00	6.00%	6.00%	0.25%	3,200.00	25.00	3.00
MS Asst	70,000.00	4.00%	4.00%	0.25%	1,700.00	25.00	3.00
MS	70,000.00	10.00%	10.00%	0.25%	4,700.00	20.00	3.00
HS Asst	70,000.00	4.00%	4.00%	0.25%	1,700.00	20.00	3.00
HS	70,000.00	12.00%	12.00%	0.25%	4,700.00	20.00	3.00
Athletic Director	50,000.00	0.00%	0.00%	0.25%	-	25.00	3.00

Extra Duties will be paid on a percentage of base as follows:

<b>Extra Duties</b>	<b>% of Base</b>
AD	10.00%
Title/MEAP	10.00%
Curriculum	10.00%
Custodial	5.00%
FS	10.00%
Maintenance	5.00%
Spec Ed	10.00%
Technology	10.00%
Transportation	10.00%
Drivers' Ed	10.00%
SDFS	1.00%
Game Manager	3.50%

**Increase on Base**

2010-11	0.75%
2011-12	1.25%
2012-13	1.50%