

AGREEMENT

between the

COVERT PUBLIC SCHOOLS

and the

COVERT EDUCATIONAL ASSOCIATION

2018-2021

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PREAMBLE

This agreement made by and between Covert Public Schools District No. 18, Covert, Michigan (hereinafter called the Board) and the Covert Education Association, MEA-NEA (hereinafter called the Association); WITNESSETH:

WHEREAS, the Board has a statutory obligation, pursuant to the Public employment Relations Act, Act 336 of the Michigan Public Acts of 1947 as amended, to bargaining with the Association as the representative of its teaching personnel with respect to hours, wages, terms and conditions of employment, and

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement.

In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I

RECOGNITION AND DEFINITION

- A. The Board recognizes the Association as the sole and exclusive collective bargaining representative for all teachers.

- B. For the purpose of this Agreement, the word “teacher” shall mean all full time and regularly employed part-time certified teachers, reading consultants, mathematic consultants, vocal music directors, instrumental music directors, computer coordinators, social studies consultants, science consultants, guidance counselors for preschool and grades K - 12, social worker, alternative education teacher(s) and media specialist for the regular school term except:
 - 1. Substitute teachers and teachers aides;
 - 2. Supervisory and administrative personnel, including, but not limited to the Superintendent, Assistant Superintendent, Business Manager, Principals, and Assistant Principals.
 - 3. All other employees.

ARTICLE II

MANAGEMENT RIGHTS

The employer, on its own behalf and on behalf of the electors of the School District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and of the United States, including, but without limiting the generality of the foregoing, the right:

- A. To the executive management and administrative control of the school system and its properties and facilities, and the school activities of its employees.
- B. To hire all employees, and subject to the provisions of law, to determine their qualifications and the conditions of their continued employment, or their dismissal or demotion; and to promote, transfer, all such employees.
- C. The right to direct the working force, including the right to hire, promote, suspend and discharge employees, transfer employees, determine the size of the work force and to lay off employees.
- D. Adapt reasonable rules and regulations.
- E. Determine the location or relocation of its facilities, including the establishment or relocation of new schools, buildings, departments, divisions or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities.
- F. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the employer, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms thereof are in conformance with the Constitution and laws of the State of Michigan, and the Constitution of the United States.

ARTICLE III

ASSOCIATION RIGHTS

The Association shall have, in addition to other rights expressly set forth herein or provided by law, the following rights:

- A. Members of the Association employed by the Board shall have the right, without priority, to schedule with the building principal use of school building facilities to conduct Association business. The district shall be reimbursed by the Association for any costs which would not ordinarily be incurred by the school district if said facilities were not used by the Association. The scheduling of such use of the school building facilities shall in no event, be in conflict with any school district or educational activity.
- B. The Association may provide bulletin boards in the teachers' lounge and the Board will provide for the installations.
- C. School reproduction facilities shall not be used for the reproduction of Association materials without prior approval of the Board or Administrative staff.
- D. The use of teacher mail boxes for the conduct of its official business.
- E. Association members or representatives who are not employees of the Board, must check in at the principal's office with no disruption of the schools' educational program or schedule.
- F. The Association and teachers shall be notified in writing of policy or procedural changes related to teaching duties.
- G. The Association shall be granted five (5) Association Business Days annually for the Association officers or representatives to carry on the work of the Association. Association Business Days shall not accumulate from year to year. The CEA President shall notify the teacher's principal at least one (1) week in advance of the use of an Association Business Day. The CEA shall reimburse the Board for the daily rate of the substitute teacher(s) exclusive of FICA and retirement costs. A teacher on an Association Business Day shall provide lesson plans for the substitute.
- H. The Board also agrees to share monthly personnel report or other communication with the Association if there are any bargaining unit members that are on leaves of absence extending one (1) month or more, or that have left the employ of the District for any reason. If there are no changes for the month, then no report needs to be supplied. New employee data, including Name, position/classification, address, email and phone number will be communicated to the Association within seven (7) business days of the hire. Annually, the Board agrees to share bargaining unit member data (if available) including, but not limited to, wages, benefit cost, benefit census and work assignment data electronically within fifteen (15) business days of the written request by the Association.

- I. At the beginning of the school year, the Association shall be afforded the opportunity to collaborate with the Administration in assisting with new teacher orientation, whereas the Association may present and distribute the collective bargaining agreement.

ARTICLE IV

TEACHER RIGHTS AND RESPONSIBILITIES

A. Teacher Protection (Complaints Against a Teacher)

1. A written complaint against a teacher that results in a permanent record of the complaint, will be discussed with the teacher before any action is taken. The teacher will be given an opportunity to resolve the complaint to the satisfaction of the building administrator or superintendent before any record of the complaint is added to the personnel file.
2. A teacher shall have the right to Association Representation for investigations.

B. Personnel Files

The Board will maintain a personnel file for each teacher. These personnel files will be kept in accordance with Bullard-Plawecki Right to Know Act, PA 379 of 1978. A teacher may make periodic reasonable requests to review his/her personnel file.

- (a.) Upon written request within five (5) working days, the administration will provide a reasonable opportunity for the teacher making the request to review the contents of his/her personnel file. The file shall be reviewed in the presence of a school district administrator. The teacher making the request shall not remove any material from the file. Teachers who remove material from a personnel file may be disciplined. If a teacher finds material objectionable, Section B below will govern the process for registering the objection.
- (b.) *Teacher Objection to Material in the Personnel File.* At the request of the teacher, the administrator placing the material in the personnel file found objectionable to the teacher, shall meet with said teacher to discuss the material disputed. The meeting will take place within five (5) days of the written request by the teacher. If the meeting does not resolve the differences, the teacher may rebut the material by placing a written document in the file noting these differences under dispute as allowed by the Bullard-Plawecki Act, PA 379 of 1978.

C. Membership Identification

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

ARTICLE V

EMPLOYEE DISCIPLINE

- A. No bargaining unit member shall be disciplined, reprimanded, discharged, reduced in rank or compensation, or deprived of professional benefits without just cause. Before placing written reprimands in an employee's personnel file, the administrator making the reprimand shall:
1. Discuss the reasons for the reprimand with the employee.
 2. Provide a copy of the reprimand to the employee.
 3. At the request of the employee, allow an Association representative to be present when the reprimand is presented to the employee.
- B. All information forming the basis for any disciplinary action will be made available to the teacher and to the Association.

ARTICLE VI

PROFESSIONAL STANDARDS

- A. Standards. The parties recognize that the certification of a teacher and his/her contractual agreement constitute a continuing representation by the teacher that he/she is qualified to be entrusted with the responsibility for the education of students. Although the parties acknowledge the difficulty of completely and precisely defining the minimum acceptable professional standards for each teacher, it is recognized that they include at least the following:
1. General Competence. A teacher shall maintain such level of professional competence as may be required to adequately discharge his professional responsibilities.
 2. Preparation for Professional Assignments. A teacher shall adequately prepare for the discharge of professional assignments. Adequate preparation shall include the preparation of such material as may be required by a substitute teacher.

3. Performance of Professional Assignments. It is the responsibility of a teacher to work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of specific, measurable and timely student instructional goals. In fulfilling this obligation to the student, a teacher:
- (a.) Shall not, without just cause, restrain the student's independent action in his pursuit of learning, deny the student access to varying points of view nor deliberately suppress or distort subject matter for which the teacher bears responsibility, not seek to impose upon the student his/her own opinions.
 - (b.) Shall direct the instructional material to the assigned subject matter and matters which are reasonably related.
 - (c.) Shall maintain such order and discipline during the conduct of instruction as shall be necessary to provide a suitable learning environment.
 - (d.) Student Evaluation. Each student shall be fairly and impartially evaluated in accordance with guidelines established from time to time by the Board for the evaluation of students. The Association and teachers shall be promptly notified in writing of any policy changes concerning the above.
 - (e.) Professional Conduct. A teacher shall:
 - (1.) Refrain from the use of his/her professional relationship with students for private advantage.
 - (2.) Maintain a professional demeanor in his/her relationship with students, parents, members of the professional staff and the Board.
 - (3.) Refrain from holding outside employment or engaging in activities which materially interfere with the performance of his/her professional assignments.
 - (4.) Be present and prepared to perform professional assignments at the established time and place, except as the reason for such tardiness or absence could not have reasonably been anticipated or avoided, and shall promptly advise the Administration of tardiness or absence in accordance with such notification procedure as may be from time to time established by the Board.
 - (5.) Take adequate precautions to distinguish between his/her personal views and those of the District and shall not knowingly distort or

misrepresent the facts concerning educational matters in direct and indirect public expressions.

(6.) Accept no gratuities, gifts or favors that might impair, or appear to impair, his/her professional judgment nor offer any favor, service or thing of value to obtain special advantage.

(f.) Safety of Students. In the discharge of his/her professional responsibilities a teacher shall make every reasonable effort to protect students from conditions harmful to learning, health or safety. For such purposes, a teacher shall promptly notify the Administration of any defective condition in the physical facilities of the District which may reasonably cause injury to persons or property.

ARTICLE VII

PROFESSIONAL HOURS AND DAYS

A. PROFESSIONAL DAYS:

1. The school calendars represent:

2018 – 2021 180 student days and 5 professional development teacher work days (2 additional for probationary teachers)

2. Teachers agree to teach the required number of days and hours to fulfill State of Michigan Statutes on hours and days of instruction so the school district will be able to receive its financial aid payments without penalty.

3. Based on A., 2. above, secondary and elementary principals shall determine any adjustment necessary to meet State Standards in cooperation with secondary and elementary staff. Agreement requires a 2/3 vote of elementary and/or secondary staff.

B. TEACHING HOURS:

1. The parties recognize the principle of a normal forty (40) hour work week, exclusive of lunch. The teachers' normal teaching hours in the elementary and secondary schools shall be 7 1/4 hours.

2. Student Days

2018 – 2021 180 days

Teacher Report Times

2018 – 2021 Pre-K – 12 7:30 a.m. – 3:30 p.m.

In addition to regular teaching hours, the teacher will be in the building for a total of fifteen (15) minutes. This means fifteen (15) minutes before the scheduled student instructional day of which, the last ten (10) minutes shall be spent within the immediate vicinity of the classroom.

Notwithstanding the above, teachers may leave the building at any time after the buses leave on Fridays and days preceding holidays, provided that students are dismissed at their regularly scheduled time and there are no scheduled staff meetings or professional development activities.

3. School shall begin no earlier than 7:00 a.m., and end no later than 5:00 p.m. The school day may be extended to 5:00 p.m. in order to accommodate unusual scheduling needs, i.e., the schedule of the music instructor.
4. Exceptions to these regulations shall be only with permission of the Principal and his/her notification to the Superintendent.
5. (a.) The Board of Education may schedule classes either before or after the regular student day. These classes are sometimes referred to as “zero or eighth hours”. When these classes exist they will be the same length as other classes included within the regular student day. A teacher who works such an assignment will have a schedule that is sequential to his/her work day so that the instructional/work day is no longer than other members of the building staff with the following exception: When scheduling allows, unless excused by building principal, the teacher is to attend staff meetings where attendance is required of other staff members.

(b.) The above hours shall be defined as voluntary and not mandated by Administration.

C. TARDINESS:

After written notification to the teacher and the Association of tardiness or leaving early, the teacher may be subject to loss of a day’s pay for time lost on future violations. This will be left to the discretion of the Superintendent of schools.

D. PERFORMANCE AND DUTIES:

1. Teachers will spend their school hours in teaching, lesson preparation, and educational affairs of Covert Public Schools.
2. Teachers shall attend all called staff meetings. No more than four (4) staff meetings for a maximum of four and one-half (4.5) hours shall be scheduled during any one month and teachers are not required to stay at staff meetings for more than 1½ hours after dismissal from school. These rules do not apply to staff meetings which may be scheduled on paid professional development days.

Staff meetings may be scheduled before school or during teacher preparation time, provided the Administration agrees and a majority of the staff in that building votes to have the meetings before school or during their preparation time. Before school staff meetings will be limited to starting no more than one (1) hour before students are scheduled to start classes.

3. Teachers shall be available for at least seven (7) evening assignments, excluding any evening for which the teacher receives compensation such as serving as a director, sponsor, or supervisor of a particular activity, club or class. Parent/teacher conferences, Fall and Spring; open house/backpack giveaway, Bulldog Carnival and graduation shall be included as part of the seven (7) evening assignments. Two (2) of the evening assignments may be assigned by the building principal with staff input. In addition, two (2) athletic events may count as one (1) evening assignment, not to exceed one (1) required evening event.
4. All teachers shall be entitled to a duty-free uninterrupted lunch period of thirty (30) minutes.
5. All teachers will be provided a minimum of 45 minutes of preparation time per day per week with a minimum of 20 consecutive minutes per day. The term preparation time shall be construed to include the use of this time for purposes other than preparation such as class meetings, assembly programs and other similar activities, but specifically does not include filling in as a substitute teacher in the classroom.
6. Teachers are to be in the halls five (5) minutes before classes start and also between classes. When possible they should be stationed in close proximity to their assigned rooms.
7. No departure from these norms, except in case of emergency, shall be made without prior consultation and agreement with the Association.

8. Conferences: A teacher shall be reasonably available for consultation with students, parents, members of the professional staff and others.

ARTICLE VIII

A. TEACHING LOAD AND CONDITIONS

1. The pupil-teacher ratio for Elementary K-5 will be as follows:

Pre-Kindergarten	-	Maximum as State law requires
Kindergarten	-	25 maximum
1-3	-	25 maximum
4-5	-	30 maximum

2. The pupil-teacher ratio for Secondary 6-12 will be as follows:

English (ELA) and Science	30 maximum
Foreign Language	30 maximum
Drafting, Art, Occupational Training, Industrial Arts, Home Economics	30 maximum
Physical Education	40 maximum
All other classes	30 maximum
All Special Education	Maximum as State law requires

Middle School and High School will be compensated as followed:
Core subject (Math, Science, English, Social Studies) teachers who teach more than four (4) preps will be compensated at \$700 per semester.

If pupil-teacher ratio exceeds maximum at any time during the school year, the following steps will be taken by the District:

- K-5 classrooms formula would be:
BA-0 salary divided by the number of days the classes are over times the number of students over the maximum.
(Example for K-3: BA-0 \$41,000/185 days = \$222.00 [per day wage] /25 [max students] = \$8.88 x 3 [additional students] = \$26.64 [per day] x 165 [days of overage] = \$4,395.60).
- 4-5 formula would be the same, but divided by 30 for the maximum number of students

- B. In the event schools are closed due to inclement weather, or act of God, and including but not limited to, boiler failure, fires, or epidemics, the district shall utilize all inclement weather days as permitted by the state statutes so as to insure no loss of state aid if schools are closed.

Make up time exceeding the state statutes shall be scheduled by mutual agreement between the district and association or made up at the end of the year.

- C. The Board recognizes the appropriate texts, library reference facilities, maps and globes, laboratory equipment, art supplies, athletic equipment, current periodicals, standard tests and questionnaires and similar materials are tools of the teaching profession. The Administrators and the teachers will confer from time to time for the purpose of improving the selection and use of such educational tools, and the Board, upon majority approval, will implement all joint decisions thereupon made by its representatives and the teachers.
- D. The Board shall make available, adequate lunchroom, restroom, and lavatory facilities exclusively for teacher use and at least one room, appropriately furnished, which shall be reserved for use as a faculty lounge.
- E. Teachers shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being. The Association may consult with the Administration in these matters.
- F. Adequate parking space and telephone availability in the teachers' rooms will continue to be provided to the same degree as has been established by custom in past years.

ARTICLE IX

ASSIGNMENTS, PROMOTIONS, TRANSFERS AND VACANCIES

- A. The Board recognizes that it is desirable in making assignments to consider the interests and aspirations of its teachers. Requests by a teacher for transfer to a different class, building or position shall be made in writing, one copy of which shall be filed with the Superintendent and one copy shall be filed with the Association. The application shall set forth the reasons for transfer, the school, grade, or position sought, and the applicant's academic qualifications. Such requests shall be renewed once each year to assure active consideration by the Board.
- B. When the Board determines that a vacancy exists within the bargaining unit, the Board agrees to weigh the professional background and attainments of all applicants, the length of time each has been in the school system and other relevant factors.

- C. The parties recognize that some changes in grade assignments in the elementary and middle schools and changes in subject assignment in the secondary grades may be necessary.
- D. All teachers shall be given a tentative schedule for the forthcoming year no later than the preceding first day of July. In the event that changes in such schedules are proposed, all teachers affected shall be notified promptly and consulted.
- E. Whenever any vacancy in any professional position in the District shall occur, the Board shall publicize the same by giving written notice of such vacancy to the Association and providing for appropriate posting in every school building. A vacancy shall not be permanently filled until it has been posted for ten (10) days. By the last day of each school year teachers with a specific interest in possible vacancies which may occur during summer break will notify the Superintendent of Schools of their interest on a prescribed form, and shall include their summer address, telephone number and specific position(s) desired. The ten (10) day posting requirement shall be waived ten (10) days prior to the beginning of the school year. However, the Association shall still be notified of the vacancy.

ARTICLE X
PROFESSIONAL IMPROVEMENT

- A. The parties recognize the desirability of providing within the resources and staffing needs of the School District opportunities for:
 - 1. Visits to other classrooms and other schools.
 - 2. Conferences involving other personnel from the District, county, state, region, or nation.
 - 3. Training in classes and workshops.
 - 4. Membership on professional committees.
- B. Opportunity for participation by teachers on an individual basis may be granted by the Superintendent. Reasonable costs incurred by a teacher which have been approved by the Superintendent shall be subject to reimbursement by the Board.

ARTICLE XI
LAYOFF/RECALL PROCEDURE

- A. Seniority shall be defined as length of continuous service in the district beginning with the first day of work during the regular school year.

- B. The Board shall prepare a seniority list and transmit a copy of same to the Association on or before March 15 of each year of this contract. The Association has until April 12 to review the list and to notify the Board of any errors. If no errors are reported the Board may assume the list is accurate.
- C. In the circumstance of more than one (1) teacher beginning employment on the same day, all teachers so affected will participate in a drawing conducted by the Association to determine position on the seniority list. The Association and teachers so affected will be notified in writing of the date, place and time of the drawing. The drawing shall be conducted openly and at a time and place which will reasonably allow affected teachers and Association Representatives to be in attendance. The results of the drawing will result in the permanent seniority placement for any and all of those involved in the drawing.

ARTICLE XII

GRIEVANCE PROCEDURE

A. DEFINITIONS:

1. A “grievance” is defined as an alleged violation of a specific article or section of his Agreement.
2. “Grievant” is the teacher, teachers alleging the grievance, or Association.
3. A “party in interest” is the teacher(s) or Association making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

B. PURPOSE:

1. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances which may from time to time arise. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Nothing contained herein will be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement and that the Association has been given the opportunity to be present at such adjustment.

C. PROCEDURE

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. Should a teacher fail to institute a grievance within the time limits specified, the grievance will not be processed. Should a teacher fail to appeal a decision within the time limits specified, or leave the employ of the Board, all procedure shall be barred. The limits specified may, however, be extended by mutual agreement expressed in written form. In the event a grievance is filed on or after June 1 which, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein will be reduced so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as is possible.

1. Level One:

A teacher with a grievance will first discuss it with his/her principal within five (5) working days of the occurrence with the objective of resolving the matter informally. This may be done alone or with Association Representatives. The names of these representatives will be furnished by the Association to the Principal. Within five (5) working days of receipt of the grievance, the Principal shall meet with the grievant in an effort to resolve the grievance. The Principal shall indicate his/her disposition of the grievance in writing within five (5) working days of such meeting and shall furnish the Association a copy. If no satisfactory solution is reached within this time, the grievant may file in writing said grievance, countersigned by the Association, with the Principal not later than ten (10) working days following the initial discussion. All written grievances invoked herein shall be done by properly filing the grievance form provided in Appendix A of this Agreement. If the grievance involves more than one (1) school building, it may be filed with the Superintendent.

2. Level Two:

If the grievant and Association are not satisfied with the disposition of the grievance or if no disposition has been made within the days specified, the grievance may be filed with the Superintendent within five (5) working days from the written decision of the Principal or from the time allotted if no decision is rendered. Within seven (7) working days the Superintendent or his/her designee shall meet with the Association Representative on the grievance and shall indicate his/her disposition of the grievance in writing within five (5) working days of such meeting and shall furnish a copy thereof to the Association. The Superintendent may require the grievant to be present at said meeting. Should the Superintendent of Schools choose to refer the grievance to the Board of Education for consultation, he/she shall inform the Association that there will be a delay, not to exceed two (2) weeks, in preparing his/her answer.

3. Level Three:

If the Association is not satisfied with the findings, conclusions and recommendations of the Superintendent of Schools, they may within twenty (20) working days, from the time of the Superintendent's decision, appeal the second level disposition to an arbitrator by filing the third level of the grievance form, in writing, signed by grievant and the Association Representative with the Superintendent.

Within ten (10) working days after such written notice of submission to arbitration, the Superintendent of Schools and the Association will agree upon a mutually acceptable arbitrator and will obtain commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such commitment within the specified period, a request for a list of arbitrators will be made to the American Arbitration Association by either party. The parties will be bound by the rules and procedures of the American Arbitration Association in selection of an arbitrator.

D. POWERS OF THE ARBITRATOR

Except as his/her powers are limited below, it shall be the function of the arbitrator to make a decision in cases of alleged violation of the specific articles and sections of this Agreement.

1. He/she shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement.
2. There shall be no appeal from the arbitrator's decision if it is within the scope of his authority as set forth above. It shall be final and binding on the Association, its members, the employee or employees involved, and the Board of Education.
3. The fees and expenses of the arbitrator incurred shall be borne equally by the Board and the Association.
4. He/she shall have no power to establish salary scales or agreed upon working conditions.
5. He/she shall have no power to rule on any matter for which the Michigan Teacher Tenure Commission, Michigan Employment Relations Commission, or the state or federal Civil Rights Commission have jurisdiction.
6. He/she shall not hear any grievances previously barred, as provided in this Agreement, from the scope of the grievance procedure.

7. If either party disputes the arbitrability of any grievance under the terms of this Agreement, the arbitrator shall have no jurisdiction to act on the merits of the issue(s) until he/she has determined that it is arbitrable. In the event that a case is appealed to the arbitrator on which he/she has no power to rule, it shall be referred back to the parties without decision or recommendation on its merits.
 8. The arbitrator shall have no power to order a monetary award on any issue in which monetary benefits are not specifically provided for in this Agreement.
- E. The following matters shall not be the basis of any grievance filed under the procedure outlined in this Article:
1. The termination of services or of failure to re-employ any probationary teacher;
 2. The failure to employ or re-employ any teacher to a position on the extra-curricular schedule.
 3. Any matter involving teacher evaluation.
 4. Any matter subject to the Tenure Act shall not be subject to the Grievance Procedure.
 5. The reprimand or discipline of probationary teachers, with the exception of discharge, shall be grievable, up to but not beyond Level Two of the Grievance Procedure (Article X). The discharge of a probationary teacher, which is other than the failure of the Board to rehire said teacher, shall be appealable (in writing) directly to the Board within five (5) work days of notice of such discharge. The decision of the Board regarding the reprimand, discipline or discharge of probationary teachers shall be final.
 6. Adverse evaluations shall not be considered reprimand or discipline but reprimands or discipline resulting from adverse evaluations shall be grievable subject to the above restrictions. This provision shall not include extra-curricular activities listed on Schedule B.

ARTICLE XIII

LEAVES OF ABSENCE

- A. PAID LEAVES OF ABSENCE:

1. Illness or Disability:

- (a.) All full-time staff members shall receive ten (10) days sick leave per year. The unused portion of such allowance shall accumulate from year to year with a limitation of one hundred twenty (120) days. Routine health examinations, dental appointments, or other matters which might appropriately be covered during vacation periods, will not be chargeable to personal illness without special approval from the building principal and superintendent.
- (b.) A teacher who receives a personal injury arising out of and in the course of his/her employment by the Board and who is subject to the provisions of the Michigan Worker's Compensation Act at the time of such injury shall be paid compensation in the manner and to the extent provided in the Worker's Compensation Act. In the event the injury requires the teacher to be absent from work, the teacher may choose one of the following options:
 - (1.) Draw Worker's Compensation benefits, if permitted by law, with no deduction from accrued sick leave. The Board shall not be required to pay any portion of the teacher's salary for this time period.

OR

- (2.) Instead of option one (1) above, utilize sick leave days to the extent available, on a pro-rated basis, with such days to be deducted from accrued sick leave. To the extent sick leave is available, the teacher shall suffer no loss of salary, provided the teacher has the Worker's Compensation check mailed directly to the school.
- (c.) Absence due to sickness in the teacher's immediate family which reasonably required the presence of the teacher shall be deemed a legitimate use of sick leave. Immediate family shall include father, mother, spouse, children, brother, sister, mother-in-law, father-in-law, grandparents, and grandchildren. However, such leave shall not exceed ten (10) days per year, per immediate family member as defined above.
- (d.) Part-time teachers will receive above benefits on a prorated basis.
- (e.) In the event of absence of a teacher for illness in excess of three (3) working days in a period of thirty (30) days, the Board may require a statement from a physician.

- (f.) Sick leave shall be used for all medical, dental or other reasons for absence which involve the physical or mental health of the teacher. Personal business days shall not be used for such purpose.
- (g.) To receive sick leave payment for maternity purposes, the teacher must perform all duties until physically disabled and return to service as soon as physically able to perform all duties as certified by her physician.
- (h.) Teachers employed for the first time by the District and under contract for the school year shall accumulate sick leave days at the rate of one (1) per month during their first year.

2. Sick Days Diminishing:

Any teacher who after being employed for a period of five (5) years or more with the District and has accumulated at least fifty (50) days of sick leave may submit to the Superintendent, at the end of the school year, but no later than May 30, a request to sell back to the District a maximum of twelve (12) days of the accumulated sick leave at the rate of ninety-five dollars (\$95) per day.

3. Funeral Days:

- (a.) Teachers on a regular school year contract will be entitled to funeral leave as follows: Up to three (3) days leave for a death in their immediate family. Included are spouse, children, sibling(s), parents, grandparents, grandchildren, aunts, uncles, nieces, nephews, mother-in-law, father-in-law, brothers or sisters-in-law, and children of the employee's spouse. Also, up to two (2) days leave for the death of the spouse's grandparents, his/her brothers-in-law or sisters-in-law, nieces and nephews will be granted. Employees are not expected to use more days than are necessary to meet their responsibilities or obligations.

Up to two additional days may be granted by the Superintendent in conjunction with the funeral days if, because of distance, extended travel is necessary or, because the personal relationship of the employee to the deceased requires additional time off.

An employee may request the use of a business day for the funeral of a friend or relative not covered by this policy.

Administration reserves the right to require verification of death of a relative and proof of relationship of such relative to the teacher. Failure to provide proof in a reasonable time will result in loss of pay of the days

taken by the employee, as well as a written reprimand in the employee's personnel file.

4. Personal Business:

- (a.) The purpose of personal business leave is to relieve teachers of financial hardships in situations over which they have no control. Personal business means an activity that requires the teacher's presence during the school day and is of such a nature that it cannot be attended to at a time when school is not in session. Seeking employment or working for monetary gain at another job is specifically excluded as a reason for a personal business day.
- (b.) All full time, regularly employed teachers in the district shall be granted three (3) days of leave per year with pay, which shall be designated as personal leave, to transact personal business which is of urgent nature and cannot be transacted at another time, providing arrangements for such leaves and reasons thereof are made at least three (3) school days in advance with the building principal. The request needs to be signed by the requesting teacher, approving principal and the Superintendent.
- (c.) These rules may be by-passed in cases of emergency.

No more than two persons at any one time may be granted a personal day; in the event of an emergency, the Superintendent may approve a request.

In the event personal leave days are not utilized by the teacher, these days shall be added to the teacher's sick leave bank for that school year. A personal day shall not be granted the day before or the day after any school vacation or legal holiday, except in the case of an emergency. The teacher must request the exception from the Superintendent in writing. The personal leave days will require the approval of the building principal and Superintendent. The decision to approve or deny any such request rests solely with the Superintendent and is not subject to the grievance procedure.

5. Leave Administration:

The leave provisions herein set forth shall be administered in accordance with the following guideline, namely:

- (a.) Leave shall be allocated in one (1) day increments, shall be charged against duty days only and shall cease to accumulate during such periods

as the teacher is on a leave of absence, laid-off or otherwise not regularly providing services to the District.

B. UNPAID LEAVES OF ABSENCES:

A teacher on an unpaid leave will submit in writing, to the office of the Superintendent, a letter stating their interest and ability to return to work by April 15th of the school year (if the intent is to return to work for the beginning of a new school year, August).

Notwithstanding a request to extend an unpaid leave of absence, a teacher not notifying the district of their intent to return to work the following school year by April 15th, will have their name removed from the seniority list at the end of that workday.

In the event the teacher plans to return to the beginning of the second semester or third trimester, having been out the previous semester or trimester, a letter must be directed to the office of the Superintendent at least thirty (30) days prior to the end of the first semester or second trimester of their intent on returning to work.

1. Unpaid Educational Leave:

An unpaid leave of absence may be granted to the teacher for the purpose of professional growth through further education, travel, or public service. Such leaves shall be granted in accordance with the following guidelines, namely:

- (a.) The teacher shall have been continuously employed by the Board for not less than seven (7) full school years, and shall not have taken a leave of absence under this provision, or an equivalent provision, within five (5) years preceding the application.
- (b.) A written application bearing the endorsement and approval of the Superintendent and the Principal shall be filed with the Board no later than April 15 and shall contain at least the following information:
 - (1.) A description of the nature of the educational improvement contemplated.
 - (2.) A description of the expected benefits to be derived by the School District, and
 - (3.) The desired time for the commencement and termination of the leave.
- (c.) The leave of absence shall not exceed one (1) year, provided that a leave may be extended by the Board upon prior written application from the teacher. The Board may further restrict the total number of teachers on an

educational leave of absence at any one time to not more than one (1) teacher from each building but not to exceed a total of four (4) teachers at any one time from the entire staff. The Board shall have the right to deny or to delay the commencement of the leave if the absence of the teacher has assumed a professional responsibility or if a qualified replacement cannot reasonably be found to fill the vacancy that would be created by the absence of the applicant during the period requested. A leave of absence shall not be terminated early without the prior approval of the Board.

- (d.) A teacher shall be credited with time on a leave of absence for purposes of advancement on the salary schedule.
- (e.) A teacher completing more than one-half of the school year will advance to the next step on the salary schedule. Those teachers who do not work at least one-half of a school year will not advance on the salary schedule for the following school year.

2. Unpaid Leaves of Absence for Extended Illness, Disability, and/or Maternity/Paternity Leave

An unpaid leave of absence may be granted to a teacher for an illness, injury, or maternity/paternity leave of up to a full school year of absence. Such leaves shall be granted in accordance with the following guidelines, namely:

- (a.) Where appropriate, a written application shall be submitted within three (3) months after pregnancy has been determined or as soon as practical in the case of illness or injury.
- (b.) The leave shall commence at such time as shall be mutually agreed upon by the Board and the teacher. Except as otherwise agreed, the leave shall terminate only at the beginning of a semester or trimester. The leave period shall not exceed one (1) year, except as the Board may extend the leave period upon the prior written application of the teacher.
- (c.) A teacher shall not be credited with time on a leave of absence for purpose of advancement on the salary schedule.

3. Retirement-Accumulated Sick Leave Days

Teachers who (1) retire through MPSERS after ten (10) or more years of service with the Covert Public Schools, and (2) give notice of their retirement on or before May 30 of the current school year, shall receive \$95.00 for each day of their accumulated sick leave up to \$10,000.00.

4. Education Advancement - Incentive Plan

Any teacher who has been employed as a teacher for a period of five (5) years with the Covert Public Schools and wishes to continue their education beyond a B.A. plus 18 hours required by law stipulation, will be reimbursed by the school district for the graduate courses completed according to the following provisions:

- (a.) To qualify for this section the course of study selected by the teacher must be in a field of education or subject area directly related to the instruction of students in the Covert Public Schools. The school district by example, but not limitation, will not reimburse tuition costs in such fields as school administration, engineering, theology, public administration, or health care. In addition, to be reimbursed, courses must be taken at a state accredited teacher preparation college or university.
- (b.) The district will pay up to a total of eighteen (18) graduate credit hours only on the first (1st) Masters Degree Program.
- (c.) The graduate course completed must be in a master's degree program, and certified by the university in writing to the Office of the Superintendent.
- (d.) The graduate course must be completed and proof of satisfactory completion submitted to the Office of the Superintendent prior to September 15th of each year to be compensated for that school year.
- (e.) The amount of money paid for the graduate course will be based on the average charged by Michigan State University and Western Michigan University. The averages for tuition will be computed and reimbursed at the appropriate rate.
- (f.) Any courses studied by a teacher under a grant program, where tuition has been provided, will not be reimbursed by the Covert School District.

5. Sick Leave Bank:

Sick Leave-Shared Usage: Those persons who have verifiable, serious illness and/or injury, and no longer have any sick leave available to them, may, at the discretion of fellow members of the bargaining unit, receive "a gift" of sick days from one or more members. This may only take place when requested in writing by the employee, recommended by the Association and approved by the

Superintendent or his/her designee. Giving employees must have at least fifty (50) days accumulated and may not give more than 10% of their bank. Total days given may not exceed thirty (30) per year. When a staff member gives days, such days will be subtracted from that employee's sick days and added to the sick/injured employee's bank. Any unused days at the end of the illness/injury period will be returned to the giving employees proportionately. However, if the total return per employee results in a fractional portion, the fractional days will remain with the sick/injured employee. Employees who "give" in a particular year would not be eligible to sell days that year.

Employees who have expended all leave days may, at their option, apply for unpaid leave as provided under the Family & Medical Leave Act.

C. Family and Medical Leave Act (FMLA):

The District recognizes that the provisions of the Family and Medical Leave Act are available to all employees who benefit from the terms and conditions of this agreement. The parties agree that any FMLA will be taken concurrently with any other leave such employees have available.

ARTICLE XIV

PROFESSIONAL COMPENSATION

A. WAGES:

Each teacher shall be entitled to receive wages herein set forth:

1. Regular Compensation:

The district will notify teachers prior to August 1 in those years when there is a need to have twenty-seven (27) pay periods. The basic compensation of each teacher shall be as set forth on Schedule A.

(a.) Professional Experience:

The Board shall place all new professional employees on such steps as indicated by reason of education and experience.

(b.) Academic or certification advancement on the salary schedule shall be made as follows:

(1.) Teachers with at least a Master's Degree shall be paid according to their placement on the Masters column on the salary schedule.

- (2.) All teachers earning a Masters degree shall be placed on the Masters column of the schedule on the beginning of the semester or trimester (of Covert Public Schools) following the receipt of said degree, provided that the teacher(s) shall submit proof of such advancement not later than thirty (30) days after the beginning of such school semester or trimester.
- (3.) To be eligible for placement on the MA + 15 Salary Schedule, a teacher must possess at least fifteen semester hours beyond an earned master's degree. Undergraduate courses shall not count for placement on the MA + 15 Salary Schedule unless it would directly benefit the educational program, is in the teacher's subject area of assignment, and is approved by the Superintendent in advance.

(c.) Salary Steps:

A teacher shall automatically advance to the next salary step at the beginning of each school year unless the teacher shall have received a definite written statement of unsatisfactory service and the recommendation of the Administration of no advancement on the salary schedule. In such event, the teacher shall have the right to a private or public hearing before the Board, if requested within fifteen (15) days after receipt of such notice. For the purpose of this provision, unsatisfactory service shall include the failure of a teacher to maintain the minimum professional standards herein set forth or the material breach of the teacher of the individual contract of employment or the provisions of this Collective Bargaining Agreement. A non-certified teacher shall remain at step 0 of the salary schedule.

- (d.) Each teacher will be paid on the basis of twenty-six (26) equal installments per year, unless the teacher elects, at the beginning of each school year, to receive his pay in bi weekly installments beginning with the first pay period of the school year, and ending with the pay period in which the last day of the school year falls.

B. STUDENT ACTIVITIES:

Student duty assignments described on Schedule B shall be compensated as therein provided.

C. INSURANCE:

All medical and other insurance shall be provided on the terms and conditions set forth on Schedule C.

D. DEDUCTIONS:

The Board shall make payroll deductions upon written authorization by the teacher for the following:

1. United Way
2. United Federal Credit Union
3. IDS Annuities
4. MEFSA Annuities
5. Berrien County Teachers Credit Union
6. Pension Design Annuities
7. Other deductions approved by the Board

Teachers who are currently involved in payroll deduction programs as of September 1, 1980, which are not listed above, shall be allowed to have such deductions continue.

The Board may assess and deduct a service fee of \$5.00 from a teacher's paycheck for each processing of garnishments and other court assessed deductions involving said teacher(s).

ARTICLE XV

DRUG-FREE WORKPLACE

- A. Employees shall not possess, sell or take part in the distribution of intoxicants or illegal drugs during a work period, or activity. In compliance with the Federal Government Drug-Free Workplace Act of 1988 (PL 100-690 Title V, Subtitle D), employees who violate any of the above may be subject to disciplinary sanctions consistent with due process, applicable laws and collective bargaining agreements, which may result in penalties up to and including discharge.
- B. By written agreement of the School District, Association and involved employee, a disciplinary sanction imposed under this Agreement may be suspended, held in abeyance, reduced, rescinded and/or waived where the employee successfully participates in an Employee Assistance and/or Rehabilitation Program. As a condition of participation in such programs, the involved employee shall provide all consent and authorization necessary for the district to have access to information pertaining to the employee's progress, interment, and prognosis for return to work.

ARTICLE XVI

CONTINUITY OF OPERATION

The Association and the Board subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the school program. The Association, therefore, agrees that its officers, representatives and members shall not authorize, instigate, cause, aid, encourage, ratify or condone, nor shall any teacher take part in any strike, slowdown or stoppage of work, or other interruption of activities in the school system. Failure or refusal on the part of any teacher to comply with the provisions of this Article may be subject to disciplinary action up to and including dismissal.

ARTICLE XVII
DURATION OF AGREEMENT

This Agreement constitutes the sole and entire existing Agreement between the parties and supersedes all prior practices, whether oral or written and expresses all obligations of, and restrictions imposed upon, the Board and the Association. This Agreement is subject to amendment, alteration or additions, only by subsequent written agreement between, and executed by the Board and the Association. The waiver of any breach, term or condition of the Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and conditions.

All articles of the Agreement shall be effective from the date of ratification through June 30, 2021.

In Witness Whereof, the parties have executed this Agreement by their duly authorized representative the day and year first written above.

By: _____
President of the Board (Date)

By: _____
CEA President (Date)

By: _____
Secretary of the Board (Date)

By: _____
CEA Negotiations Chairperson (Date)

By: _____
Board Chief Negotiator (Date)

By: _____
VBCEA Representative (Date)

By: _____
Team Member (Date)

By: _____
Team Member (Date)

By: _____
Team Member (Date)

By: _____
Team Member (Date)

By: _____
Superintendent (Date)

By: _____
Team Member (Date)

**COVERT EDUCATION ASSOCIATION
2018-2019**

**SCHEDULE A (@ 2%)
BASIC COMPENSATION**

STEP	BA	MA	MA+15
0	\$40,718	\$45,754	\$48,041
1	\$42,473	\$ 47,747	\$ 50,131
2	\$ 44,231	\$ 49,735	\$ 52,223
3	\$ 45,991	\$ 51,724	\$ 54,311
4	\$ 47,744	\$ 53,719	\$56,399
5	\$ 49,504	\$55,701	\$ 58,485
6	\$ 51,258	\$ 57,690	\$ 60,572
7	\$ 53,016	\$ 59,683	\$ 62,666
8	\$54,771	\$61,671	\$ 64,747
9	\$56,528	\$63,661	\$ 66,847
10	\$ 58,283	\$65,645	\$ 68,939
11	\$ 60,047	\$67,648	\$ 71,030
12	\$ 61,800	\$ 69,632	\$ 73,114
13	\$63,073	\$70,905	\$74,387

**COVERT EDUCATION ASSOCIATION
2019-2020**

**SCHEDULE A (@ 2%)
BASIC COMPENSATION**

STEP	BA	MA	MA+15
0	\$41,532	\$46,669	\$49,002
1	\$43,322	\$ 48,702	\$ 51,134
2	\$ 45,116	\$ 50,730	\$ 53,267
3	\$ 46,911	\$ 52,758	\$ 55,397
4	\$ 48,699	\$ 54,793	\$57,527
5	\$ 50,494	\$56,815	\$ 59,655
6	\$52,283	\$ 58,844	\$ 61,783
7	\$54,076	\$ 60,877	\$ 63,919
8	\$55,866	\$62,904	\$ 66,042
9	\$57,659	\$64,934	\$ 68,184
10	\$ 59,449	\$66,958	\$ 70,318
11	\$ 61,248	\$69,001	\$ 72,451
12	\$ 63,036	\$ 71,025	\$ 74,576
13	\$64,334	\$72,323	\$75,875

**COVERT EDUCATION ASSOCIATION
2020-2021**

**SCHEDULE A (@ 1%)
BASIC COMPENSATION**

STEP	BA	MA	MA+15
0	\$41,947	\$47,136	\$49,492
1	\$43,755	\$ 49,189	\$ 51,645
2	\$45,567	\$ 51,237	\$53,800
3	\$ 47,380	\$ 53,286	\$55,951
4	\$ 49,186	\$ 55,341	\$58,102
5	\$ 50,999	\$57,383	\$60,252
6	\$ 52,806	\$ 59,432	\$ 62,401
7	\$ 54,617	\$ 61,486	\$ 64,558
8	\$56,625	\$63,533	\$ 66,702
9	\$58,236	\$65,583	\$ 68,866
10	\$60,043	\$67,628	\$ 71,021
11	\$61,860	\$69,691	\$ 73,176
12	\$ 63,666	\$ 71,735	\$ 75,322
13	\$64,977	\$73,046	\$76,634

SCHEDULE A (Continued)

A. LONGEVITY:

Teachers who have completed five (5) years on the maximum level of the appropriate salary schedule will receive one-thousand (\$1,000.00).

B. HOURLY AND EXTRA COMPENSATION:

1. If an elementary teacher shall not receive the planning time specified in the master agreement, the teacher shall receive for each hour of planning time not receive the sum of \$25.00.
2. A teacher who agrees to instruct, during the regular instructional day, an additional class, shall receive the amount equivalent to 1/5 of the salary stated for BA-0.

	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>
3. Special work Assignments (Hourly Rate):			
Summer Curriculum work without students	25.00	25.00	25.00
Summer School - working with children (at a ratio of no fewer than 10-1)	25.00	25.00	25.00
Band instruction-summer-with children (at a ratio of at least 10-1)	25.00	25.00	25.00

The Administration will appoint those teachers to the program as it feels necessary to adequately operate it. Summer Curriculum and Summer School Programs will operate with teachers selected by the administration. Teachers may volunteer for the above, and the administration will select based on need.

	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>
4. Driver Education Instructor	25.05	25.05	25.05
Driver Education Associate Instructor	21.58	21.58	21.58

The instructors' duties will be to organize the list of students to enroll in the course, secure the classroom, all teaching aids, to check attendance accurately of all students and approve the final grades and tests. A maximum of seven (7) additional hours of administrative time is allowed, in excess of actual driving and teaching time, for administrative duties of the instructor.

5. Up to fifteen (15) days may be added to the contract of instructional music, and shop teachers and guidance and reading directors upon administration request and the approval of the Board, in which event the compensation of such persons shall be proportionately increased.

6. Noon hour supervision (30 minutes per day) shall be compensated at the rate of \$2,589 per year.
7. The Board will pay retirement on all salaries (money) earned.
8. The Board of Education agrees to compensate employees who inadvertently work more than the regularly contracted teacher days because they were in transit to, or were in attendance at, a conference, seminar or similar activity when school was canceled for a day or a portion of a day and other teachers were not required to work. Compensation may be made for that day, or a portion of that day, at the discretion of the Superintendent in the following manner: 1) The teacher may have the make-up time off; 2) The Superintendent may select another day, or part of day, the teacher may have off; 3) The Superintendent may choose to pay the teacher at the teacher's per diem rate of pay for that day or portion of that day for which the teacher is entitled to be paid.

However, nothing in this section prevents the teacher from refusing any of the above options and performing "gratis" for the additional day. This excludes, by example but not limitation, those teachers who voluntarily work weekend activities, vacation period workshops, or those on after school Schedule "B" assignments.

SCHEDULE B
COACHING POSITIONS

Varsity Football	\$3770
Varsity Basketball	\$3770
Junior Varsity Basketball	\$2267
Middle School Basketball	\$1517
**basketball is paid per team - boys and girls separate	
Varsity Volleyball	\$3770
Middle School Volleyball	\$1517
Varsity Wrestling	\$3770
Varsity Soccer	\$3770
Middle School Soccer	\$1517
**soccer is paid per team - boys and girls separate	
Varsity Track (boys and girls combined)	\$3770
Middle School Track (combined)	\$1517
Varsity Baseball	\$3770
Varsity Softball	\$3770
Varsity Cross Country (boys and girls combined)	\$3770
Cheerleading Sponsor (MS and HS)	\$1,517
If 2 coaches/sponsors share the work, the stipend is divided equally between the two	

Event worker for sporting events (lines, scoreboard, tickets,etc)	\$14.21/hour
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ACADEMIC/OTHER ACTIVITIES

Senior Class Sponsor	\$3770
Junior Class Sponsor	\$1946
Sophomore Class Sponsor	\$800
Freshman Class Sponsor	\$800
Student Senate Advisor	\$1829 / year
National Honor/Jr Society	\$1903
Elementary National Honor Society	\$951.50
Instrumental Music	\$4412
Vocal Music	\$2211
Academic Challenge/Model UN Sponsor	\$1903
District School Improvement chairs (3 per superintendent approval)	\$1903/year
Science Olympiad	\$1903/year
Girls on the Run Coach (if no parent volunteers) **split amongst staff coaches OR use for coordinator**	\$1,903
Bus Chaperone per trip/per hour	\$24.13
Drama Stipend - 2 plays per year	\$1000/play

- A. Upon the completion of the assignment, each teacher shall submit a written statement to the Athletic Director, any relevant comments concerning:
1. The extent of student participation in the activity and the anticipated student interest for the following school year.

2. The cost of the activity together with a preliminary budget for the next school year.
 3. The elimination or modification of the activity or suggested alternative for the activity.
 4. Any suggested modifications in the job description and the approximate time involved.
 5. Any recommendations or requests for changes in physical facilities, scheduling, or personnel, and
 6. Such additional comments as may be relevant to maintain and improve the quality of the educational program.
- B. If more than one teacher handles a single assignment, the compensation shall be divided by agreement between the teachers prior to the commencement of the activity so that the total compensation shall not exceed the amount allotted to such assignment.
- C. Payment for extra duty can be completed by the first regular pay period following satisfactory completion of the individual's responsibility and completion of the inventory.

SCHEDULE C

HEALTH INSURANCE

- A. Participation in the Van Buren ISD Insurance Consortium, Board Cap on medical premiums (PAK A/PAK C/PAK D/PAK E), 100% of PAK B paid by Board. If a husband and wife are both members of this bargaining unit, one (1) will be eligible for Plan A and the other will be eligible for Plan B.

Plan A

Current MESSA insurance options and benefits as provided by MESSA each year
As of 2018, the options are as follows:

PAK A Benefits

MESSA Choices

Medical - \$1,000/\$2,000 in-network deductible; \$20 office visit, SRx mail

PAK C Benefits

MESSA ABC Plan 3

Medical - \$3500/\$7000 in-network deductible; ABC Rx

PAK D Benefits

MESSA Choices Plan

Medical - \$500/\$1,000 in-network deductible; \$20 office visit; SRx mail

PAK E Benefits

MESSA ABC Plan 1

Medical - \$1,350/\$2,700 in-network deductible; 100% coverage after deductible; Health Savings Account available

Plan B

MESSA Dental – Class I 80%/80%/80% \$1,500 annual max; Class IV \$1,200 max

MESSA A Vision – VSP 3

MESSA life Insurance - \$20,000

MESSA AD&D - \$20,000
Max \$5,000

MESSA LTD Plan – 66-2/3%
90-day modified fill

AND \$350 per month toward the premiums of the following options OR cash in lieu:

Hospital Confinement Indemnity
Short Term Disability
Long Term Disability
Supplement Term Life
Survivor Income
Dependent Life
MEFSA Annuity
And/or
Pension Design Annuity

B.

Beginning July 1, 2014, the Board shall be limited to the statutory hard cap under Section 3 of the Publicly Funded Health Insurance Contribution Act (PA152) towards the total cost of the MESSA medical insurance health premium. As of January 1, 2018, the amounts were

- \$6,560.52 for Single Subscribers
- \$13,720.07 for Self and Spouse Subscribers
- \$17,892.35 for Self and Child and Family Subscribers

1. These annual employer paid amounts, per the provisions of PA 152 of 2011, shall be increased based on the inflationary adjustments that are added per said Public Act. Adjustments to the amount paid will be applied January 1 of each year.
2. The Board shall front load the full deductible on January 1, each year. Any amounts above the hard cap shall be deducted pre-tax dollars via payroll deduction.

1. The following rules apply for the above programs:

- (a.) No insurance will be paid for teachers working less than half-time. Teachers working more than half-time but less than full-time will receive premiums paid on a pro-rata basis.
- (b.) Payments of premiums will be stopped upon termination of employment if during the school year. If termination comes at the end of the school year, the premiums will be paid through the following August.
- (c.) The carrier for the life of the Agreement will be MESSA.
- (d.) Changes in family status shall be reported by the teacher to the personnel office within 30 days of such change. The teacher shall be responsible for

any overpayment of premiums made by the Board in his/her behalf for failure to comply with this paragraph.

- (e.) Teachers who have Board-provided term life insurance, as provided through the health insurance plan, have a 30 day conversion right upon termination of employment. Any teacher electing his/her right to conversion in order to keep their life insurance in force must contact the insurance carrier within 30 days of their last day of employment.

- C. The provision of the above insurances are subject to the rules and regulations of the underwriter(s).

SCHEDULE D

SCHOOL CALENDAR

The Board of Education agrees to annually publish a line item school district calendar, detailing building level work schedules, professional development days, marking period breaks and other events that may be pertinent to the operation of the district. The administration agrees to try and publish this calendar no later than July 1st prior to the upcoming school year.

Calendar is based on 180 total student days per year and 5 total professional development teacher work days per year.

APPENDIX A
COVERT PUBLIC SCHOOLS
GRIEVANCE REPORT FORM

Grievance # _____

Distribution of Form
1. Superintendent
2. Principal
3. Association
4. Grievant

<u>Building</u>	<u>Assignment</u>	<u>Name of Grievant</u>	<u>Date Filed</u>
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LEVEL I

A. Date Cause of Grievance Occurred _____

B. Date of Oral Conference with Principal _____

C.* 1. Statement of Grievance _____

2. Section(s) or Subsection(s) alleged to have been violated _____

3. Relief Sought _____

D. Position of Principal _____

	_____ Signature of Grievant	_____ Date
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	_____ Signature (Principal)	_____ Date
--	--------------------------------	---------------

E. Position of Grievant and Association _____

Signature (Grievant) Date

Signature (Association) Date

* If additional space is needed in reporting Section C above, attach an additional sheet.

LEVEL II

A. Date Received by Superintendent (or Designee) _____

B. 1. Disposition of Superintendent (or Designee) or referral to Board _____

Signature (Supt. Or Designee) Date

2. Disposition of Board (if referred to by Supt.) _____

Signature (Board Representative) Date

C. Position of Grievant and Association _____

Signature (Grievant) Date

Signature (Association) Date

LEVEL III

A. 1. Date Demand for Arbitration filed with Superintendent _____

2. Date Demand for Arbitration filed with AAA (if necessary)

B. Name of Arbitrator Selected _____

C. Date of Hearing _____

D. Date of Arbitrator's Award _____
(Copy of Award Attached)

APPENDIX B

COVERT PUBLIC SCHOOLS

SICK LEAVE-SHARED USAGE BANK APPLICATION

Name _____ SSN _____

Home Address _____

Home Telephone _____ Building _____

DIAGNOSIS/PROGNOSIS (EXPLAIN: USE REVERSE SIDE IF NECESSARY)

Onset Date of Illness/Disability: _____ Anticipated Length of Illness/Disability:

First Paid Related Sick Day: _____ Last Paid Related Sick Day _____

I am requesting _____ days from the Sick Leave-Share Usage Bank

I HAVE APPLIED/WILL APPLY FOR STD/LTD: YES ____ NO ____ FOR \$ _____
(weekly amount)

I HAVE DRAWN BENEFITS FROM THE CEA SICK BANK PREVIOUSLY YES ____ NO ____
(IF YES, WAS IT FOR THE SAME ILLNESS/DISABILITY?) YES ____ NO ____

I HAVE GIVEN MY DOCTOR WRITTEN AUTHORIZATION TO
COMMUNICATE WITH THE CEA IF THERE ARE QUESTIONS
OR CLARIFICATIONS NEEDED. YES ____ NO ____

I HAVE PROVIDED THE CEA WITH MY DOCTOR'S STATEMENT YES ____ NO ____

PAYROLL DATA VERIFICATION

Date Received _____ Date Completed _____

Paid Sick Days _____ First Sick Day Paid _____

Unpaid Sick Days _____ Last Sick Day Paid _____

Verified By _____ Date Forwarded to Committee _____

COVERT PUBLIC SCHOOLS

COMMITTEE USE BELOW

Date Sick Bank Coverage Begins: _____ Should apply for STD/LTD: _____

Maximum Number of Days Approved: _____ Date Approved: _____

Gift of Sick Days From:

1) _____
Teacher Signature Number of Days

2) _____
Teacher Signature Number of Days

3) _____
Teacher Signature Number of Days

4) _____
Teacher Signature Number of Days

Sick Leave-Shared Usage Chairperson _____
Signature Date

Committee Concerns: _____

CENTRAL OFFICE

Approved _____ Date _____ Denied _____ Date _____

Superintendent _____ Date Forwarded to Payroll _____
Signature

