



AGREEMENT

between the

**SOUTHGATE ALTERNATIVE EDUCATION
ASSOCIATION MEA/NEA**

and the

SOUTHGATE COMMUNITY SCHOOL DISTRICT

October 23rd, 2018 - June 30, 2020

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PREAMBLE

THIS AGREEMENT entered into on October 23rd, 2018 by and between the Southgate Community School District, hereinafter referred to as the "School District," and Southgate Alternative Education Association SAEA/MEA/NEA, hereinafter referred to as the "Union." The building where Southgate Adult and Community Education program resides hereinafter will be referred to as "SACE".

ARTICLE I RECOGNITION

- 1.1** The School District hereby recognizes the Union as the exclusive and sole bargaining representative for all full and part time certified teachers, teaching in the alternative education program, [SACE program] excluding advisors and all others.
- 1.2** The School District agrees not to negotiate with any teachers' organization other than the Union for the duration of this Agreement.
- 1.3** The terms "employee" or teacher" when used hereinafter in the Agreement shall refer to all employees in the bargaining unit as defined above.

ARTICLE II PAYROLL DEDUCTIONS

- 2.1** Upon written authorization from the teacher, the School District shall deduct from the salary of any teacher and make appropriate remittance for voluntary contributions to annuity plans which have been approved by the parties, including those offered by MEAFS and others jointly approved by the Union and the School District. Additional annuity plans shall be available for payroll deduction upon the joint approval by the Union and the School District.

ARTICLE III DISTRICT RIGHTS AND RESPONSIBILITIES

- 3.1** The District, on its own behalf and on the behalf of the district, hereby retains and reserves unto itself, without limitations, 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 administration control of the school system and its properties and facilities, and the activities of its employees.
 - B.** To hire all employees, and subject to the Provisions of the law, to determine their qualifications and the conditions for their continued employment or their dismissal or demotion, and to promote and to transfer all such employees.
 - C.** To establish grades and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the School District.
 - D.** To decide upon the means and methods of instruction, the selection of textbooks and other teaching materials, and the use of teaching aids of every kind and nature, subject to the provisions of Article 7.1.
 - E.** To determine and set the school calendar, class schedules, the hours of instruction, and the duties, responsibilities, and assignments of teachers and other employees with respect thereto, and with respect to administrative and non-teaching activities, and terms and conditions of employment.
 - F.** To direct the work force, to assign the type and location of work assignments and determine the number of employees assigned to operations;
 - G.** To determine the size of the work force and increase or decrease its size
 - H.** To hire new employees, to assign and lay off employees;
 - I.** To establish and change work schedules, work standards, and the methods, processes, and procedures by which such work is to be performed
 - J.** To discipline, suspend, and discharge employees covered by the teacher tenure act for any reason not arbitrary and capricious.
- 3.2** The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the School District, 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 are in conformance with the Constitution and laws of the State of Michigan, and Constitution and laws of the United States.
- 3.3** Digital copies of this Agreement shall be made available by the School District and posted publicly on the district website within thirty (30) days of ratification. The Union accepts full responsibility for the distribution of the Agreement and the orientation of its membership as to the provisions.

ARTICLE IV UNION AND TEACHER RIGHTS

- 4.1** The Union may use school rooms or multipurpose rooms without charge when not otherwise occupied from Monday through Friday during the period that school is in session and when custodians are normally in the building. If it is necessary to open a building especially for the Union, the fee charged will cover only the cost of the custodial services, plus a charge of \$15.00 for each use of a gym or auditorium unless such charge is waived by the Superintendent. The Union shall be liable for damages to school property in the area being used by the Union, if caused by the Union's use. All applications for the use of school buildings will be made in writing to the Superintendent at least two weeks prior to the date of intended use whenever possible.
- 4.2** Duly authorized representatives of the Union shall be permitted to visit school premises to transact official Union business at reasonable times, provided that this shall not interfere with or interrupt normal school operations or activities. Such union representatives shall first notify the Building Administrator.
- 4.3** Computer and copying facilities will be made available to the Union for their use after school hours, for the purpose of producing official association notices, announcements and other such items of an official and professional nature. The Union shall pay for the reasonable cost of all materials and supplies incidental to such use and shall, upon request, provide the building administrator with a copy of the notice, announcement, etc. signed by an officer of the Union.
- 4.4** The Union shall have the use of bulletin boards in each faculty lounge. The School District reserves the right to also post notices, informational material and other communications they deem necessary on the same bulletin boards. The Union building representatives shall be responsible for the posting of Union material and the content thereof.
- 4.5** The School District agrees to fulfill any reasonable request for available information concerning the financial resources of the School District, tentative budgetary requirements and allocations, and such other available information as will assist the Union in developing accurate, informed and constructive proposals, together with such available information that may be necessary for the Union to process efficiently any grievance in the grievance procedure.
- 4.6** The Union shall have the right through its building representatives to place material relating to the official business of the Union in the teachers' mailboxes. Material libelous to the School District employees or Board of Education members shall not be permitted and a copy of all material placed in teachers' mailboxes, signed by an officer of the Union, shall be provided by the Union to the building administrator before being distributed.

In order to facilitate a more harmonious implementation of the teachers' contract, a conference may be arranged once a month between the Union and the Superintendent and/or designated representative within five (5) days of the request of either party. A special conference may be arranged by mutual consent of both parties. Arrangements for such conferences shall be made in advance and an agenda of the matters to be discussed shall be presented at the time that the conference is requested. Matters discussed during this conference shall be restricted to those items listed on the agenda. Conferences under this subsection will be at no cost to the School District, if held outside of regular duty hours.

- 4.7** The Union shall be advised by the School District of any new or modified budgetary or tax programs under consideration, and the Union shall be given an opportunity to consult with the School District with respect to the proposed annual budget prior to its adoption and general publication. The authority to adopt all parts of the annual budget of the School District resides exclusively with the Board of Education and shall not be the subject of mandatory negotiation with the Union, nor subject to any proceeding under the grievance procedure.
- 4.8** The Union shall have the right to be heard at all regular School Board meetings and shall be placed on the agenda under the heading "Employee Representatives". Agendas and all supporting documents not considered restricted information, for all School Board meetings will be made available to the President. The School Board will have the option of tabling any new items brought forth by the Union until such time as it has had ample opportunity to acquaint itself with all the facts pertaining to such items, preferably no later than the next regular School Board meeting. In order to improve communications, copies of all School Board minutes shall be made available to the President and be posted online no later than one week from the time of approval.
- 4.9** The Union President, or designee, shall be granted a maximum of nine (9) school days each year of this Agreement, without loss of salary, for the purpose of attending to Union business. The Union President must notify the Building Administrator of the Union business two (2) school days prior to the absence and no more than three (3) consecutive school days may be taken at one time. The President may request an additional nine (9) days, without pay, from the Superintendent, or designee. If additional days are granted, then the Union shall promptly pay the School District for the cost of the substitute teacher. It is expected that this time will be used to benefit both the Union and the District by improving personnel relations.
- 4.10** In the event that a teacher transports a student for a school related activity, the district shall indemnify the teacher from any liability. For such purpose, the district may provide evidence of such indemnification through its master insurance policy covering teachers.
- 4.11** Pursuant to the Michigan Public Employment Relations Act, as amended,

MCLA 423.201 et. s,eq.; MSA 17.455(1) et. seq., (PERA), the Employer hereby agrees that every bargaining unit member shall have the right to freely organize, join, and support the Association and to engage in lawful concerted activities for the purposes of collective bargaining or negotiations and other concerted activities for mutual aid and protection.

As a duly-elected body exercising governmental power under color of law of the State of Michigan, the Employer undertakes and agrees that it will not directly, or indirectly, discourage or deprive or coerce any bargaining unit member in the enjoyment of any rights conferred by PERA, or other laws of Michigan or the United States of America, or the Constitutions of Michigan and the United States of America; that it will not discriminate against any bargaining unit member with respect to hours, wages, or any terms or conditions of employment by reason of is/her membership in the Association; his/her participation in any activities of the Association or collective negotiations with the Employer; his/her institution of any grievance, complaint' or proceeding under this Agreement, or applicable law or regulation, or otherwise with respect to any terms or conditions of employment. No bargaining unit member shall be prevented from wearing insignia, pins, or other identification of membership in the Association at any time by the Employer.

The bargaining unit members shall be entitled to full rights of citizenship, and no religious or political activities of any bargaining unit member or lack thereof shall be grounds for any discipline or discrimination with respect to the employment of such bargaining unit member. The private and personal life of any bargaining unit member is not within the appropriate concern or attention of the Employer unless illegal or creates a negative impact on the workplace.

- 4.15** The Employer agrees that it will in no way discriminate against or between bargaining unit members covered by this Agreement because of their race, creed, religion, color, national origin or ancestry, age, sex, sexual orientation, marital status, physical characteristics or handicap, or place of residence.

ARTICLE V TEACHING LOAD

- 5.1** Prior to the opening day of school, the Superintendent will issue the starting and closing times for all the schools. Monday – Thursday classes: The starting and closing times shall be scheduled between the hours of 8:30 a.m. and 9:30 p.m. Friday classes: The starting and closing times shall be scheduled between the hours of 8:30 a.m. and 2:55 p.m.

No teacher shall be required to report for duty earlier than ten (10) minutes before the opening of their school day, except as provided specifically in the other sections of this Master Agreement. Teachers shall be permitted to leave after the close of their school day, except as provided specifically in other sections of the Master Agreement.

Permission for earlier leave may be granted by the Building Supervisor. Starting times and closing times will be posted in the teacher's lounge.

- 5.2** Daily Schedule is attached as Appendix F

In addition, teachers shall have a duty-free lunch period of thirty-five (35) minutes scheduled during the work day. Teachers shall have duty-free lunch periods equal to a student lunch period.

- 5.3** TRADITIONAL SCHEDULE The weekly full-time teaching schedule for SACE shall consist of a range of not less than six (6) - 59.5 hour per semester classes to not more than ten (10) - 59.5 hour per semester classes or equivalent (357 hours of instruction per semester is considered a full-time schedule). Those employees working such a schedule shall be considered full time. Flexible weekly teaching load assignments may be implemented upon the agreement of the Director and the Union. Those employees working a comparable amount of hours shall be considered full time.

- 5.4** It should be the goal that teachers not be assigned more than four (4) different subject preparations per week. In the event a teacher is assigned more than four (4) subject preparations, the teacher and administration shall meet and confer to discuss the reasons for exceeding such goal.

A teacher who has four (4) or more preparations in any semester will receive, in addition to their salary for each such additional preparation in that semester the sum of \$550 in the case of a teacher at the Bachelor's level and \$575 in the case of a teacher at the Master's level.

- 5.5** No teacher shall be assigned to supervise a student teacher without the consent of the teacher.

- 5.6** Should a teacher be required to provide additional time outside the teacher's regular schedule for a student, the teacher shall be compensated at their hourly rate for such time. If a teacher volunteers to provide additional time, the teacher will not be compensated.

ARTICLE VI STUDENTS WITH DISABILITIES AND SPECIAL NEEDS

- 6.1** Both parties agree that teachers and administrators will actively seek assistance for students with disabilities or special needs. The seeking of such professional assistance shall not reflect upon the teaching ability of said teachers(s).

ARTICLE VII TEACHING CONDITIONS

- 7.1** The School District recognizes that appropriate texts, maps, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, standardized tests and questionnaires, safety equipment, and similar materials are the tools of the teaching profession. The administrator(s) and their staffs shall confer, upon request, at least once a year for the purpose of improving the selection and use of such educational tools. The School District shall continue to keep the schools reasonably and properly equipped and maintained insofar as financially feasible.
- 7.2** Teachers shall have the use of available computers and all duplicating and copying equipment in the building for preparation of instructional material. All damaged and malfunctioning equipment shall be reported to the building Administrator immediately for proper maintenance and repair.
- 7.3** The School District shall make available in each school at least one room, cleaned daily, appropriately furnished, which shall be reserved for the use as a faculty lounge. A refrigerator and microwave may be installed for the use of the teachers at no expense to the School District, and it will be the responsibility of the Union to keep this equipment clean. A work table or desk and an available computer shall be provided in either the faculty lounge or other work room provided in the building. The furnishings shall be cleaned, repaired yearly, and replaced if necessary.
- 7.4** Telephone facilities at SACE shall be made available to teachers for their reasonable use for transaction of school business in each room.
- 7.5** The School District will continue to provide off-street parking facilities where they now exist, adequately maintained, for teachers use.
- 7.6** The School District will provide for each teacher a desk, storage, and access to a working computer, printer, and current grading software.
- 7.7** The School District shall provide for machine scoring or electronic scoring of tests of a standardized nature (reading, IQ, achievement, aptitude) when feasible from the standpoint of the number of students being tested.
- 7.8** Teachers shall not be required to do major repair work or replacement work on property and equipment.
- 7.9** The School District and the Union mutually recognize the importance of continuous use of adequate teaching reference material in maintaining a high level of professional performance. In furtherance of that recognition, the School District shall provide within financial means a teacher reference area in each school or online.

- 7.10** Announcement of all professional workshops and conferences shall be posted on the bulletin board in the teacher lounge when received or emailed to staff.
- Upon approval of the Administration and Superintendent and within budget limitations, a teacher may be permitted to attend and participate in a professional conference or workshop, and the School District will pay the teacher's reasonable expenses, such as registration fees, transportation, meals, and lodging.
- 7.11** Whenever possible, teachers with laboratory preparation will have access to the facilities of their rooms. The final determination will be made by the Director.
- 7.12** Recognizing the importance of School-Community relations, teachers are expected to help plan, attend and participate in parent-teacher meetings, open houses, school programs, and activities as part of their professional responsibility and commitment to school improvement.
- Parent conferences will be held once each semester on a day mutually agreed upon from 4:00 p.m. until 7:00 p.m. on a date designated in the predetermined school calendar.
- 7.13** School rooms will be used for school functions first rather than released for other purposes. No rooms used for other purposes shall be allowed to disturb or disrupt in any way rooms used for classes in session.
- 7.14** Teachers may be required to sign in at the time of arrival at the building and may be required to sign out at the time of departure. Teachers will also sign out for all field trips and will sign out when taking students out of the building.
- 7.15** A teacher who performs substitute duties will be compensated at the teacher's hourly rate of pay.
- 7.16** A teacher engaged during the school day in any professional grievance hearings, including arbitration, shall be released from regular duties without loss of salary or accrued days for that time.
- 7.17** No student shall have access to teachers' keys or key fob. Teachers shall immediately report any lost keys or key fob to their Building Principal or Supervisor.
- 7.18** Scheduling of all weekend or holiday use of a building by a teacher or coach shall be in conformance with existing School District policy.
- 7.19** Teachers and children will be relocated within the building by the Principal or relocated/sent home by the Principal with the approval of the Superintendent when room temperature, ventilation, or other condition becomes incompatible with health and/or safety.

- 7.20** Every effort will be made to have all computer labs opened and staffed during the school hours each day, subject to available finances.
- 7.21** The creation and preservation of a safe, healthful, quiet, and comfortable classroom and general school facilities are necessary for the best interests of the children, the teachers and the furtherance of the educational process. Should the Union feel the above are inadequate or inadequately maintained, notice shall be given to the Building Administrator for review.
- 7.22** Both teachers and the School District recognize the need for trust and cooperation in order to deal with school improvement activities. The process of site-based decision making and school improvement will be a cooperative effort using problem solving and a win-win philosophy. It is agreed that the basis for decisions will be the underlying standard, "What is best for students," and that the participation of teachers, administrators, parents, and other community members is necessary to become an exemplary school district and to meet the goals of the District's mission statement. A School Improvement committee may not modify the Master Agreement in whole or in part except by mutual written agreement by the Union and the Board.
- 7.23** Teachers shall not smoke on school property.
- 7.24** Teacher Professional Development. The district will provide each teacher with thirty (30) hours of District provided professional development activities.

It is agreed that the employer shall provide paid professional days for no less than 30 hours. Teachers shall observe all requirements for completion and submission of documents verifying professional development. The employer shall file the appropriate forms with the State of Michigan Department of Education to ensure the teachers may apply for continuing education units (SCECH's) for such days.

ARTICLE VIII TEACHER PERSONNEL FILES

- 8.1** The District has adopted an evaluation process applicable to all teachers in the District. Assurances are available on the district web site. Copies may be downloaded on-line.
- 8.2** Upon teacher's request, the teachers shall be advised by the administration of the nature, purpose and location of all files that exist in the school system that may contain material pertaining to the teacher. Each teacher shall have the right, upon request, to review the contents of his/her own personnel file. A representative of the Union may, at the teacher's request, accompany the teacher in such a review. The review will be made in the presence of the Administrator responsible for the safekeeping of such files. Only privileged information such as confidential credentials and related personal references normally sought at the time of employment are exempted from such review. The Administrator shall remove such credentials and confidential reports from the files prior to the review of the file by the teacher.
- 8.3** No material shall be placed in the teacher's personnel file unless a teacher has had the opportunity to read the material. The teacher shall acknowledge that he/she has read such material by signing his/her name to the actual copies to be filed, with the understanding that such signature signifies that he/she has read the material to be filed but does not necessarily indicate agreement with its content. The teacher shall have the right to answer in writing, with signature affixed, any material filed and the answer shall be attached to all copies. No material derogatory to a teacher's conduct, service, character, or personality which is not in the file shall be used against the teacher in recommendations to other schools' positions.
- 8.4** The teacher shall be permitted to add any professional evaluations or documents to his/her personnel file if so desired.
- 8.5** Reproduction of materials in the teacher's personnel file may be made with the exception of the initial and confidential employment materials and at no expense to the School District.
- 8.6** If a teacher wishes to release the information in his/her personnel file, excluding the initial employment materials, at the building level or Central Office, to any Union Representative or agent acting on the teacher's behalf, the teacher shall request the release in writing, with signature affixed, to the Administrator directly involved with the safekeeping of such records and files.

ARTICLE IX DEPARTMENT COORDINATORS

There shall be established throughout the district the following department positions based on the following criteria:

- 9.1** Prior to June 1 of each school year, the administration shall select department heads for the following school year as follows:
- A.** English
 - B.** Mathematics
 - C.** Science
 - D.** Social Studies
 - E.** Electives/GED
 - G.** Adult Basic Education (ABE)/ ESL
- 9.2** The responsibilities of the department heads shall be:
- A.** To communicate and be a liaison between the department and the administration.
 - B.** Reevaluate departmental curriculum and procedures yearly and make suggestions for change to the building administrator and the District Development Team.
 - C.** Be aware of new texts, equipment, materials, etc., and relay the information to the staff of the department.
 - D.** Budget and coordinate orders for the department. Keep inventory of texts and equipment.
 - E.** Be available to assist departmental members in solving instructional and other problems as they arise and to recommend personnel to help orient new teachers.
 - F.** Attend professional meetings in department's subject areas and make recommendations for visitations and professional meetings for teachers within the department.
 - G.** Work with the administration and other department coordinators on general school problems. Seek to coordinate all departments in order to best satisfy the needs of all students in our schools.
 - H.** Shall consult in teacher assignments within the department.
 - I.** Shall be a member of the school improvement team.

- 9.3** Salary for department heads shall be listed in Appendix B and shall be paid to those chairpersons in departmental positions which may be approved by the School District.

Department heads may call for department meetings with hourly compensation for teachers in attendance, excluding department heads, not to exceed four (4) hours annually at the rate of thirty (\$30) dollars per hour to be paid during the pay period, which the meeting occurs.

ARTICLE X POSTING PROCEDURE

- 10.1** When administrative or teaching vacancies or new positions occur during the regular school year or summer school positions the Human Resource director or designee shall send a district all staff email announcing the vacancy (sgate email account).
- 10.2** Staff will be notified of assignments two weeks prior to the end of the previous semester.
- 10.3** Current union members should be considered first for new teaching vacancies (that they are qualified for) prior to considering external applicants.

ARTICLE XI STAFF SENIORITY

- 11.1** Seniority shall date from a teacher's first day worked at SACE. Seniority shall be defined as the total years of service as an employee to the School District in a teaching capacity commencing from the first day worked as a certified teacher in the SACE program, excluding all substitute teaching work whether day to day or permanent. In the event more than one regular contractual teacher has the same first day worked, the School District shall conduct a drawing within ten (10) days after notification by the Human Resources to determine the priority on the seniority list. A representative of the Union shall be present at the drawing.
- 11.2** In case that future staff reduction is necessary, staff will be given reasonable notification in writing.
- 11.3** In the event the district's Alternative Education Program cancels any class, it shall give the teacher no less than forty-eight (48) hours verbal notification of such cancellation, confirmed in writing.

ARTICLE XII EMERGENCY LEAVE DAYS

The School District and the Union recognize that leave days are provided for the welfare and protection of the teachers and discourage their abuse as a disruptive force in the educational program of the School District.

SICK LEAVE

12.1 All teachers shall receive sick leave based upon their teaching assignment. Teachers shall receive five (5) hours of sick leave for each 59.5 hour course they teach per semester or equivalent. Unused hours shall be advanced at the beginning of each semester to be used for illness. Any unused portion of these sick days shall be allowed to accumulate to one thousand one hundred (1,100) hours and be available as sick days in future years.

Teachers who have not used any sick days in a semester shall receive an additional payment equivalent to 3.66 hours times the number of the teacher's scheduled classes for that semester at the teacher's hourly rate. This amount shall be paid the first payroll following the end of that semester.

Teachers who have used no more than two (2) sick days combined shall receive a payment of 1.33 hours times the number of the teacher's scheduled classes for that semester at the teacher's hourly rate. This amount shall be paid the first payroll following the end of that semester.

12.2 Teachers may use sick leave, when necessary as follows:

- A.** Personal illness or injury in the immediate family group residing with the teacher and/or personal illness or injury to the mother, father, mother-in-law, father-in-law and children.
- B.** Quarantine or exposure to contagious disease which may endanger the health of the pupils and employees.

12.3 Employees reporting at the beginning of their work periods who leave anytime after because of illness shall be charged sick hours rounded down to the next whole hour for the duty time they miss.

12.4 When an employee is unable to be at work during a day he/she is scheduled, he/she shall contact the district by using the district's current absent reporting procedures, no later than one (1) hour prior to his/her start time except in case of emergency.

12.5 Emergency calls made later than sixty (60) minutes before reporting for work are to be made directly to the Building Administrator and to the district's current absence reporting system.

12.6 A teacher returning from a paid sick leave will be assigned to his/her previous position if the position is being held by a substitute teacher and the teacher

returns to work in the same school year that the leave was granted. If the position is being held by a regular contract teacher, then the teacher will be returned to a position and, when not educationally disruptive, to his/her previous position.

- 12.7** Teachers who are aware of expected absence due to scheduled surgery should notify the School District of the expected date of absence at least 30 days in advance for scheduled surgery, where possible.
- 12.8** A teacher who is absent for five (5) consecutive work days may be required to submit a physician's statement, at the teacher's expense, verifying the illness or disability. The School District may require additional medical statements, at the teacher's expense, on a monthly basis. Before returning to work, a teacher shall be required to submit a physician's statement, at the teacher's expense, certifying the teacher's ability to return to his/her normal duties.
- 12.9** Upon notice to the Union, the School District may require a teacher, at the School District's expense, to be examined by a District-appointed hospital, physician or other trained professional, to determine if the teacher is disabled or ill. The School District will utilize either Henry Ford Hospital and its facilities, U of M Hospital, St. Joseph Hospital of Ann Arbor, Harper-Grace Hospital, and Oakwood Hospital and facilities and physicians and professionals associated or admitted to practice in these hospitals; or hospitals, physicians and professionals of like quality and reputation.
- 12.10** In addition to the teacher authorizing such examinations as the physician or professional deems necessary, the teacher shall permit any School District appointed physician or professional to secure copies of his/her pertinent medical records. If the teacher is placed on an involuntary medical leave of absence, or if an involuntary medical leave of absence is being considered by the School District, and the teacher and Union dispute the medical evidence, the School District and Union shall jointly agree upon a hospital, physician or other trained professional to conduct further examinations. The cost of the neutral hospital/professional shall be shared equally by the School District and the Union. Upon the joint agreement of the Union and School District, the neutral hospital/professional provisions of this Section may be utilized before the teacher is examined by a School District appointed hospital/ physician or other trained professional.
- 12.11** A teacher's whose personal illness extends beyond the period compensated under Article 12.1 shall be granted a personal health leave, provided the teacher has submitted written medical documentation by the attending physician that the leave is necessary, and the leave is for one full semester, one full school year, or the balance of the school year. All leaves of absence under this Section will be without pay and fringe benefits (except as provided by law) and shall be governed by the provisions of Article 13.4.

ARTICLE XIII LEAVES OF ABSENCE

- 13.1** Short-term leave of absence with pay, not chargeable against the teacher's accumulated sick leave days, shall be granted according to the provisions set forth below:
- A.** A maximum of five (5) days per school year for each death in the immediate family - father, brother, husband, son, grandparents, mother, sister, wife, daughter, grandchildren, in-laws (father or mother, brother or sister, son or daughter) and any dependent as described by Internal Revenue returns for tax purposes. An absence of one (1) day per school year for a death not covered by the definition of "immediate family" above with approval of the Superintendent of Schools or designee.
 - B.** Absence when a Judicial Leave: Any bargaining unit member called for jury duty, or who is subpoenaed to testify during work hours in any judicial or administrative matter shall be paid his/her full compensation and benefits for such time. An employee shall provide documentation of attendance.
 - C.** Time necessary to take the selective service physical examination.
 - D.** Court appearance as a nonparty, subpoenaed witness or as a party defendant when the lawsuit is incident to the teacher's employment. The teacher must provide documentation verifying the dates of leave upon return from leave. Court appearances that result from the Union and/or teacher filing an action against the School District and/or Board of Education, and court appearances as a party defendant when the teacher is found or pleads guilty/no contest or when the teacher is found liable for intentional tortious conduct (e.g., assault and battery), shall be excluded from coverage under this Section, but the teacher may use personal business days.
- 13.2** Leaves of absence shall be granted consistent with the Family Medical Leave Act (FMLA).
- 13.3** The following long-term leaves of absence may be granted by the School District, for a period up to two (2) years, without pay or fringe benefits, according to the provisions set forth below:
- A.** To a teacher elected to a full-time public office or as an officer of the MEA or NEA provided he/she has requested the leave in writing before June 30 of the year the leave is to commence and the leave is for one (1) term of the office.
 - B.** A family care leave of absence to care for a sick husband/wife, son/daughter, provided the teacher has submitted written medical

documentation by the attending physician that the leave is necessary and consistent with provisions under FMLA, for one (1) full semester, one (1) full school year or the balance of a school year/semester.

- C.** A child care leave of absence to care for a teacher's newborn child or newly adopted child, provided the teacher has submitted a written request for the leave sixty (60) calendar days prior to the date of expected birth or, in the case of adoption, as soon as possible, and the leave is consistent with provisions of FMLA, for one (1) full semester, one (1) full school year or the balance of a school year/semester. If a teacher's leave of absence is for one (1) full school year, or the balance of a school year, then an additional one (1) full school year will be granted if requested in the original application form.
- D.** A teacher accepted in the Peace Corps, Vista, Bureau of Indian Affairs, American Dependent School, Foreign Exchange Program, or any other federally funded teaching program for a period of up to two (2) years.
 - 1. Study related to the teacher's field of certification for a period of up to two (2) years.
 - 2. Study to meet eligibility requirements for certification other than that held by the teacher for a period of up to two (2) years.
 - 3. Study, research or special training assignment involving benefits to the school system for a period of up to two (2) years.
 - 4. Cultural travel and work experience related to education for a period of up to two (2) years.

13.4 All leaves of absence under Section 13.2 and 13.3 shall be governed by the following additional provisions:

- A.** Teachers requesting leaves of absence shall complete the leaves of absence application form as set forth in Appendix G. The Union shall receive a copy of all approved leaves.
- B.** Teachers granted a leave of absence must send a written notice of intent to return from the leave prior to the first Monday in October or the first Monday in March specified in the Leaves of Absence Application Form set forth in Appendix E. Any teacher on leave who fails to timely provide the written notice of intent to return or request an extension, by the date specified in the Leaves of Absence Application Form, shall be considered terminated and the School District shall have no further obligations to said teacher. If a teacher is not terminated, or if the termination is set aside or is held invalid, then the teacher shall have his/her seniority date set back to zero and shall be treated for seniority purposes as a new employee.
- C.** A teacher on an approved leave of absence shall be considered an employee of the School District. During the approved leave of absence, the teacher may continue hospitalization coverage, if allowed by the

current provider as negotiated at the same person rate, by paying to the School District the cost of the monthly premium.

- 13.5** Upon the Superintendent or designee's approval, a teacher may be granted a leave of absence for visitation at other schools or to attend educational conferences or conventions.
- 13.6** Personal leaves of absence, not covered by the other provisions of this Article, may be granted by the School District upon such terms and conditions as the School District may determine in its sole discretion. Leaves of absences less than one semester shall be agreed upon by the teacher and School District. Leaves of absence for one (1) semester or more shall be agreed upon by the School District, teacher and Union.
- 13.7** All teachers shall receive personal leave based upon their teaching assignment. Teachers shall receive one and a half (1.5) hours of personal business leave for each fifty-nine and a half (59.5) hour class taught per semester or its equivalent. Personal hours may not be used to extend a scheduled break. Any unused personal leave hours shall be converted to accumulated sick leave at the end of the school year.

Notification for such leave shall be given to the building director one (1) day in advance when possible.

13.8 Sabbatical Leave.

A. Authorization.

1. Sabbatical leave of absence may be granted to members of the teaching staff of the Southgate Community School District. The granting of such leaves is subject to the approval of the Board upon recommendation of the Superintendent, when in its considered judgment the professional competence of the staff member and the general welfare of the public schools will be benefited.
2. The rules and regulations of the Southgate Community Sabbatical Leave Program are authorized and shall be interpreted in accordance with the Michigan Statutory provisions and any amendments thereto.

B. Eligibility and Qualifications.

1. Any teacher employed by the Southgate Community School District who meets the qualifications shall be eligible to apply for Sabbatical Leave subject to the following conditions and requirements:
 - a. Applicant holds a Professional Certification and a Master's Degree
 - b. Applicant must have seven (7) consecutive years of effective or highly effective service as a full-time employee in the Southgate School District. A leave of absence without pay, granted by the Board, shall not be deemed a break in

continuity of service required by this section.

- c. A Sabbatical Leave may be granted for a period of not less than one (1) full semester or for more than two (2) full consecutive semesters.
- d. The applicant signs an Agreement to return to service with the Southgate Board of Education immediately upon termination of Sabbatical Leave and to continue in such service for a period of two (2) years (unless causes beyond the teacher's control).

C. Purposes of Sabbatical Leave.

- 1. Sabbatical Leave is given to teachers to permit them to improve their ability to render educational service. Such improvement is usually achieved by formal study and/or research. Applications for Sabbatical Leave or other types of experiences will be considered on their merits and may be approved by the Board of Education upon the recommendation of the Superintendent.
- 2. The following information shall be presented in the application as evidence of the employee's plan to fulfill the purposes of the leave:
 - a. For Formal Study - A program of work should be outlined which will qualify the applicant for a higher credential in his/her profession or a program of recognized courses relating to the present or prospective service of the applicant in his/her profession.
 - b. For Research - the proposed project shall be outlined and approved in relation to the present or prospective service of the applicant in his/her profession.

D. Applicant Requirements and Procedures.

- 1. Application for Sabbatical Leave must be filed on the prescribed forms with the Superintendent. The due date of such forms shall be February 1 for leave beginning with the first semester and September 15 for leaves beginning with the second semester. Notice shall be given to the applicant within fifteen (15) days of filing in cases when applications are rejected by the Superintendent. Forty-five (45) days after due date, the Board shall notify the applicant of their decision.
 - a. Approval of a Sabbatical Leave by the Board will be contingent upon securing an employee qualified to assume the applicant's duties.
 - b. A Sabbatical Leave, once granted, may not be terminated before the date of expiration.

E. Reports Required on Sabbatical Leave.

- 1. An employee on Sabbatical Leave shall report to the Superintendent as follows:

- a. An interim report shall be filed at the midpoint of the period for which the leave is taken. This report shall contain sufficient information to enable the Superintendent to determine that the leave is being utilized in the approved manner.
 - b. A final report shall be filed with the Superintendent including the names of the institutions attended, courses pursued, credits received, experience gained, together with the applicant's appraisal of the professional value of the activities while on leave and the manner in which the knowledge and experiences gained may be applied to the benefit of the School District.
 - c. The Superintendent may require, and the employee shall promptly furnish such additional reports as the Superintendent deems necessary or reasonable to determine that the employee is fulfilling the agreement and all the requirements of the leave. In the event that the Superintendent shall find that the employee is not fulfilling the agreement or is dilatory in any respect, the entire sum paid to the employee by the Board shall become immediately due and all future payments shall cease. When an employee completes the planned program of the leave, but does not return to service with the Southgate School District, the teacher shall, within one (1) year, repay the Board the amount received during the Sabbatical Leave.
- F. Requirements and Status Upon Returning from Sabbatical Leave.**
- 1. At the expiration of a Sabbatical Leave, the employee shall be restored to the previously held position or to a position of like nature, seniority, status, and pay; provided, that the employee remains eligible for reinstatement under other rules and regulations of the Board.
 - 2. If an employee does not remain in the employment of the Southgate Community School District for two (2) years immediately following a Sabbatical Leave, the teacher shall, within two (2) years, repay the Board the amount of money which has been granted. This rule does not apply in cases where the person becomes incapacitated to work.

ARTICLE XIV DISCIPLINE OF PERSONNEL

- 14.1** Upon the filing of written tenure charges, under the Teacher Tenure Act, the teacher and the Union will forever be foreclosed from filing a grievance or requesting arbitration regarding the teacher's demotion or discharge.

- 14.2** Upon the teacher's request, and in his/her presence, a complete review of one's personnel files will be made with respect to charges. At the teacher's request, a representative may be present.

- 14.3** The Board of Education may adopt reasonable rules and regulations not in conflict with the terms of this Agreement governing the discipline of teachers.

- 14.4** During referral of a student discipline problem, at no time will a teacher be placed in a position of having to defend himself outside the privacy of the administrator's office.

- 14.5** Both parties recognize and understand that both teachers and administrators shall demonstrate the highest standards of ethical and professional conduct in the presence of students.

ARTICLE XV CONTINUITY OF OPERATIONS

- 15.1** When severe weather makes it impractical to hold regular classes, school closings will be announced over Alert Now or similar program.
- 15.2** Days lost due to bad weather shall be rescheduled if possible. Teachers shall be compensated for days lost and not rescheduled.
- 15.3** Hazardous conditions in a limited area of the district due to flooding or other unsafe road conditions shall be taken into consideration in the closing of the individual schools. If days have been lost due to emergencies, additional days will be scheduled to meet State minimum requirements for student attendance. If additional days must be added to meet State minimum requirements, then the Union and the School District Negotiator will meet to discuss the scheduling of additional days. The integrity of the calendar will be retained as much as possible.

ARTICLE XVI SCHOOL CALENDAR

- 16.1** District and SAEA leadership shall jointly develop the school calendar annually in compliance with state and county regulations.

ARTICLE XVII PROFESSIONAL COMPENSATION

- 17.1** The salary of teachers covered by this Agreement are set forth in Appendix A, which is attached to and incorporated in this Agreement.
- 17.2** Pay period: The individual teachers shall be paid in 10 pay periods per semester for the school year.
- 17.3** A salary increment shall be granted at the start of each school year.
- 17.4** The extra duty assignment and pay of teachers covered by this Agreement are set forth in Appendix B, which is attached to and incorporated in this Agreement.
- 17.5** When it becomes necessary for a teacher to take an additional class period or portion of a class period because a substitute teacher cannot be obtained, additional pay will be at their hourly rate.
- 17.6** The School District recognizes that it is desirable to give priority to substitutes with full certification when filling the needs brought on by the absence of teachers.
- 17.7** The teacher's copy of record earnings and deductions shall include the teacher's name, total year's earning to-date, the deductions to-date for federal income tax, FICA, retirement, and state income tax, as well as the normal bi-weekly earnings and personal deduction amount. Remuneration earned above the basic contractual salary shall be paid at the end of the activity or assignment (to follow past practices), excluding conference/preparation hour pay.
- 17.8** In order to receive compensation for college hours earned, a teacher must submit either an official transcript of credits or an official grade report from the college or university at which the teacher is earning his/her degree. This must be in the Human Resources office prior to the review. Earned credits shall be reviewed twice a year - October 31 and April 30. Credits submitted by October 31 will earn 100% of the contracted amount. Additional credits submitted between November 1 and April 30 shall earn 50% of the contracted amount for that school year and 100% for the subsequent years. Said adjustments shall be retroactive to the first pay period of said semester.
- 17.9** In order to participate in the remuneration for additional college preparation, only after issuance of a Standard teaching certificate, a teacher must have earned credits in specialized graduate courses relevant to his/her area of instruction or be pursuing a planned course of study at a college or university accredited for teacher education. The credits must have been earned in a 500 level (or equivalent) or higher.
- 17.10** Academic credits earned beyond a Bachelor's Degree or Master's Degree, and earned in compliance with Subsections 17.8 and 17.9 shall be paid at the rate of \$35.00 per credit hour, not to exceed thirty (30) credit hours.

ARTICLE XVIII RETIREMENT AND TERMINAL PAY

- 18.1** Terminal pay shall be granted to employees who are eligible at the time of retirement, and make application, for the Michigan School Employees Retirement Fund benefits. Such pay shall be one-third (1/3) of accumulated sick hours multiplied by the teacher's current hourly rate of pay.
- 18.2** Terminal pay shall be granted to teachers who leave prior to retirement, provided their resignation meets the severance requirements as stipulated in the Michigan Teacher Tenure Act. Such pay shall be an amount equal to one-fourth (1/4) of accumulated sick hours multiplied by the teacher's current hourly rate of pay.
- 18.3** Upon the death of a teacher, regardless of years of service, the beneficiary or estate shall be paid one-half (1/2) of the deceased's accumulated sick hours at the deceased's hourly rate of pay.
- 18.4** Options for payout of terminal pay
- A.** Employee Elective Deferral of Termination Pay The Employee may choose to receive Termination Pay in cash compensation or to defer such Pay to a §403(b) account selected by the employee. Such Employee must sever employment with the Employer during the contract year and be eligible to apply for and commence their retirement from the state sponsored retirement system. The compensation shall equal the accumulated leave days (Termination Pay) benefit which is specified in this section of the Collective Bargaining Agreement. The Employer shall deposit the deferral no later than 2 ½ months or the end of the calendar year, whichever is longer, following the employee's severance date.
- B.** Cash Option Each employee may receive cash in lieu of or as an alternative to any of the Benefits described in this section.
- C.** Contribution Limitations In any application year, the maximum Employee Elective Deferral shall not cause an employee's §403(b) account to exceed the applicable contribution limit under §402(g) of the Internal Revenue Code of 1986, as amended (the "Code"), as adjusted for cost-of-living increases.
- D.** §403(b) Accounts Employee deferrals shall be deposited into the §403(b) account selected by the employee to receive Employee Elective Deferrals.
- E.** This Article shall be subject to IRS regulations and rulings. Should any portion be declared contrary to law, then such portion shall not be deemed valid and subsisting, but all other portions shall continue in full force and effect. As those portions declared contrary to law, the Association and Employer shall promptly meet and alter those portions in order to provide the same or similar benefit(s) which conform, as close as possible, to the original intent of the parties.

ARTICLE XIX CASES OF ASSAULT, INJURY, AND COMPLAINTS CONCERNING SCHOOL PERSONNEL

- 19.1** Any case of assault upon a teacher arising out of the performance of their professional responsibilities at school or school sponsored functions shall be promptly reported to the Principal or Supervisor. If unprovoked by the teacher, as determined by investigation involving, but not limited to the teacher, Principal, Supervisor, Superintendent, and Building Representative, the School District shall provide legal counsel to advise the teacher of his or her rights and responsibilities with respect to such assault. If the assault is unprovoked, as determined above, the School District shall render all reasonable assistance to the teacher in connection with the handling of the incident by law enforcement and judicial authorities.

If requested by the staff member or required by statute and/or policy, the District shall promptly notify local law enforcement officials of any alleged assault by a student and ask law enforcement to conduct an investigation into the potential criminal conduct of the student. This provision applies to any student in any grade level, including special education students, regardless of the level of impairment or disability. The Board shall provide the staff member with paid time off without charge to any compensable leave bank needed for the handling of the incident by law enforcement and judicial authorities.

- 19.2** Any complaints by a parent of a student directed toward a teacher shall be promptly called to the teacher's attention. A teacher shall be deemed innocent of any and all charges until proven otherwise.
- 19.3** Any notice based upon a complaint by a parent of a student directed toward a teacher which is to be placed in the teacher's personnel file shall be promptly brought to the teacher's attention and signed by the teacher indicating the report has been seen and read.
- 19.4** If a teacher is injured while in the line of duty, expenses incurred for medical, dental, surgical, hospital care, etc., as stated in the Worker's Compensation Act and Rules of Practice, shall be provided by the School District. Said teacher shall be compensated the difference between Worker's Compensation and contractual pay. The teacher shall endorse checks from Worker's Compensation carrier to the Southgate Board of Education and will receive a regular paycheck for up to three (3) years. During such period, the teacher will receive all fringe benefits and shall not suffer loss of accrued sick leave days for the duration of the injury.
- 19.5** Only when a teacher is absent from duty because of injury from an unprovoked attack during the normal teaching hours or while performing extra assigned

duties at school functions, the School District shall pay the difference between Worker's Compensation received and the teacher's regular contractual weekly salary for up to three (3) years.

- 19.6** Time lost by a teacher in connection with any unprovoked assault covered by Worker's Compensation claim shall not be charged against the teacher.
- 19.7** No bargaining unit member will be threatened, disciplined, reprimanded, punished, discharged or denied any occupational advantage, directly or indirectly by the Employer, its administrators or representatives, due, in any way, to the bargaining unit member having filed a complaint as defined in Rule 1a (c) of the Michigan Special Education Rules; participating in the investigation and/or resolution of such complaint as provided in Part VIII of the Michigan Special Education Rules; filing a report with an intermediate school district pursuant to Section 1711 (1)(j) of the School Code of 1976, as amended, MCLA 380.1711(1)(j); MSA 15.41711(1) (J); or, referring a student to the Superintendent, or his/her designee, for evaluation pursuant to the Michigan Special Education Rules (1979 Administrative Code R340.1722).
- 19.8** Since administrative support and backing is essential to the maintenance of the staff member's authority and effectiveness in his/her classroom or other place of assignment, the Board recognizes its responsibility to give all reasonable support and assistance to staff members. In view of this, building administrators shall make every effort to support staff members in the establishment of a learning environment in the building that is conducive to providing effective instruction and ancillary services.
- 19.9** Staff who are acting within the scope of their employment responsibilities with respect to maintaining control and discipline of student shall be given support and assistance by the district. Continued effort will be made to assure staff that they can provide student instruction and other ancillary services with a minimum of disruption and abuse in an appropriate learning environment.
- 19.10** In the event a staff member is sued by a student or parent for any incident occurring within the scope of the staff member's express or implied employment responsibilities/duties, the Board will provide legal representation through the maximum extent of its various insurance liability coverage policies at no cost to the employee.
- 19.11** The district will reimburse staff members the full replacement value, up to \$2,500 as covered by district insurance, per incident, for properly documented loss, damage, or destruction of clothing or personal property of the employee while on duty on the school premises, or while performing supervision of students on school sponsored trips. The reimbursement will not be paid if the loss is covered by insurance or involves the teacher's automobile.

ARTICLE XX INSURANCE

20.1 Health Care Insurance

- A. For teachers under contract, the school district agrees to pay the cost for a health care benefit that will assure coverage for the employee and dependent family members, subject to PA 152.
- B. Employees shall have the choice of the following elections.
 - a. Priority Health – HMO HSA 100% (\$1350 / \$2700) or (\$2000/\$4000)
 - b. Priority Health – POS HSA 100% (\$1350 / \$2700) or (\$2000/\$4000)
 - c. Priority Health – PPO HSA 100% (\$1350 / \$2700) or (\$2000/\$4000)
- C. Current Members of the bargaining unit that elect the HMO plan will receive District funding into a Health Savings account equal to the amount that the annual premium falls short of the Annual Hard-Cap. 2017-18 amounts shown below as examples.

Priority Health HMO				
Policy	Deductible	Annual Premium	Hard-Cap	District Funding
Family	\$2700	\$16,930.68	\$17,892.36	\$961.68
2 Person	\$2700	\$13,608.84	\$13,720.07	\$111.23
Single	\$1350	\$6,058.32	\$6,560.52	\$502.20

Priority Health HMO				
Policy	Deductible	Annual Premium	Hard-Cap	District Funding
Family	\$4000	\$15,078.72	\$17,892.36	\$2,813.36
2 Person	\$4000	\$12,120.24	\$13,720.07	\$1,599.83
Single	\$2000	\$5,395.68	\$6,560.52	\$1,164.84

- D. The District's health insurance plan year is the calendar year. Current members of the bargaining unit that elect an HMO plan will receive a District contribution into his/her Health Savings Account equal to the amount available from the Hard Cap limit under PA 152 for the applicable calendar year after deducting the annual cost of the member's medical insurance plan for the same calendar year (both amounts are based on the level of coverage for each member). This amount will be deposited into each member's Health Savings Account on or before the third full week of January. The District contribution will be prorated on a monthly basis for members that enter employment after January 1st of the applicable calendar year.

- E. The District will provide the HSA funding vehicle for employees that choose that option to fund their high-deductible plan through payroll deductions.
 - F. These benefits are offered to full-time teacher and part-time teachers in accordance with Article 20.12
 - G. The Employer may implement health care cost limitations as stated in section 3 of 2011 PA 152, MCL15.563. However, any amendments to the Act will be made effective at the end of the current plan year.
- 20.2** The School District will select an insurance carrier and pay the premiums to provide thirty-five thousand (\$35,000.00) dollars of term life insurance for full-time teachers. The insurance shall provide double indemnity protection in the event of accidental death.
- 20.3** The School District will select an insurance carrier and pay the premiums to provide a long-term disability policy which contains, among other provisions, the following:
- A. Benefit of 66 $\frac{2}{3}$ % of the teacher's salary not to exceed \$3,400 per month for a 12 month period.
 - B. The benefits shall continue until the teacher becomes age 65.
 - C. Shall cover existing conditions.
 - D. Shall cover both occupational and non-occupational disabilities.
 - E. Contain an occupational rehabilitation waiver of no more than three (3) years.
 - F. Shall have a 90 day (calendar days) waiting period before the teacher is eligible for benefits.
 - G. Shall have an additional 20 day (calendar days) waiting period for recurrence of the same disability.
 - H. Shall cover disabilities that result from both illness or injury.
 - I. Social Security Freeze.
- 20.4** The School District will select an insurance carrier and pay the premiums to provide a dental insurance policy, which contains, among other provisions, the following:

- A.** 80% of the basic dental, diagnostic and preventive services shall be paid by the carrier (maximum benefit \$1,000 per person per year). Exclusions are:
 - 1. Oral Hygiene Instruction.
 - 2. Experimental Treatment.
 - 3. Dietary Planning.
 - 4. Cosmetics.
- B.** 80% of Prosthetic Services to be paid by the carrier. Exclusions are:
 - 1. Lost, misplaced or stolen prosthetics.
 - 2. Additional costs for gold.
- C.** 60% of Orthodontic. Maximum benefit \$1,000 per person per lifetime.

20.5 The School District will select an insurance carrier and pay the premiums to provide a vision care policy which contains, among other provisions, the following:

- A.** Examination \$35.00
- B.** Regular lenses \$56.00 per pair
- C.** Bifocal lenses \$90.00 per pair
- D.** Trifocal lenses \$110.00 per pair
- E.** Frames \$55.00
- F.** Contact lenses \$115.00 per pair
- G.** If medically required \$200.00 per pair

20.6 The benefits provided for in Section 20.1, 20.2, 20.3, 20.4 and 20.5 shall be by way of fringe benefits with no cash reimbursement for those employees who do not qualify.

20.7 The School District shall make the payments of the insurance premiums listed above for each full-time and part-time teacher to assure insurance coverage for a 12 month period commencing September and ending August 31 the next school year for all full-time teachers who have completed their contractual obligations.

A full-time teacher as used in this Article shall mean those who are employed full time as set forth in Article 5.3.

20.8 Teachers scheduled to teach less than the full-time schedule as set forth in Article 5.3 shall be considered part-time. The District will make available any existing information on outside insurance vendors for part-time teachers.

- 20.9** A teacher may elect to waive the coverage provided in Article 20.1 above and receive four thousand dollars (\$4000) per year, which shall be available to any member of the bargaining unit eligible for such coverage. This amount (\$4000) will continue to be prorated for part-time employees. This benefit shall only be available to a teacher who has or can obtain medical coverage from another source other than the Southgate Community School District. Persons making this election will receive a \$4,000 stipend for the plan year January 1st through December 31st, each December on a separate check, (with a pro-rated amount for December of 2018)
- 20.10** A teacher may elect to waive the coverage provided in Articles 20.4 and 20.5 above and receive two hundred dollars (\$200) per year. This benefit shall only be available to a teacher who has or can obtain dental and vision coverage from another source other than the Southgate Community School District.
- 20.11** The School District agrees to participate in an Internal Revenue Service approved flexible spending plan for unreimbursed dental, vision, health, child care, or any other mutually agreed upon expenses for employees electing to participate.—The district will provide limited flexible spending plans as allowable with health savings accounts.
- 20.12** Teachers who have part-time status can purchase health, dental, and/or vision insurance at the group rate. If a part-time teacher elects to purchase health, dental, and/or vision insurance as offered to full time teachers, the district agrees to pay a pro-rated amount toward their premium(s) based on the teacher's FTE.

ARTICLE XX1 GRIEVANCE PROCEDURE

- 21.1** A grievance is defined as a complaint involving the work situation or that there has been a deviation from, or misinterpretation or misapplication of a practice or policy concerning teacher rights and/or responsibilities, or that there has been a violation of one or more articles and section(s) of this Agreement. A grievance involving the work situation, or a practice or policy concerning teacher rights and responsibilities, may be processed through Level II. A grievance alleging a violation of one or more articles and section(s) of this Agreement may be processed through Level III.
- 21.2** An individual teacher presenting a grievance on one's own behalf, within the meaning and application of the Provision of Section II or Act 336 of the Public Acts of 1947, as amended by Act 379 of the Public Acts of 1965, shall not be accompanied by nor represented by an officer, executive, delegate, representative, or agent in any capacity of any organization other than the Union.
- 21.3 LEVEL I.** Within ten (10) school days of the occurrence of an alleged violation of this Agreement, the teacher with the grievance shall first discuss the matter with the Principal or Supervisor, either individually or accompanied by the Union Representative, with the object of resolving the matter informally.
- 21.4 LEVEL II.** If, as a result of the informal discussion with the Principal or Supervisor, a grievance still exists, the teacher shall file the grievance with the Superintendent of Schools or designee within five (5) school days after the Supervisor's oral answer. The grievance shall be submitted on the form set forth in Appendix C of this Agreement, correctly filled in, signed by the grievant and a representative of the Union, which form shall be available from the Union Representative in each building. A copy of the grievance form shall be delivered to the Building Principal or Supervisor. This formal grievance shall be the official grievance at all future levels of the grievance procedure. Within ten (10) school days of receipt of the grievance, the Superintendent of Schools or designee shall schedule to meet with the Union and the grievant in an effort to resolve the grievance. The Superintendent of Schools or designee shall indicate the disposition of the grievance in writing within ten (10) school days of such meeting and shall furnish a copy thereof to the Union and the grievant.
- 21.5 LEVEL III.** Within ten (10) school days of the receipt by the Union of the Superintendent's or designee's answer to the grievance, the Union shall decide whether or not there has been a violation of one or more articles and section(s) of this Agreement

If the Union decides there has been a violation of this Agreement, it shall be submitted to arbitration by filing a Demand for Arbitration with the American Arbitration Association. The Demand for Arbitration shall be filed within thirty (30) calendar days after the Superintendent of Schools or designee's written answer in Level II. The Demand for Arbitration shall contain a statement of the issues to be arbitrated, references to the specific article(s), and section(s) of this

Agreement allegedly violated, and shall be signed by the Union President or designee. The Arbitrator shall be selected in accordance with the rules of the American Arbitration Association governing labor disputes. The costs for the services of the Arbitrator, including per diem expenses, shall be borne equally by the School District and the Association. All other expenses shall be borne by the party incurring them, and neither party will be responsible for the expense of witnesses called by the other. Powers of the Arbitrator: The Arbitrator's decision shall be confined to the question of whether or not there has been a violation of a specific article(s) and section(s) of this Agreement. The Arbitrator shall have no power to alter, add to or subtract from the terms of this Agreement.

- 21.7** The following matters shall not be the basis of a grievance nor shall the Arbitrator rule on any of the following:
- A.** The termination of services or failure to reemploy any teacher to a position on the extra-curricular schedule. (Appendix B).
 - B.** Any matter involving the contents of a teacher's evaluation.
 - C.** The discharge or refusal to employ or re-employ a probationary teacher or teacher covered by the Michigan Teacher Tenure Act.
 - D.** Layoff, recall, and assignments to the extent covered by section 15 of the Michigan Public Employment Relations Act (MCL 423.215).
- 21.8** Both parties and the aggrieved teacher agree to be bound by the award of the Arbitrator if within the scope of his/her authority and agree that judgment thereon may be entered in any court of competent jurisdiction.
- 21.9** The time limits provided in this Article shall be strictly observed by all parties involved but may be extended by written agreement of the parties. If the time limits are not observed by the School District representatives, the grievance shall be timely filed at the next step. If the time limits are not observed by the Union, the grievance shall be considered dropped by both parties.
- 21.10** No decision in any one grievance shall require a retroactive wage adjustment in any other grievance, unless such grievance has been designated as the representative grievance by mutual written agreement by the parties.
- 21.11** Any grievance settlement reached between the District and the Union is binding on all teachers affected and cannot be changed by any individual unless otherwise indicated in the settlement.
- 21.12** No disciplinary grievance shall be filed or processed further by any teacher or the Union after the effective date of the aggrieved teacher's resignation.
- 21.13** Duplicate grievance forms should be provided to accompany the grievance through administrative channels (levels) and Union channels (levels). Duplicate signatures shall be affixed to all levels.
- 21.14** If a grievance is not resolved by the end of the school year, then the time limits set forth in all Levels under "school days" shall be amended to read working days when central office is open.

ARTICLE XXII NEGOTIATION PROCEDURES

- 22.1** In any negotiations between the parties, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party, and each party may select its representatives from within or outside the School District. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board of Education and by a majority of the teachers in the bargaining unit voting in the election, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals and make concessions in the course of negotiations or bargaining, subject only to such ultimate ratification.
- 22.2** Both parties agree to submit the final Agreement for ratification to their appropriate bodies on the same mutually agreed upon calendar day. The parties will both attach their signatures after ratification within twenty-four (24) hours. The Agreement shall be signed in duplicate. One copy shall be for the School District and one copy for the Union.
- 22.3** Submission of all tentative Agreements reached by both parties and duly signed will constitute the contract submitted to the respective parties for ultimate ratification. Any omissions of sections or articles heretofore agreed to and signed by both parties will be considered part of the negotiated document and will be submitted for ratification to both parties within fifteen (15) days after notification of the omission/omissions by either party.

ARTICLE XXIII PROCEDURE FOR HANDLING STUDENT DISCIPLINE CASES

- 23.1** Before there can be a positive learning climate in the classroom, there must be effective organization and instruction on the part of the teacher with reasonable support from the administration. A reasonable and consistent discipline policy shall be established within each school and shall be reviewed with the building staff at the initial staff meeting each year.
- 23.2** Whenever it appears that a discipline problem requires the attention of special counselors, social worker, law enforcement personnel, physicians, or other available professional persons, the administration will take steps to assist the teacher with respect to such problems.
- 23.3** It shall be the joint responsibility of the administrator and teacher to develop techniques and materials to handle individual discipline problems in the classroom if the teacher requires assistance. A teacher may use reasonable measures to protect himself or herself from attack or to prevent injury to another student.
- 23.4** A student may be removed from class that particular day and sent to the office by the teacher when the intensity of the offense, the persistency of the misbehavior or the disruption of normal classroom instruction makes the continued presence of the student in the classroom intolerable. Upon request, a written report of the incident and reasons for removal shall be submitted by the teacher to the Principal within twenty-four (24) hours. Upon request, the Principal will reply in writing to the teacher within twenty-four (24) hours of the student's re-admittance to the class identifying the steps taken to correct the situation and acknowledging the teacher's written referral.
- 23.5** The student shall be readmitted after a conference with the teacher and other concerned parties and steps have been taken in an attempt to remedy the problems.
- 23.6** When a teacher has more than one student in a class who constitutes a serious behavioral problem, they should be referred to a counselor, Dean of Students, or, if appropriate, to the Building Supervisor. If, after exhausting all appropriate agencies, the problem still exists, the parties shall consider transfer or mutual exchange of pupils as suggested methods of resolving the problem.
- 23.7** A continuous written record of the individual discipline cases will be maintained in the Building Supervisor's office. Such records shall be used for the intelligent administering of penalties within the scope of the Board of Education policy.

ARTICLE XXIV CLASS SIZE

- 24.1** Both parties recognize that the availability of optimum school facilities for both student and teacher is desirable in an attempt to provide the highest possible quality of education, which is the goal of both the School District and the Union.
- 24.2** Realizing that the teacher-pupil ratio may be an important aspect in an effective educational program for students, the parties agree that class size will be given consideration when financial resources and facilities are available. In addition, it shall be the goal of the school district for a teacher – pupil ratio of 1:32. Any overage after the tenth week day of the semester will be by mutual consent of the teacher and director.
- 24.3** All the aforementioned efforts will be made to accommodate class size recommendations with regard to lower class sizes for classes designated as remedial.
- 24.4** Upon request, the Director agrees to meet with the Union during the first month of the school semester to alleviate and mutually resolve any imbalances in grade level or subject areas.

ARTICLE XXV STRIKES

- 25.1** During the life of this Agreement, neither the Union nor any of its agents, or person acting in its behalf, shall authorize, or support nor shall any of their members take part in, any strike; that is, the concerted failure to report for duty, or willful absence of a teacher from his/her position, or stoppage of work, or abstinence, in whole or in part, from the full, faithful and proper performance of the teachers' duties of employment for any purpose whatsoever.

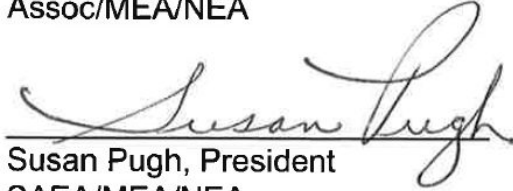
ARTICLE XXVI MISCELLANEOUS PROVISIONS

- 26.1** This Agreement incorporates the entire understanding of the parties on all issues which were the subject of negotiations. During the term of the Agreement, neither party will be required to negotiate with respect to any such matter whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement. This article shall not be construed as prohibiting the parties, upon mutual consent, from negotiating upon items of mutual concern. This Agreement may not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.
- 26.2** This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with the terms of this Agreement.
- 26.3** The parties did not intend any provision of this Agreement to be contrary to the rights of a teacher, Union, School District, or School Board under the Michigan General School laws or the Constitution of Michigan or the Constitution of the United States. If any Article or Section of this Agreement or any Appendix thereto shall be held invalid by operation of law or by any tribunal of competent jurisdiction, or if restrained by such tribunal pending a final determination as to its validity, the remainder of this Agreement and any Appendix thereto, or the application of such Article or Section to persons or circumstances other than those as to which it has been held invalid or as to which compliance with or enforcement of has been restrained, shall not be affected thereby.
- 26.4** In the event that any provision of this Agreement shall at any time be held to be contrary to law by a court of competent jurisdiction or an appeal to a court of last resort, such decision shall necessitate immediate renegotiation of this provision. However, all other provisions of this Agreement shall continue in effect.
- 26.5** The School District and the Union agree not to discriminate against any employee on the basis of race, creed, color, sex, national origin, marital status, or disability. An alleged violation of this Section may be processed in the appropriate Federal/State administrative or judicial forums.
- 26.6** The School District and the Union shall abide by the Americans with Disabilities Act.

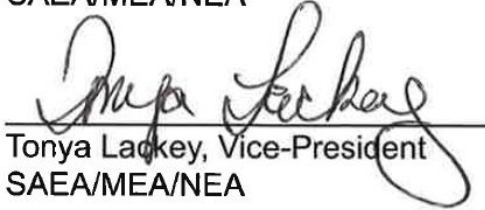
ARTICLE XXVII DURATION OF AGREEMENT

- 27.1 The parties shall negotiate in good faith with regard to insurance in the current elective bargaining agreement for the 2019-2020 school year.
- 27.2 This Agreement shall be effective October 23, 2018 through and shall continue in effect until June 30th 2020. At midnight June 30, 2020 this Agreement shall terminate.

For the Southgate Alternative Education
Assoc/MEA/NEA



Susan Pugh, President
SAEA/MEA/NEA



Tonya Lackey, Vice-President
SAEA/MEA/NEA

10-30-18
Date

For the Southgate Community School
District



Jason Craig, President
Board of Education



Jill Pastor, Superintendent
SAEA/MEA/NEA

11-1-18
Date

APPENDIX A - SALARY SCHEDULE

2018-2019		
STEP	BACHELOR'S DEGREE	MASTER'S DEGREE
0	2,751	3,047
1	2,857	3,166
2	3,044	3,370
3	3,225	3,575
4	3,409	3,780
5	3,593	3,985
2019-2020		
STEP	BACHELOR'S DEGREE	MASTER'S DEGREE
0	2,806	3,108
1	2,914	3,229
2	3,105	3,437
3	3,290	3,647
4	3,477	3,856
5	3,664	4,065

These contract amounts are per semester, per 59.5 hour course taught. Each contract amount includes class time, prep time, staff meetings, conferences, professional development & holiday pay.

A one-time off schedule signing stipend will be paid to all members based on their step above in 2018-2019 schedule according to the chart below, per 59.5 hour course taught.

Signing Stipend Amounts by Pay Step		
NEW STEP	BACHELOR'S DEGREE	MASTER'S DEGREE
0	-	-
1	\$64	\$72
2	\$97	\$106
3	\$97	\$108
4	\$99	\$110
5	\$100	\$112

The parties recognize that State law requires that the following provision be included in this collective bargaining agreement: An emergency manager appointed under the Local Government and School District Fiscal Accountability Act may reflect, modify, or terminate this collective bargaining agreement as provided in the Local Government and School District Fiscal Accountability Act. The Union does not agree that this provision is legal, and reserves its right to challenge the same.

APPENDIX B EXTRA ACTIVITIES SCHEDULE

For any Michigan Alternative Athletic Association activities of football, basketball, softball, and volleyball, coaches or Sponsors shall be paid a stipend of \$1,000 per sport per athletic season.

An additional fifty dollars (\$50) will be added to a coach's pay for every year that person coaches or sponsors that activity, to a maximum of five (5) years. This provision will apply only to those coaches who also teach in the District.

Positions included here shall be filled with bargaining unit members first.

ACTIVITIES/ASSIGNMENTS

For each activity or club sponsorship below, the teacher shall be paid a stipend.

- MAAA Coach (1 person, \$1,000)
- Student Council Leader (\$1,000)
- Prom Advisor (\$250 per year)
- School Store Organizer (\$500)
- Panther Pride Organizer ((\$500)
- Other Activity Advisors (to be negotiated upon creation and approval by the administration)

Mentors will be paid a stipend of three hundred dollars (\$500) per year for the first two years, but mentors are expected to keep their position for three (3) years.

OTHER ASSIGNMENTS:

- A. DEPARTMENT CHAIRS AND DISTRICT-WIDE COORDINATORS:**
For all teachers who serve as department chairs shall be paid a stipend of eight hundred dollars (\$800) per year, including the following departments:

- English
- Social Studies
- Mathematics
- Science
- Adult Basic Education (ABE)/ESL
- Elective/GED

- B. DATA TEAM LEADERS**
If the Data team members are added during the life of the agreement, then the union and school district shall meet to negotiate the stipend for the position.

If additional positions are added during the life of the Agreement, then the Union and the School District shall meet to negotiate the stipend for the position.

APPENDIX C GRIEVANCE FORM

GRIEVANCE NUMBER _____

Date _____

Supervisor: _____

Assignment: _____

Grievant: _____

Building: _____

REASON FOR GRIEVANCE (Statement of Facts):

(ATTACH ALL SUPPORTING PAPERS)

ARTICLES & SECTION

VIOLATED: _____

ACTION REQUESTED (Relief Sought):

Signature of Employee: _____

Signature of SAEA Representative: _____

APPENDIX C - Page 2

STEPS IN RESOLUTION OF GRIEVANCE

LEVEL I

VIOLATION DATE: _____

ORAL DISCUSSION DATE: _____

GRIEVANT'S SIGNATURE: _____

ORAL ANSWER DATE: _____

SUPERVISOR'S SIGNATURE: _____

LEVEL II

DATE RECEIVED: _____ SUPERVISOR'S SIGNATURE:

MEETING DATE: _____ SUPERVISOR'S SIGNATURE:

GRIEVANT'S SIGNATURE: _____ DATE ANSWERED: _____

SUPERVISOR'S SIGNATURE: _____ DATE RECEIVED: _____

GRIEVANT'S SIGNATURE: _____

ATTACH ALL SUPPORTING PAPERS

DESCRIPTION OF SUPPORTING PAPERS

1. _____
2. _____
3. _____
4. _____

ATTACHED BY: _____ SIGNATURE: _____

DATE: _____

APPENDIX D APPLICATION FOR EXTRA CURRICULAR POSITIONS

SOUTHGATE COMMUNITY SCHOOL DISTRICT
14600 Dix-Toledo Rd.
Southgate, MI 48195

POSITION DESIRED

NAME _____

ADDRESS

PHONE _____ YEARS EXPERIENCE IN DISTRICT _____

CERTIFICATION LEVEL (ELEMENTARY/SECONDARY) _____

TYPE OF CERTIFICATION
(PROVISIONAL/PROFESSIONAL/PERMANENT) _____

EDUCATION

	School	Hours Attended	Degree	Major/Minor
High School	_____	_____	_____	_____

College/University _____

Other _____

EMPLOYMENT HISTORY

Employer	Type of Work-Present Assignment	Yrs. Employed
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other Considerations: (Special Certification/Experiences/Hobbies)

REFERENCES:

Name	Address	Phone
_____	_____	_____
_____	_____	_____

APPENDIX E LEAVE OF ABSENCE AGREEMENT FORM

Pursuant to Article XIII of the Collective Bargaining Agreement, it is hereby agreed by and between the Southgate School District, _____, hereinafter called the Employee, and the Southgate Alternative Education Association that the Employee be granted a leave of absence for upon the following terms and conditions:

1. This Leave of Absence shall be from _____, 20__ to _____, 20__.
2. The Employee shall report to work on the first teacher work day after the expiration of the Leave of Absence.
3. The Leave of Absence shall be without wages and paid fringe benefits. Sick days and salary increments shall not accrue.
4. Notwithstanding any of the Articles and Sections of the Collective Bargaining Agreement to the contrary, the Employee shall notify, in writing, on or before _____* the Personnel Office of the School District whether the Employee intends to return to active employment with the School District, in writing, by _____* of the Employee's intention to teach or request an extension, said failure shall result in the Employee's termination and the School District shall have no further obligations to the Employee. If the Employee is not terminated, or if the termination is set aside or is held invalid, then the Employee shall have his/her seniority date set back to zero and shall be treated for seniority purposes as a new employee. Provided, however, that if the Employee does notify the School District in writing, by _____* of his/her intention to teach, then he/she shall be entitled to be assigned to a position subject to the terms and conditions of the Collective Bargaining Agreement.
5. Upon return to active employment, the Employee shall be placed upon the same position in the salary schedule he/she held prior to the commencement of the leave and that his/her sick days shall be restored to the number of days held prior to commencement of the leave.
6. This form shall be used if an application for an extension of the employee's leave of absence (13.2 and 13.3) is approved in conformance with the terms and conditions of the Collective Bargaining Agreement.

Southgate Alternative Education Association

Employee

Date

District

If the Leave of Absence expires at the end of the first semester, the first Monday in October shall be the notification date. If the Leave of Absence expires during the summer recess, the first Monday In March shall be the notification date. In all other cases, the the first Monday in October or the first Monday in March notification date will be determined by the date which is immediately preceding the leave termination date.

APPENDIX F ASHER SCHOOL SCHEDULE 2018-2019

MONDAY-THURSDAY 5:55 PER DAY

8:30-9:25 first hour
9:25-9:30 passing
9:30-10:25 second hour
10:25-10:30 passing
10:30-11:25 third hour
11:25-11:30 passing
11:30-12:00 lunch
12:00-12:55 fourth hour
12:55-1:00 passing
1:00-1:55 fifth hour
1:55-2:00 passing
2:00-2:55 sixth hour

1/2 DAY SCHEDULE 2:55 PER DAY No Lunch

8:30-8:55 first hour
8:55-9:00 passing
9:00-9:25 second hour
9:25-9:30 passing
9:30-9:55 third hour
9:55-10:00 passing
10:00-10:25 fourth hour
10:25-10:30 passing
10:30-10:55 fifth hour
10:55-11:00 passing
11:00-11:25 sixth hour

EVENING SCHEDULE 4:00 PER DAY

Monday-Thursday
5:30-9:30

FRIDAY 5:55 PER DAY

8:30-10:20 first hour
10:20-10:30 passing
10:30-11 :25 second hour (1/2)
11:25-11:30 passing
11:30-12:00 lunch
12:00-12:55 second hour (1/2)
12:55-1:05 passing
1:05-2:55 third hour

FINALS DAY ONE 5:55 PER DAY

8:30-9:55 Study Support*
9:55-10:00 passing
10:00-11:25 first hour final
11:25-11:30 passing
11:30-12:00 lunch
12:00-1:25 second hour final
1:25-1:30 passing
1:30-2:55 third hour final

FINALS DAY TWO

8:30-9:55 Study Support*
9:55-10 :00 passing
10:00-11:25 fourth hour final
11:25-11:30 passing
11:30- 12:00 lunch
12:00-1:25 fifth hour final
1:25-1:30 passing
1:30-2:55 sixth hour final

**Teachers provide support
in classrooms. Students
can choose which teacher
they visit for support.*