

MASTER AGREEMENT

Between

BOARD OF EDUCATION OF PINCKNEY COMMUNITY
SCHOOLS

and the

PINCKNEY EDUCATION ASSOCIATION



Education. Innovation. Possibilities.

2022-24

Effective until June 30, 2024

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MASTER CONTRACT

This Agreement is by and between the BOARD OF EDUCATION OF PINCKNEY COMMUNITY SCHOOLS, hereinafter called "the Board" and the PINCKNEY EDUCATION ASSOCIATION, hereinafter called "the Association."

WITNESSETH

WHEREAS the Board and the Teachers desire a quality education for the children of this district, and

WHEREAS respect and cooperation between the Board, Association and the Teachers will assist in providing a quality educational program to the district's children, and

WHEREAS the Board has a statutory obligation, pursuant to ACT 379 of the Michigan Public Acts of 1965, to bargain with the Association as the representative of its teaching personnel with respect to hours, wages, terms and conditions of employment,

THEREFORE, the parties following extended and deliberate negotiations have reached certain understandings which they desire to memorialize.

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

**ARTICLE 1
RECOGNITION**

- A. The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in Section 11 of Act 379, Public Acts of 1965, for all certified personnel (including classroom teachers, guidance counselors, technology integration teachers) and student and family specialists (social workers) employed by the Board, excluding substitutes, athletic director, dean of students, supervisory and executive personnel and office and clerical employees.
- B. The term "teacher," where used hereinafter in this Agreement, shall refer to all employees who are employed by the Pinckney Community Schools as above defined.
- C. Except where noted differently in Appendix E, the terms and conditions of this agreement shall also apply to the student and family specialist (social worker) positions.

ARTICLE 2
BOARD RIGHTS

The Employer, on its own behalf and on behalf of the electors of the school 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 administrative control of the school system and its properties and facilities and the activities of its employees.
- B. To manage and direct the working forces, including the right to hire, promote, suspend, discharge and demote employees, transfer employees, assign work to employees, determine the size of the work force and to lay off employees.
- C. To determine the services, supplies and equipment necessary to continue its operations and to determine the methods, schedules and standards of operation, the means, methods, and processes of carrying on the work including the institution of new and/or improved methods or changes therein.
- D. To adopt rules and regulations.
- E. To determine the qualifications of employees.
- F. To determine the number and 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.
- G. To determine all financial and educational policies.
- H. To determine the size of the management organization, its functions, authority, amount of supervision and table of organization.

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 whereof are in conformance with the Constitution and the laws of the State of Michigan and the Constitution and laws of the United States.

**ARTICLE 3
ASSOCIATION SECURITY**

The Board agrees not to negotiate with any Teacher's organization other than the Association for the duration of this Agreement. Nothing contained herein shall be construed to prevent any individual Teacher from presenting a grievance and having the grievance adjusted without intervention of the Association if the adjustment is consistent with the terms of this Agreement and provided that the Association has been given an opportunity to be present at such adjustment.

**ARTICLE 4
ASSOCIATION AND TEACHER RIGHTS**

- A. Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that every employee of the Board shall have the right to freely organize, join and support the Association for the purpose of engaging in collective bargaining or negotiations. As a duly elected body exercising governmental power under color of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any Teacher in the enjoyment of any rights conferred by Act 379 or other laws of Michigan or the Constitution of Michigan and the United States; that it will not discriminate against any Teacher with respect to hours, wages or any terms or conditions of employment by reason of membership in the Association, participation in any activities of the Association or collective professional negotiations with the Board, or institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

Any grievance which may arise under the specific charge of discrimination must state clearly the manner in which all parties were treated differently than said grievant which forms the basis for the charge of discrimination.

- B. The Association and its members may use school rooms at reasonable hours for meetings with the Administration's approval and by scheduling such use with Central Office.
- C. No Teacher shall be prevented from wearing insignia, pins or other identification of membership in the Association.
- D. A bulletin board in the Teachers' lounge in each building shall be made available to the Association and its members.
- E. The Association shall be furnished on request all regularly and routinely prepared information concerning the financial condition of the school including annual financial statement and adopted budget. In addition, the Board and the administration will grant reasonable requests for any other "readily available" and pertinent information which may be relevant to negotiations or the processing of any grievance.

- F. Board policies will be maintained and accessible through the district webpage.
- G. The Board agrees to provide to the Association up to twenty (20) days per year to permit selected Association members the use of said days for the purpose of attending various Association functions excluding those of non-teaching (non-certified) affiliates. The Association shall reimburse the Board its actual substitute rate for days 11-20 and ORS costs for all days used in accordance with the law. None of these twenty (20) days shall be utilized for overt strike support in other school districts.
- H. The PEA Grievance Chairperson shall be released from regular classroom duties when necessary to facilitate the processing of grievances in conjunction with administratively called meetings.
- I. The Association may use interschool mail and Teachers' mailboxes for Association mail provided that no clerical employees are expected to handle such mail.

**ARTICLE 5
PROFESSIONAL COMPENSATION**

- A. The salaries of Teachers covered by this Agreement are set forth in Schedule A which is attached to and incorporated in this Agreement. Such salary schedules shall remain in effect during the term of this Agreement.
- B. Teachers hired from outside of the bargaining unit shall be placed on the salary schedule based on their prior years of teaching and/or administrative experience in other K-12 educational institutions. Normally, Teachers shall be granted one step credit for each two (2) years of prior experience up to Step 5.
 - 1. However, the Board reserves the right to hire Teachers with greater experience at a step above Step 5, but not greater than their years of experience if the Board deems it necessary in order to hire a suitable candidate.
 - 2. Furthermore, the Board also reserves the right to hire all Teachers at Step 1, should the Board deem that the financial condition of the district necessitates this.
 - 3. Should a new hire be placed on the salary schedule in accordance with B.1 or B.2 above, the Association shall be given explanation of the rationale with any placement on step 9 or above mutually agreed.
- C. Salary Step Determination: Initial salary step placement for all new Teachers to the district shall be as outlined in Section B of this Article. The initial and subsequent salary step placement of a Teacher shall be adjusted on a yearly basis at the beginning of a school year, as negotiated and subject to 2011 PA 54. Said salary step adjustment shall further be based on total accumulated district seniority as computed (on paid days) and maintained for district seniority purposes in Article 12 and that actual placement be made using the arithmetic mean as follows:

0.000 year to 0.250 year = no step increase
 0.251 year to 0.750 year = 1/2 step increase
 0.751 year to 1.000 year = full step increase

D. Paychecks will be paid electronically to the bank account designated in writing by the employee. Initial paychecks will be provided on the first district payday that occurs after Teachers have returned to their daily assignments (excluding orientation days). Teachers will receive twenty-six (26) paychecks (year round paychecks) for periods established by the Board.

E. Longevity will be paid as follows:
 The amount shall begin to be paid as part of a teacher's fourteenth (14), twentieth (20), and twenty-fifth (25) year contract to be paid in December each year:

	<u>2022-23</u>	<u>2023-24 and Ongoing</u>
14-19 years	\$250	\$500
20-24 years	\$400	\$800
25+	\$550	\$1100

F. Substitute Duty

1. The administration agrees to make reasonable efforts to obtain volunteers for substitute duty; however, absent a volunteer, assignments to such duty shall be made on an equitable basis. Teachers who have either volunteered or who are assigned to substitute during another teacher's absence shall receive \$30.00 per class period as assigned.
2. The administration will continue to put forth efforts to have substitutes so that undue disruption of a regular teacher's day for substituting is minimized. Such efforts may be grieved through level three (3) of the grievance procedure.

G. Direct deposit shall be available to employees, upon written request, for deposit to employee accounts in financial institutions that have cooperative agreements with the Board. Teachers utilizing payroll deductions and later electing to cancel their participation shall be prohibited from reapplying for payroll deductions until the commencement of the following school year. Employees' payroll deduction for purchase of MPSERS retirement credit pursuant to applicable laws and regulations will be continued as needed.

H. Upon authorization of the Teacher and subject to those terms and conditions imposed by the insurance carrier, the Board agrees to make payroll deductions for Tax Deferred Annuities. The Tax Deferred Annuities shall be limited to ten (10).

- I. Pay: Extra Class
A 6-12 teacher on a seven period schedule who voluntarily accepts an additional class assignment shall have added to their contract .143 of the base salary (.0715 for an extra class for one semester) of the annual contract for Schedule A.
A 6-12 teacher on a six period schedule who voluntarily accepts an additional class assignment shall have added to their contract .17 of the base salary (.083) for an extra class for one semester) of the annual contract for Schedule A.

- J. Teacher Leadership
As a result of mutual desire of both parties to continue to improve education in the District, the Superintendent or the designee will facilitate appointment of a District Leadership Team, Building Leadership Teams, and High School Department Heads to be compensated as listed in Schedule B. Should a teacher appointed be unable to fulfill their responsibilities, the stipend will be prorated.

**ARTICLE 6
TEACHING HOURS**

- A. The duty day, excluding special committee work as per Article 13, Section D, for teachers in grades 6-12 shall not exceed 445 consecutive minutes and for teachers in grades K-5 shall not exceed 455 minutes. Said regular duty day shall be inclusive of those contract provisions as set forth in paragraph B below.

- B. Teachers shall be:
 - 1. At place of duty prior to class time as established annually.
 - 2. Teachers in grades 6-12 shall have a duty-free lunch period of twenty-five (25) minutes.
 - 3. Teachers in grades K-5 shall have a duty-free lunch period of thirty-five (35) minutes.

- C. The elementary Teachers shall not be required to have noon playground duty.

- D. Teachers at the elementary level shall not be required to supervise children during lunch periods. However, on the rare occasion that the building administrator is out of the building, or otherwise unable to oversee the lunchroom, Teacher(s) may volunteer or may be asked to volunteer to serve in this leadership capacity. The Teachers(s) shall be compensated \$15 per lunch period.

- E. Elementary (K-3) teachers, in coordination and scheduling with their principal, will provide students a daily 25-minute recess period (brain-break), Monday – Thursday, supervised by teachers on a rotating basis. Teachers will rotate student supervision, with two teachers for three or four classrooms of students at recess. Teachers not supervising students will utilize this time for planning/preparation. Existing specials staff will be utilized as much as scheduling allows to provide additional planning time for general education classroom teachers.

- F. Each elementary teacher shall be released for classroom preparation/conference purposes, during five (5) periods per week (totaling 225 minutes per week).
- H. Teachers do not have to report when school is called off due to inclement weather or other emergency conditions as defined by the State School Aid Act. Such canceled days and instructional hours not already scheduled in the school year calendar shall be rescheduled to comply with State requirements by adding all such days and instructional hours to the end of the school year. Teachers shall report to work on the rescheduled days and hours. In the event that the District decides to delay the opening of school as the result of inclement weather or other emergency conditions, Teachers shall be expected to report not less than thirty (30) minutes before the time set for the instructional day to commence. Such days and hours will be counted as instructional days and hours, to the extent allowed under the State School Aid Act.

**ARTICLE 7
TEACHING LOADS AND ASSIGNMENTS**

- A. The normal teaching schedule the senior high school will include five (5) unassigned regular class-hour preparation periods per week. The normal weekly teaching schedule in the middle school will include five (5) unassigned regular class-hour preparation periods per week.
- B. There shall be no more than one (1) regularly scheduled class per teaching station except in those areas designed to accommodate multiple teaching stations. Variances from this policy shall only be made by mutual consent between the teacher and building principal.

**ARTICLE 8
TEACHING CONDITIONS**

The parties acknowledge that the primary duty and responsibility of the Teacher is to educate children and that the organization of the school and school day should be directed at insuring that the energy of the Teacher is primarily utilized to this end.

- A. Establishing and maintaining excellence in education is the primary goal of the Teachers and the Board of Education of Pinckney Community Schools. Both parties recognize the importance of acceptable pupil-teacher ratios in the equation of educational excellence. In continuous efforts to reach this commitment both parties agree to the following class size language:

1. Elementary School:		
KinderReady	18	Recommended
	20	Maximum
Kindergarten and 1 st Grade	25	Recommended
	30	Maximum

Second and Third Grade	28	Recommended
	33	Maximum
Fourth and Fifth Grade	29	Recommended
	33	Maximum
Split Classes	Lower grade class size recommended	
Kindergarten	24	Maximum
First/Second Grades	24	Maximum
Second/Third Grades	26	Maximum
Third/Fourth/Fifth Grades	27	Maximum

If a teacher's class size is over the recommended class size stated above:

Allowing for adjustment of class sizes prior to fall count day, the teacher will be paid \$1200 annually per student for each student on the class roster who has been physically in attendance exceeding the recommended limit (prorated for total number of student days exceeding the limit) to be paid on the last pay in June. (Example: 28 students in a 1st grade class from count day forward, reducing to 27 students at semester. Payout would be \$3000, two students over recommended limit for the whole year and a third student over the limit for half year.)

2. Pathfinder School and High School: 30 per class except as follows
 - Industrial Arts & Vocational Shops4 pupils/station, with a maximum of 30 pupils (30 pupils maximum in the 7th grade Technology rotation)
 - Computers.....Not more than number of computers
 - DraftingOne per station maximum
 - Physical Education Classes45 pupils
 - Bands & Choirs.....Unlimited

B. The daily student load assigned to a respective staff member at Pathfinder School and the High School level on a seven period schedule shall not exceed one hundred eighty (180) students, (six period schedule would be 150) except for physical education classes, health taught as a unit which is part of a physical education class and music classes, in which case said exempt classes may not exceed the individual class size plus three during any given class period; music classes, as stated, are unlimited. Daily student load figures stated shall be prorated for classes with "Article 8, Section A" class sizes greater than 30 pupils. The above stated "Article 8, Section A" class sizes may not be exceeded on an individual class period course basis by more than four (4) students. Allowing for adjustment of class sizes prior to fall count day, a teacher shall be paid \$400 annually per student for each student on the class roster who has been physically in attendance exceeding 32 students for an individual class or 180 students total (based on seven period day), (prorated for total number of student days exceeding the limit) to be paid on the last pay in June.

C. The Board agrees at the elementary level to limit the total number of split classes district-wide to a number equal to two (2) per operating elementary building.

- D. An individual teacher may waive individual class size limits and/or daily load limits at their discretion.
- E. Special education students assigned to a general education Teacher shall be counted as part of the Teacher's student load.
- F. It is further agreed to between the parties that:
 - 1. If a lack of facilities to adequately house students in accordance with Sections A, B and C above exists due to an "Act of God", growth in student enrollments, or if the district would be required to discontinue any existing student program offerings in order to accommodate for a shortage of facilities, then the language agreed to in Sections A, B and C above shall be relaxed to the extent necessary to accommodate the prevailing conditions until the beginning of the next semester that the condition or conditions no longer exist, and further;
 - 2. If the school district's financial condition is such that the June 30 year end audit establishes a General Operating Fund deficit which may require the district to file a deficit elimination plan with the Michigan Department of Education, then the Board of Education may exercise its responsibility to offset such by setting aside the language agreed to in Sections A, B and C until the beginning of the next school fiscal year in which an actual deficit no longer exists. Class size overages will still be paid as listed above.
- G. It is the responsibility of the Board to supply each teacher with the necessary supplies, equipment and educational materials that are required for the attainment of the educational goals that have been prescribed by the Board.
- H. The purpose of the K-12 District Leadership Team, composed of the related department chairpersons, will be to collaborate with the administration in the development of curriculum and the accompanying program of studies within the Pinckney Community Schools.

Teachers serving as Department Chairpersons shall represent their division on the K-12 District Leadership Team and on content area committees. They shall meet on a regularly scheduled basis with the Assistant Superintendent for Curriculum/Instruction relative to curriculum development. The Assistant Superintendent for Curriculum/Instruction shall chair divisional and K-12 Curriculum Committees.
- I. The Board shall attempt to make available in each school, a lunchroom and lavatory facility exclusively for professional and non-professional staff use, as well as a professional staff lounge, furnished, in which smoking shall not be permitted.
- J. Telephone facilities shall be made available to Teachers for their reasonable use. Personal long distance phone calls may be made, but only at the Teacher's expense. Personal long distance phone calls shall not be charged to the employer.

- K. Parking facilities shall be provided for Teacher use. Parking lots and walkways to and between buildings on the same site shall be lighted and maintained in such a manner that Teachers shall not have to continually contend with excessive mud, water, snow or ice.
- L. Religious or political activities of any Teacher or the lack thereof outside the scope of their teaching assignment shall not be grounds for any discrimination with respect to the employment of such Teacher.
- M. Pathfinder School and High School Teachers will have no more than three (3) preparations unless mutually agreeable to the parties involved. It is not the intention of the district to assign any member of the High School teaching staff more than three preps at any point during the course of the school year. However, the need to maximize staff as a result of scheduling needs may require the formation of staff assignments having four preps. This situation will be limited to one year and will not involve the same staff member for two consecutive years unless agreed upon by both the district and the teacher. Effort will be made to inform any teacher facing the probable four prep schedule by the end of the preceding school year by the building principal.
- N. In the event that the Pinckney Community School District and the Livingston County Educational Service Agency determine that the Pinckney Schools will provide services to medically fragile/ special education students (defined as medically fragile or special education students not currently served in a regular education classroom setting) in a least restrictive environment (LRE), the Board and Teachers agree to bargain the issues dealing with medically fragile students in a least restrictive environment (LRE). This shall not preclude the Board from enrolling the student and determining the educational placement as per the student's IEP.
- O. The Board will allocate time for K-12 teacher participation in IEPs and student staffings. A substitute for both a special education teacher and a general education teacher will be provided and a monthly schedule developed to allow staff to participate in these meetings during the workday. It is the intent that most IEPs and related student staffings will be planned within this schedule, however, if an IEP or administratively initiated student intervention cannot be scheduled within the time above, the teacher may opt to arrive later or depart earlier than their 445 (6-12) or 455 (K-5) minute contractual obligation the following day or that Friday. The teacher must still fulfill the student contact requirement.

**ARTICLE 9
VACANCIES, TRANSFERS AND PROMOTIONS**

A. VACANCIES

1. A vacancy shall occur whenever a bargaining unit member vacates a unit position as the result of resignation, dismissal or transfer. Newly created bargaining unit positions shall also be considered a vacancy. A leave of absence by a Teacher for the entire school year shall also be considered a vacancy.
2. Bargaining unit vacancies shall be publicized by the Human Resources Office with a posting in each school, a copy mailed to the Association President, and placed on the district's website. The posting of vacancies in each school building shall serve as constructive notice to each bargaining unit member of a position vacancy. Failure to have a posting announced on the website will not be grievable.
3. Vacancies shall be posted for seven (7) calendar days. Vacancies on or after August 15 and prior to the end of the second week of school shall be posted on the website for twenty-four (24) hours (4 p.m. to 4 p.m.)

B. TRANSFERS

Teachers interested in transferring to another unit position which may become available shall submit a Transfer Request Form annually to the Human Resources Office by May 1. Teachers may also apply for specific posted positions by submitting a written request to the Human Resources Office by the end date listed on the specific posting. Those Teachers possessing the appropriate certification and qualifications as posted will be given consideration.

C. PROMOTIONS

Any Teacher who shall be promoted to an educational administrative position in the district shall have the right to return, or be placed by the Board, to a unit position within the first two years after promotion. Should a promoted Teacher return to a unit position within the first two years, they shall be entitled to such rights as they may have had under this Agreement at the point that they left the unit.

**ARTICLE 10
BUSINESS AND LEAVE DAYS**

- A. Personal Business Days: Each Teacher shall be allowed four business days per year with pay which may be used for any reason and without explanation, upon giving forty-eight (48) hours' notice to the immediate principal. No more than two (2) separate applications per shift at Country Elementary, Farley Hill Elementary, Navigator School, and Pathfinder, and no more than three (3) separate applications per shift at Pinckney High School shall be granted by said administrator for the same day or days. The

administrator may exceed these quotas at their discretion and may allow a business day with less than 48 hours' notice in the event of extenuating circumstances. Any unused personal business days shall be accumulated as sick leave days.

- B. Sick Leave Days: Each tenure Teacher shall be allocated twelve (12) full days with pay per year for sick leave. Each probationary Teacher shall be allocated up to seven (7) full days per year with pay for sick leave. Teachers shall only be permitted to use sick leave in half or full day increments. Usage of less than ($\frac{1}{2}$) day shall be charged to the Teacher as ($\frac{1}{2}$) day. Usage of more than ($\frac{1}{2}$) day and less than one (1) full day shall be charged to the Teacher as usage of one (1) full day. Unused sick leave shall accumulate from year to year to a maximum of 160 days at the end of each fiscal year (those with more than 160 days shall be grandfathered and capped at their current level as long as it remains above 160). *(Example – teacher has 180 days as of June 30, 2021 and receives 12 days for 2021-22, they would have access to 192 days for 2021-22. They use 4 days and as of June 30, 2022, they revert back to 180 cap. They get 12 days for 2022-23 and have access to 192 days, use 15 days, as of June 30, 2023, they would have 177 days. They get 12 days in 2023-24, have access to 189 days, use 4 days, as of June 30, 2024, they would revert back to 180 cap. They receive 12 days for 2024-25 and have access to 192 days, use 40 days, go down to 152 days. For 2024-25, receive 12 days giving access to 164, use 1 day, as of June 30, 2025, revert back to 160 cap, since the teacher fell below 160 days.)*

A teacher may use accumulated sick leave when they are incapacitated from the performance of their duties by sickness or injury. A teacher may also use their accumulated sick leave to provide care for a member of their immediate family. Immediate family is defined as spouse, children/step-children, parents/step-parents, brother, sister, parents-in-law, grandparents and any relative or dependent living in the home. Fathers may utilize up to ten (10) days of their accumulated sick leave to care for their spouse and newborn after the birth of a child. Teachers may utilize up to twenty (20) accumulated days for family illness in a school year (July 1 - June 30). A teacher needing extended time off for family illness should consider a medical leave of absence (See Article 19). Parents may utilize up to ten (10) days of their accumulated sick leave to care for a newly adopted child. Additional time for childcare for an adoption may be requested pursuant to Article 22.

- C. Upon completion of ten (10) years of service to the district, a Teacher leaving the school district shall receive payment for said accumulated days on the following basis:
1. At times of voluntary separation, \$33.00 per day up to 45; \$50.00 per day for those in excess of 45.
 2. At retirement, all accumulated days at \$50.00 per day. A teacher announcing retirement before April 1st may opt to receive payment for up to thirty (30) days from their accumulated sick leave after announcement. Payout must be paid back in full if retirement is withdrawn.

In the event of a Teacher's death, the above payment will be made to the Teacher's estate.

- D. A teacher whose unused sick leave day accumulation exceeds forty-five (45) days (before the next year's allowance is granted) may request by May 1 that Sick Days in excess of forty-five (45) be paid out at \$50.00 per day with a cap of 10 days per year (unless the teacher is grandfathered above the 160 day cap, then the cap is sixteen (16) days per year). This payment will be made in the last pay of June.
- E. Any Teacher who is absent from duty because of an injury or illness compensable under the Michigan Workers' Disability Compensation Act shall receive from the Board the difference between the allowance under the Workers' Compensation Law and his regular salary until the accumulated sick leave equivalent (pro-rated) is exhausted, except that in no case shall the staff member be compensated more than he would have received in net earnings had he worked during such period.

F. Sick Leave Banks

SHORT-TERM BANK:

1. This bank shall be established by the Board of Education and administered by district administrators.
2. Any Teacher may borrow up to ten (10) days of sick leave from future allocations for an illness certified by a doctor and which occurs within a limited and continuous period.
3. Any Teacher leaving the district with borrowed sick leave shall, upon written Board of Education request, have the borrowed days deducted from his final year-end check at the Teacher's current daily wage rate. If final payment has already been made, said Teacher must reimburse the Board of Education this same amount, upon written Board of Education request.

LONG-TERM BANK:

1. A Teacher who has consecutive absences initiated by hospitalization or a doctor-certified medical emergency followed by continuous doctor-directed confined illness may apply for consideration.
2. Prior to application to the Long-Term Bank, Teachers must request and receive 10 days from the Short-Term Bank.
2. After receiving 10 days from the Short-Term Bank, the Teacher may request up to 20 additional days from the Long-Term Bank. Probationary Teachers may request up to 30 days from the Long-Term Bank.
4. All borrowed days must be repaid, first to the Short-Term Bank and then to the Long-Term Bank.

- a. Of the sixteen (16) allotted tenure Teacher days per year, ten (10) days shall be replaced annually until the bank(s) is/are reimbursed. A Teacher's remaining six (6) days will consist of four (4) sick days and two (2) personal business days.
 - b. Of the eleven (11) allotted probationary Teacher days per year, six (6) days will be repaid annually until said probationary Teacher becomes a tenured Teacher at which time the tenured Teacher's pay-back schedule will apply. A probationary Teacher's remaining five (5) days will consist of three (3) sick days and two (2) personal business days.
5. Any Teacher leaving the district with borrowed Long-Term Bank days shall, upon written Board of Education/PEA request, have the borrowed days deducted from their final year-end check at the Teacher's current daily wage rate. If final payment has already been made, said Teacher must reimburse the Board of Education/PEA this same amount, upon written Board of Education/PEA request. Failure to repay may result in legal action to recover any liability owed.

In the event that the district has reason to believe that there has been an abuse of sick leave, a Teacher may be required to submit a doctor's statement.

Each Teacher's status of accumulated leave days will be reported to them at the beginning of each school year.

- G. In the event of a death in a Teacher's immediate family, up to three (3) school days of absence will be granted without loss of pay or sick days. Immediate family constitutes brother, sister, mother-in-law, father-in-law, grandparents and any relative or dependent living in the home. Five (5) school days of absence without loss of pay, will be granted due to death of spouse, child or parents. This time is to be used to attend services and to settle the affairs of the deceased.
- H. Teachers may be absent without pay at the principal's discretion.
- I. A Teacher called for jury duty will be paid by the Board of Education the difference between the Teacher's salary and jury duty pay for up to a maximum of sixty (60) days. Within the limits prescribed above, said absence shall not be chargeable against accumulation. In the event a Teacher is subpoenaed to appear in a legal proceeding the Board may, at its option, pay the difference between the Teacher's salary and witness fees.
- J. Upon return from sick leave within a given school year, the Teacher shall be returned to their position held prior to the leave.

ARTICLE 11
SABBATICAL LEAVES

- A. A sabbatical leave of absence may be granted to a Teacher, at Board discretion, for educational improvement through further training or travel, either of which must be related to the Teacher's current or future assignment in education.

- B. The conditions for an approved sabbatical shall be:
 - 1. Employed by the Pinckney Board for no less than seven (7) full years.
 - 2. No previous leaves of absence in the preceding five (5) years.
 - 3. Holder of a Masters' Degree (except that the Board may consider some applications where the purpose is to fulfill the residency requirements for a Masters' Degree when those cannot be obtained during the summer session).

- C. The application for a sabbatical leave shall be in writing and shall:
 - 1. Be accompanied by sufficient documentation to support the purported nature of the educational improvement and the value to the school system.
 - 2. Have commencement and termination dates established utilizing natural breaks in the school calendar.
 - 3. Be filed with the Board no less than sixty (60) days prior to the end of the semester.

- 1. Be accompanied by both principal and superintendent written approval.

- D. The Teacher granted a sabbatical leave shall, as a condition of said grant, be under the duty at the end of said leave time to return and teach in this school system for at least three (3) years thereafter.

- E. Further, such Teacher shall receive as compensation the difference between starting base salary and their pay as shown on Schedule A at the time the leave was granted. Should said Teacher for reasons within their control, fail to return as herein provided, or voluntarily terminate employment with this Board at any time during said three-year period, they shall be obliged and required to return the compensation received from the Board while on leave on the pro rata basis that the unfulfilled time bears to the total three year requirement. The Board has the right to apply any paycheck due and owing the Teacher toward this sum at the time of termination of employment but said application shall not forego the Board's right to recover any additional unpaid amount.

The Teacher shall further be required upon completion of said leave to file with the superintendent an official transcript of college credits earned on said leave and/or an outline summary of the travel completed.

- F. Should an individual Teacher, granted a leave under the terms and conditions of this Article, accept employment and/or be employed in a full or part-time position in another school district or educational institution then said Teacher's leave shall be terminated immediately and shall be considered to have resigned from the Pinckney Community School District, and shall have severed all employment and/or contractual relationships said Teacher may have enjoyed with the Pinckney Community School District. This section shall not apply to individuals granted leaves for the purpose of educational improvement where employment in another school district or educational institution may be mandated.
- G. The Teacher on a sabbatical leave may continue their health insurance coverage by submitting a check by the first of each month for one-half ($\frac{1}{2}$) the cost of the monthly premium.

ARTICLE 12 PROTECTION OF TEACHERS

- A. When a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians or other professional persons, the Superintendent of Schools shall so determine and the Board will take reasonable steps to relieve the Teacher of responsibility with respect to the pupil.
- B. Any case of assault upon a Teacher associated with Teacher-student or Teacher-parent relationships shall be promptly reported to the Board or its designated representative. The Board shall render all reasonable assistance to the Teacher in connection with the handling of the incident by law enforcement and judicial authorities.
- C. Teachers will continue to be included in the "blanket" liability coverage as established by the Board.
- D. Time lost by a Teacher in connection with any incident mentioned in this Article shall not be charged the Teacher provided the time lost was allowed by a representative of the Board, or required by a court of competent jurisdiction, or required by law enforcement agencies, or in the case of an assault, as advised by a Teacher's physician. In the case of an assault, full compensation will be made by the Board until such time as the Teacher qualifies for Worker's Compensation and/or Disability Insurance. In the event a Teacher is found to be at fault by a court of competent jurisdiction the Board may at the time charge the Teacher for the time lost.

- E. Teachers shall be expected to exercise reasonable care with respect to the safety of pupils and property, but shall not be individually liable, except in the case of negligence or neglect of duty, for any damage or loss to person or property.
- F. Public school board meetings are not courts of law. Reasonable efforts will be made by the Board to see that, within the guidelines set forth in Public Act No. 267 of the Acts of 1976 (Open Meetings Act), Teachers are not accused, ridiculed, libeled or demeaned during public meetings. This section shall not be subject to step four of the grievance procedure.
- G. All communications received by a counselor in the course of his professional duties and deemed, by said counselor, to be of a confidential nature, need not, except with the consent of said counselor, be disclosed to anyone unless said disclosure is required by law or court order.
- H. The Pinckney Community Schools' goal is to educate its students in the American tradition; to recognize individual freedom and to instill in the individual social responsibility, to know and respect the value of the Constitution and the Bill of Rights, and to know the value of self-respect and the preservation of an individual's personality and personal image. The Board recognizes that these values can best be transmitted in an atmosphere which is free from censorship and artificial restraints on free inquiry and learning and in which academic freedom is encouraged, except academic responsibility is also necessary in that:
 - 1. The Teacher must be acting within his certified area and in accord with the accepted and/or adopted curriculum and courses of study.
 - 2. The Teacher must remember to exercise responsibility and prudence at either the elementary or secondary level and to carefully consider the maturity level of the student and the special circumstances that surround the Teacher-learning relationship.
 - 3. The Teacher must have approval from the building principal prior to the use of special materials or a resource speaker.
 - 4. If a controversial issue is to be presented, it shall be the responsibility of the Teacher to have both sides of the issue effectively presented with equal care.
- I. Teachers shall be informed to the extent permitted by law and/or parental permission, about any specific medical needs of students assigned to them.
- J. No Teacher shall be assigned nor expected to perform any medical procedure or provide personal hygiene care on a student except to provide emergency first aid until such time as other assistance is available.

- K. In the event that an inoculation may protect the Teacher from contacting any medical condition from a student, the Teacher shall be promptly notified and if the Teacher elects to have such inoculation, it shall be paid for by the district.
- L. Teachers hired into the bargaining unit shall be placed on the seniority list on their first day of work in the bargaining unit.
- M. All seniority shall be lost when a Teacher retires, resigns or is discharged.
- N. Seniority shall continue to accrue during periods of layoff and/or leaves of less than one (1) school year. Time on layoff and unpaid leave do not count as service time for Board-paid longevity.
- O. In the event of a "tie" on the seniority list, the tie shall be broken according to the last four digits of the social security number, with the person having the lowest number having the greatest seniority, the second lowest number the second greatest seniority, and proceeding in a similar manner until all persons with the tie are assigned a seniority position.
- P. The individual contract executed between each Teacher and the employer is subject to the terms and conditions of this Agreement.
- Q. A seniority list shall be maintained by the district. Teachers shall be ranked in order of seniority. Accompanying the name of each Teacher shall be a listing of the Teacher's certification and endorsements. Said seniority list shall be presented to the Association annually during the month of November for review. Corrections shall be brought to the attention of the administration within thirty (30) days thereafter.
- R. Each Teacher shall have the right to review in the presence of the building principal, non-confidential district records maintained in the Teacher's personnel file. A representative of the Association may be requested by either party to accompany the Teacher in such review.
- S. The Board recognizes that new Teachers have difficulty digesting the many policies and procedures received during the first orientation days. Therefore, each building principal may hold a second group orientation period with new Teachers after class hours during the first marking period of the first semester to review policies, procedures and techniques that may not have been clearly understood during the first orientation. Problems thereafter shall be discussed on a one to one basis with the building principal by appointment.

ARTICLE 13
PROFESSIONAL GROWTH

- A. Each Teacher may request to attend a professional conference. Conference request approved by the building principal and the Board will be at no expense to the Teacher except as otherwise established by the Board prior to the Teacher's departure to the conference.
- B. The parties recognize the value of continued professional growth. Each Teacher shall annually participate in in-service programs, professional conferences, professional workshops, professional seminars, travel related to their teaching activities or post-graduate study. Costs incurred in compliance with this Article shall be borne by the individual concerned, except as provided elsewhere in this Agreement.
- C. Professional Development
 - 1. Teachers will be expected to participate in professional development as determined in the calendar annually. Part-time teachers will be expected to participate in the same number of hours of professional development annually to be scheduled with their building administrator. If the teacher has met the required PD hours, up to three (3) Friday PD sessions may be excused with administrative approval.
 - 2. All staff are expected to attend the professional development activities in their building scheduled on the professional development days, unless approved by the building administrator to participate in some other professional development activity that day. Participation on these days will meet a portion of the hours of this requirement. If a teacher is not present on a day, they will need to participate in another professional development activity to meet the appropriate number of hours.
 - 3. Professional development activities that teachers have engaged in from July 1 to June 30 shall count toward the requirement, with the exception of college coursework that is being applied to salary schedule enhancements (Half MA, MA or MA+).
- D. The professional responsibilities of Teachers include serving on professional committees. Committee assignments will be done on a volunteer basis. Should a Teacher not volunteer for a committee, they may be assigned by the principal on an equitable basis.
- E. Each non-experienced bargaining unit member in the first three (3) years in the classroom shall be assigned a mentor Teacher. All new hires in the district with previous teaching experience shall be assigned a mentor for their first year of employment, even if they have three or more years of previous teaching experience.

The mentor Teacher shall be available to provide professional support and guidance for the mentee. The purpose of the mentor assignment is to provide a peer who will offer assistance, resources, and information in a non-threatening, supportive fashion. Mentor Teachers shall be tenured Teachers, except that after two years of teaching a probationary Teacher with exceptional experience may be considered for such assignment. Efforts will be made to match mentors and mentees who work in the same building and who have similar grade and/or subject assignments. A mentor shall be assigned to only one mentee.

The principal shall make mentor assignments on a one-year basis, subject to review after two months and occasionally thereafter. Participation as a mentor Teacher shall be voluntary and without additional compensation.

F. New Teacher Orientation

All teachers new to the District will be required to attend up to a three (3) day orientation prior to the start of school.

**ARTICLE 14
GRIEVANCE PROCEDURE**

A. A grievance shall be an alleged violation of the expressed terms of this contract. It is expressly agreed that the following matters shall not be the basis of any grievance filed under the procedure outlined in this Article:

1. Any claim, complaint or matter for which the Teacher has sought redress via another forum established by law or by regulation having the force of law.
2. Any matter in which the grievant has sought redress under the Teacher Tenure Act.

B. A Teacher engaged in arbitration or grievance procedures on behalf of the Association with any representative of the Board shall be released from regular duties without loss of salary.

The Association may designate the representative to process a grievance when so-requested by a grievant. The Board hereby designates the principal of each building to act as its representative at Level One as hereinafter described and the Superintendent or his designated representative to act at Level Two as hereinafter described. If the particular grievance is a "class" grievance affecting Teachers in more than one building, the grievance shall be processed directly to Level Two and shall be subject to the same time limitations and other requirements as set forth for the institution of grievances at Level One.

- C. The term "days" as used herein shall mean days in which school is in session; however, during the summer vacation "days" shall mean weekdays (excluding legal holidays).
- D. Written grievances as required herein shall contain the following:
 - 1. It shall be signed by the grievant(s) or the Association in the case of a class action grievance.
 - 2. It shall be specific and relate to contractual provisions alleged to have been violated.
 - 3. It shall contain a synopsis of the facts giving rise to the alleged violation.
 - 4. It shall cite the section or subsections of this contract alleged to have been violated.
 - 5. It shall contain the date(s) of the alleged violation(s).
 - 6. It shall specify the relief requested.

Any written grievance not substantially in accordance with the above minimal requirements may be returned to the originator for reconciliation; however, time limitations shall run anew from the date of such return of the grievance to the originator.

- E. 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, all further proceedings on the previously instituted grievance shall be barred. Should the administration or Board not respond within the specified timelines, the grievance shall advance to the next level.
- F. PROCEDURE:

LEVEL ONE

A Teacher alleging a violation of the express provisions of this Agreement shall, within fifteen (15) days of its alleged occurrence or gaining knowledge thereof, orally discuss the grievance with the building principal in an attempt to resolve same. If no resolution is obtained, the Teacher shall have fifteen (15) days of such oral discussion to reduce the grievance to writing and deliver it to the principal. The Principal shall respond in writing within fifteen (15) days of receipt of the grievance in writing. If the written response is unacceptable, the Teacher shall have fifteen (15) days from the date of the written response to file the grievance at Level Two. A copy of the written decision of the principal shall be forwarded by the principal to the Superintendent of Schools and the Grievance Chair for permanent filing.

LEVEL TWO

A copy of the written grievance shall be filed with the Superintendent. Within fifteen (15) days of receipt of the grievance, the Superintendent shall arrange for a meeting to be held with the grievant and/or the designated Association representative to discuss the grievance. Within fifteen (15) days of the discussion, the Superintendent shall render their decision in writing, transmitting a copy of same to the grievant, the Association grievance chairman, the building principal in which the grievance arose, and place a copy of the same in a permanent file in the office.

If the decision is unsatisfactory to the grievant and the Association, the grievant shall have fifteen (15) days from the date of the decision to appeal same to the Board of Education by filing the written grievance along with the decision of the Superintendent with the Secretary of the Board, with a copy sent to the Superintendent of Schools. The date on which the above copy is received by the Superintendent of Schools shall be determinative in establishing the effective filing date.

LEVEL THREE

Upon receipt of a grievance, the Board shall hold a hearing, designate a committee to investigate the grievance, or prescribe such procedure as it may deem appropriate for consideration of the grievance; provided, however, that in no event, except with express written consent of the Association, shall final determination of the grievance be made by the Board more than twenty-five (25) days after its submission to the Board.

A copy of the written decision of the Board shall be forwarded to the Superintendent for permanent filing, the building principal for the building in which the grievance arose, the grievant, and the grievance chairman of the Association.

LEVEL FOUR

Individual Teachers shall not have the right to process a grievance at Level Four.

1. If the Association is not satisfied with the disposition of the grievance at Level Three, it shall, within twenty-five (25) days after the decision of the Board, refer the matter for arbitration to the American Arbitration Association, in writing, and request the appointment of an arbitrator to hear the grievance. If the parties cannot agree upon an arbitrator within fifteen (15) days, they shall be selected in accordance with the rules of the American Arbitration Association, which rules shall also govern the arbitration proceedings.
2. Powers of the arbitrator are subject to the following limitations:
 - a. He shall have no power to add to, subtract from, disregard, alter or modify any of the terms of this Agreement.
 - b. He shall have no power to establish salary scales or to change any salary scale.

- c. He shall not hear a grievance barred through this Agreement from the scope of the grievance procedure.
 - d. In the event that a case is appealed to the arbitrator on which he has no power to rule, it shall be referred back to the parties without decision or recommendation on its merits.
 - e. More than one grievance may not be considered by the arbitrator at the same time except upon express written mutual consent and then only if they are of similar nature.
 - f. The arbitrator shall have no power to award punitive damages.
 - g. Arbitration awards or grievance settlements will not be made retroactive beyond the date of the occurrence or non-occurrence of the event upon which the grievance is based. In no event, however, shall the settlement be earlier than thirty (30) days prior to the date on which the grievance is filed.
 - h. The arbitrator shall have no power to hear, consider or make a determination on a grievance issue which is claimed as a violation of state or federal law. A single grievance which has a combined claim of a contract violation and a violation of state or federal law, shall have only the contract violation considered by the arbitrator.
- 3. The cost of the arbitrator shall be borne equally by the parties. Each party shall assume its own costs for transcripts, representation (including any expense of witnesses), etc.
 - 4. The arbitrator shall document all pertinent findings that influenced and/or were used directly in formulating his opinion. The decision of the arbitrator shall be binding.
- G. A written grievance shall be submitted on the mutually agreed upon grievance forms with the designated signatures so affixed throughout the procedure. A copy of the form is included as Appendix E.

**ARTICLE 15
INSURANCE**

- A. The Board will pay premiums for the Plan A, B, C, D, E insurance programs, minus the employee monthly premium contribution as specified below:

PLAN A, C, D, E: For Employees Electing Health Insurance

The parties agree to continue membership in the Livingston County Health Care Consortium. The Board shall pay 97.5% of the PA 152 2022 State mandated hard cap amount of the total cost of the medical and ancillary premiums and taxes through December 31, 2022, and pay 98.0% of the PA 152 2023 State mandated hard cap

amount of the total cost of the medical and ancillary premiums and taxes beginning January 1, 2023 through December 31, 2023 and will pay 98.5% of PA 152 2024 State mandated hard cap amount of the total cost of the medical and ancillary premiums and taxes beginning January 1, 2024 and continuing thereafter.

If a new agreement is not reached prior to January 1, 2025 any premium increase for calendar year 2025 will be the responsibility of the employee. Association members enrolled in Plan A, C, D, or E shall be responsible, through payroll deduction, for all health/medical benefits plan costs that exceed the amounts contributed by the Board as specified above.

Association members not currently participating in the District Section 125 Plan (FSA) for medical reimbursements, may access the Health Savings Account (HSA) associated with the MESSA ABC Plan (Plan D or Plan E) upon selection at open enrollment.

Current LCHCC ancillary benefit levels are as follows:

Long-Term Disability.....66 2/3%; \$7,500 Maximum; 90 calendar day modified fill; freeze on offset;
Dental(80/80/80; annual max \$2,000: ortho 80%; lifetime max \$1,500)
Negotiated Term Life.....(\$50,000 with AD & D)
Vision.....(VSP-2S)

PLAN B-For Employees Not Electing Health Insurance (Board pays single subscriber rate)

Long Term Disability..... (As described above)
Dental (As described above)
Negotiated Term Life..... (As described above)
Vision..... (As described above)

Full-time employees electing the Plan B Insurance option will receive a cash-in-lieu payment of \$1,750 annually (paid over 21 pays September to June, prorated if partial year).

Plan B (for those not electing the health insurance option) will be as detailed in the consortium plan benefits. Employee will be offered single subscriber dental and vision benefits only and may opt for two-person or full family dental and vision at their own expense (differential between Single and 2P or FF).

Said insurance terminates at the end of the month of the effective date of subscriber's leaving the district, while on unpaid leaves of absence, or termination of employment. Health insurance and other fringe benefits will not cease while the employee is absent due to long-term illness for the duration of this contract. All recourse shall be between the subscriber and the carrier.

For teachers assigned to and working less than full-time, but at least 50% (.5 FTE), the Board shall make a prorated payment of the cost of premiums for insurance of either Plan A, C, D E or Plan B (For example, a .7 teacher will be eligible for .7 of the full-time employer payment). If a teacher assigned less than full-time but at least 50% (.5 FTE) elects Plan A, C, D, or E insurance coverage, any excess premiums required to maintain full participation in Plan A, C, D, or E shall be the responsibility of the teacher and shall be payroll deducted from the employee's bi-weekly salary. Teachers employed less than 50% (.5 FTE) shall not be eligible for insurance.

The Board will be the policyholder for insurance pursuant to MCL 423.215.

- B. It is the responsibility of all Teachers to make written application and sign the appropriate insurance forms for the insurance coverage provided in this Agreement. The Board shall not be responsible for nor incur any liability for a Teacher's failure to make proper application.
- C. Coverage shall be subject to the rules and regulations of the carrier.
- D. The Section 125 Cafeteria Plan will include medical reimbursement and dependent care options. Employees may choose either of these options by completing the necessary application procedures in accordance with the provisions of the Board adopted Section 125 Plan. Employees participating in a Health Savings Account are prohibited by federal law from participating in a medical reimbursement Section 125 plan.
- E. This article may be reopened at the request of the Board/Association if the insurance rates become disproportionate with those of other major carriers. The parties reserve the right to research other insurance plans that may be less costly.

ARTICLE 16
SCOPE OF AGREEMENT

- A. This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual Teacher contracts heretofore in effect. All future individual Teacher contracts shall be made expressly subject to the terms of this Agreement.
- B. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall be deemed null and void except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect. The parties shall promptly meet to negotiate alternative language for the voided provisions to the extent allowed by law.

- C. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. The Board and the Association voluntarily and unqualifiedly waive the right and each agrees that the other shall not be obligated to bargain collectively, during the term of this Agreement, with regard to: (1) any subject matter covered by this Agreement; or (2) any subject matter which was negotiated but on which no agreement was reached; or (3) any subject matter reasonably within the contemplation of the parties at the time that negotiations for this Agreement occurred. Bargaining on other matters shall occur to the extent required by law during the term of this Agreement.

- D. This Agreement constitutes the sole and entire agreement between the parties in regard to items covered herein and may be altered, changed, added to, deleted or modified only by mutual written consent of the parties.

**ARTICLE 17
MISCELLANEOUS PROVISIONS**

- A. Within a reasonable period after ratification, this Agreement shall be posted to the district website.

- B. The school calendar for 2022-23 and 2023-24 shall be set forth in Schedule C of this contract.

- C. Except as otherwise provided by the Agreement and subject to request by the Administration, Teachers shall be compensated (provided request for compensation is made and administratively approved in advance) for work beyond the regular school day which involves responsibility for children in accordance with Schedule B.

- D. An emergency manager under the Local Financial Stability and Choice Act, MCL 141.541, *et seq.*, may reject, modify, or terminate this Agreement as provided in that Act.

**ARTICLE 18
LENGTH OF AGREEMENT**

The terms of this Agreement shall be in effect through June 30, 2024. Parties will begin negotiations on a subsequent agreement by March 1, 2024.

ARTICLE 19
UNPAID LEAVES OF ABSENCE (MEDICAL/CHILDCARE)

A. Medical

1. Upon written request accompanied with medical documentation to support the authenticity of the reason for the leave, a non-compensatory medical leave of absence will be granted for up to one (1) year. The same procedure will be followed in the event that an extension of the leave becomes necessary.
2. The approved medical leave of absence can be for the needs of the employee or the employee's spouse, child, or parent. This includes stepchildren and stepparents.
3. The medical leaves in the Article are not to be construed as limiting any other Article in this Master Contract.

B. Childcare

A non-compensatory childbearing and/or childcare leave of absence will be granted for up to one (1) year for care of an infant, care of a child or for adoption or foster care. Said leave may be extended by the Board after review of the written request from the teacher.

C. General Leave

A general purpose leave of absence may be granted for a period of up to one school year subject to written application to the Assistant Superintendent for Human Resources and approval by the Board. A request for up to a one school year extension may be granted at the discretion of the Board. Leaves under this section will be without salary, fringe benefits, and seniority and will terminate at the close of the semester or school year. A teacher shall indicate in writing their intention to return from leave at least sixty (60) days prior to the anticipated return or by May 1 if a return is scheduled for the following year. Teachers not providing written notice of anticipated return by May 1 shall be considered a voluntary resignation. Teachers returning from leave shall retain the amount of seniority, sick leave, and incremental experience earned prior to the commencement of the leave.

D. Family Medical Leave Act

The Board shall comply with the Family Medical Leave Act of 1993 including the right of Teachers to have Board-paid health-care coverage continued for up to twelve (12) weeks. A summary of the Act shall be available in each school office and/or the Human Resources Office.

**ARTICLE 20
PARENT/TEACHER CONFERENCES**

It is desirable to continue to list the schedules for parent/teacher conferences on the calendar for all to be able to schedule and plan in advance. The Fall Open House, when scheduled, should continue to be treated with appropriate advance notice and planning. Suggestions for making the open house more creative, informative, and interesting will be solicited from Teachers and others.

**ARTICLE 21
JOB SHARING**

Two teachers who wish to share one position may do so provided that these steps are satisfied:

1. A summary plan is written to specify how the position responsibilities will be divided and will be submitted to the principal by May 1 for the ensuing year.
2. The principal(s) involved gives approval.
3. The open houses and parent-teacher conferences will be attended by both job sharers as appropriate.
4. Human Resources accepts the proposal.
5. The Association President accepts the proposal.
6. The cost of insurance combined, shall not exceed the cost of Plan A for one Teacher if the position were not shared.
7. Building specific inservice and curriculum meetings will be attended by both job sharers to the same extent that full-time Teachers are required to attend.

**ARTICLE 22
STUDENT TEACHERS**

- A. No probationary teacher shall be assigned to supervise a Student Teacher during the first two years of probationary teaching. Only probationary teachers with significant occupational experience will be considered during the second two years of probation.
- B. No Teacher shall be assigned a Student Teacher without their consent.
- C. No Teacher shall be assigned more than one Student Teacher during any one school year.

**ARTICLE 23
SITE-BASED DECISION MAKING**

A. Definition

Site-based decision making is a joint planning and problem-solving process that seeks to improve the quality of life in the school and the delivery of quality education. It is a process through which those individuals responsible for the implementation of a decision at the building level are actually and legitimately involved in making decisions.

B. Assurance and Participation

When the site-based decision making and/or school improvement committee is being utilized, care will be taken to assure that the terms and conditions set forth in this master agreement will not be violated. No site-based decision-making committee shall engage in collective bargaining. Should concerns arise in regard to a possible infringement upon the collective bargaining agreement, a referral will be made to the Association Bargaining Chair and Human Resources. Any Teacher's participation in any site-based decision making and school improvement committees shall be voluntary.

**ARTICLE 24
DISCRIMINATION AND HARASSMENT**

Employer and employees of the School District will comply with Board policy on discrimination and harassment and with the terms and conditions of Federal and State laws which prohibit discrimination and harassment.

**ARTICLE 25
SALARY SCHEDULE LANE MOVEMENT CONDITIONS**

Application and transcripts for lane movement must be submitted by October 1 of any year to qualify if lane movement is negotiated for that year.

HALF MASTERS

Teachers must submit a letter from their academic advisor confirming what MA Program is being pursued, how many credits have been completed, and how many credits are required for completion. The credits completed must be halfway or more of the credits required to qualify for the Half Masters lane.

MA DEGREE

Teachers must submit an official transcript confirming earning of a MA degree.

MA+10, MA+20 or MA+30

In order for credit to qualify for placement on the MA+10, MA+20 or MA+30 salary schedule, teachers must submit an official transcript confirming credits earned beyond the MA degree and one of the following conditions must be satisfied:

- A. The college credit must be earned in a major and in graduate-level work.
- B. The college credit must apply toward additional state certification.
- C. The college credit must be earned in a college or university-approved program and apply toward either a second major, an Ed.S. degree, a second master's degree or a Ph.D. degree.

CAREER TECHNICAL EDUCATION STAFF

Teachers who obtain additional certifications to teach in the CTE Program may be advanced to the Half Masters Lane or Masters Lane with official transcript and approval of the Superintendent.

SIGNATURE OF MUTUAL INTENT AND BINDING AGREEMENT

The Board and the Teachers enter into this Master Contract in good faith and both parties are expected to perform in a cooperative manner, fulfilling both the intent and the applicable portions of the Agreement written herein.

PINCKNEY COMMUNITY SCHOOLS
BOARD OF EDUCATION

PINCKNEY EDUCATIONAL ASSOCIATION/MEA

Michelle Crampo, President

Kim Kijewski, President

Amanda Winningham, Secretary

Jesse Cogswell, Chief Negotiator

Rick Todd, Superintendent

Date

**SCHEDULE A
2022-24 SALARY SCHEDULE**

Step	BA	½MA	MA	MA+10	MA+20	MA+30
1	\$41,083	\$42,838	\$44,608	\$45,682	\$46,870	\$48,181
1.5	\$42,112	\$43,976	\$45,859	\$46,959	\$48,179	\$49,527
2	\$43,139	\$45,111	\$47,106	\$48,237	\$49,493	\$50,877
2.5	\$44,219	\$46,305	\$48,427	\$49,587	\$50,878	\$52,301
3	\$45,294	\$47,502	\$49,746	\$50,940	\$52,263	\$53,730
3.5	\$46,428	\$48,760	\$51,138	\$52,366	\$53,727	\$55,232
4	\$47,560	\$50,018	\$52,529	\$53,791	\$55,192	\$56,735
4.5	\$48,749	\$51,344	\$54,001	\$55,298	\$56,736	\$58,324
5	\$49,938	\$52,669	\$55,473	\$56,804	\$58,281	\$59,913
5.5	\$51,187	\$54,065	\$57,026	\$58,395	\$59,912	\$61,592
6	\$52,436	\$55,462	\$58,579	\$59,986	\$61,544	\$63,269
6.5	\$53,746	\$56,931	\$60,220	\$61,666	\$63,267	\$65,041
7	\$55,057	\$58,399	\$61,860	\$63,345	\$64,991	\$66,812
7.5	\$56,434	\$59,949	\$63,593	\$65,120	\$66,811	\$68,684
8	\$57,810	\$61,497	\$65,326	\$66,894	\$68,630	\$70,556
8.5	\$59,255	\$63,127	\$67,154	\$68,767	\$70,553	\$72,530
9	\$60,700	\$64,756	\$68,982	\$70,639	\$72,476	\$74,504
9.5	\$62,005	\$66,122	\$70,412	\$72,094	\$73,959	\$76,017
10	\$63,310	\$67,488	\$71,842	\$73,549	\$75,441	\$77,530
10.5	\$63,627	\$67,826	\$72,202	\$73,917	\$75,818	\$77,918
11	\$63,943	\$68,163	\$72,561	\$74,284	\$76,195	\$78,305
11.5	\$64,264	\$68,504	\$72,924	\$74,655	\$76,576	\$78,697
12	\$64,583	\$68,844	\$73,287	\$75,027	\$76,957	\$79,088

In compliance with Section 164h(1)(d) of PA 108 of 2017 and section 1250 of the Michigan Revised School Code, the Board will implement a policy that will include job performance and job accomplishments as a significant factor in determining compensation and communicate such policy to the Association by November 1 of each year.

FINANCIAL SUMMARY

1. 2022-23 scale above has a 4% increase on each step from 2021-22 scale
2. No step advancement for 2022-23
3. Steps granted 2023-24, same scale.
4. Lanes granted for 2022-23 and 2023-24
5. For 2023-24, longevity increased to \$500, \$800, and \$1100.

**SCHEDULE B
(EXTRACURRICULAR STIPENDS)**

- A. The step a coach/sponsor was on in 2021-22 will be continued for 2022-23 and 2023-24. If a coach/sponsor has previous experience in an activity they will be given credit to be placed up to step 3 for 2022-23 and 2023-24.
- B. Schedule B shall not apply to any positions sponsored by Community Education.
- C. Athletic coaching positions will be hired through EduStaff or similar vendor.

**SCHEDULE B
BARGAINING UNIT MEMBER ATHLETIC STIPENDS**

Position	Step 1	Step 2	Step 3	Step 4	Step 5
Head Football Coach	\$5,704	\$5,989	\$6,289	\$6,603	\$6,933
Asst Varsity Football	\$3,922	\$4,118	\$4,324	\$4,540	\$4,767
JV Football	\$3,922	\$4,118	\$4,324	\$4,540	\$4,767
Asst JV Football	\$3,565	\$3,743	\$3,931	\$4,127	\$4,334
Freshman Football	\$3,565	\$3,743	\$3,931	\$4,127	\$4,334
Asst Freshman Football	\$3,209	\$3,369	\$3,538	\$3,714	\$3,900
Soccer	\$3,922	\$4,118	\$4,324	\$4,540	\$4,767
Swimming	\$3,922	\$4,118	\$4,324	\$4,540	\$4,767
Diving	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Cross Country	\$3,565	\$3,743	\$3,931	\$4,127	\$4,334
Asst Cross Country	\$1,783	\$1,872	\$1,965	\$2,064	\$2,167
Golf	\$3,565	\$3,743	\$3,931	\$4,127	\$4,334
Tennis	\$3,565	\$3,743	\$3,931	\$4,127	\$4,334
Varsity Basketball	\$5,704	\$5,989	\$6,289	\$6,603	\$6,933
JV Basketball	\$3,922	\$4,118	\$4,324	\$4,540	\$4,767
Freshman Basketball	\$3,565	\$3,743	\$3,931	\$4,127	\$4,334
Head Wrestling	\$4,991	\$5,241	\$5,503	\$5,778	\$6,067
Head Track	\$4,635	\$4,866	\$5,110	\$5,365	\$5,634
Asst Track	\$3,565	\$3,743	\$3,931	\$4,127	\$4,334
Head Baseball	\$4,635	\$4,866	\$5,110	\$5,365	\$5,634
JV Baseball	\$3,565	\$3,743	\$3,931	\$4,127	\$4,334
Varsity Softball	\$4,635	\$4,866	\$5,110	\$5,365	\$5,634
JV Softball	\$3,565	\$3,743	\$3,931	\$4,127	\$4,334
Varsity Volleyball	\$4,635	\$4,866	\$5,110	\$5,365	\$5,634
JV Volleyball	\$3,565	\$3,743	\$3,931	\$4,127	\$4,334
MS Basketball	\$2,852	\$2,995	\$3,145	\$3,302	\$3,467
MS Wrestling	\$2,852	\$2,995	\$3,145	\$3,302	\$3,467
MS Track	\$2,496	\$2,620	\$2,752	\$2,889	\$3,034
MS Asst Track	\$1,426	\$1,497	\$1,572	\$1,651	\$1,733
MS Volleyball	\$2,496	\$2,620	\$2,752	\$2,889	\$3,034
Varsity Cheer (for each season)	\$1,426	\$1,498	\$1,573	\$1,651	\$1,734
JV Cheer (for each season)	\$1,248	\$1,310	\$1,376	\$1,445	\$1,517
Freshman Cheer (for each season)	\$1,248	\$1,310	\$1,376	\$1,445	\$1,517
MS Cheer	\$1,426	\$1,497	\$1,572	\$1,651	\$1,733
Pom Pom (for each season)	\$1,426	\$1,497	\$1,572	\$1,651	\$1,733
Approved Intramural Sports	\$1,070	\$1,123	\$1,179	\$1,238	\$1,300

Coaching stipends, as listed above, provide for the required State pre-season practices and administratively approved post season tournaments, where no state requirements for pre-season practices exist, such pre-season practice requirements will be administratively established. No steps granted for 2022-24. Club sports must be approved by administration and meet criteria to have a stipend set by district. Each club sport will be reevaluated annually to determine if it should still be a club sport or put on Schedule B and the Association will be notified.

**SCHEDULE B
NON-BARGAINING UNIT MEMBER ATHLETIC STIPENDS**

Position	Step 1	Step 2	Step 3	Step 4	Step 5
Head Football Coach	\$5,320	\$5,586	\$5,866	\$6,159	\$6,467
Asst Varsity Football	\$3,658	\$3,840	\$4,033	\$4,234	\$4,446
JV Football	\$3,658	\$3,840	\$4,033	\$4,234	\$4,446
Asst JV Football	\$3,325	\$3,491	\$3,666	\$3,849	\$4,042
Freshman Football	\$3,325	\$3,491	\$3,666	\$3,849	\$4,042
Asst Freshman Football	\$2,993	\$3,142	\$3,299	\$3,464	\$3,838
Soccer	\$3,658	\$3,840	\$4,033	\$4,234	\$4,446
Swimming	\$3,658	\$3,840	\$4,033	\$4,234	\$4,446
Diving	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Cross Country	\$3,325	\$3,491	\$3,666	\$3,849	\$4,042
Asst Cross Country	\$1,663	\$1,746	\$1,833	\$1,925	\$2,021
Golf	\$3,325	\$3,491	\$3,666	\$3,849	\$4,042
Tennis	\$3,325	\$3,491	\$3,666	\$3,849	\$4,042
Varsity Basketball	\$5,320	\$5,586	\$5,866	\$6,159	\$6,467
JV Basketball	\$3,658	\$3,840	\$4,033	\$4,234	\$4,446
Freshman Basketball	\$3,325	\$3,491	\$3,666	\$3,849	\$4,042
Head Wrestling	\$4,655	\$4,888	\$5,133	\$5,389	\$5,658
Head Track	\$4,323	\$4,539	\$4,766	\$5,004	\$5,254
Asst Track	\$3,325	\$3,491	\$3,666	\$3,849	\$4,042
Head Baseball	\$4,323	\$4,539	\$4,766	\$5,004	\$5,254
JV Baseball	\$3,325	\$3,491	\$3,666	\$3,849	\$4,042
Varsity Softball	\$4,323	\$4,539	\$4,766	\$5,004	\$5,254
JV Softball	\$3,325	\$3,491	\$3,666	\$3,849	\$4,042
Varsity Volleyball	\$4,323	\$4,539	\$4,766	\$5,004	\$5,254
JV Volleyball	\$3,325	\$3,491	\$3,666	\$3,849	\$4,042
MS Basketball	\$2,660	\$2,793	\$2,933	\$3,079	\$3,233
MS Wrestling	\$2,660	\$2,793	\$2,933	\$3,079	\$3,233
MS Track	\$2,328	\$2,444	\$2,566	\$2,694	\$2,829
MS Asst Track	\$1,330	\$1,397	\$1,466	\$1,540	\$1,617
MS Volleyball	\$2,328	\$2,444	\$2,566	\$2,694	\$2,829
Varsity Cheer (for each season)	\$1,330	\$1,397	\$1,467	\$1,540	\$1,617
JV Cheer (for each season)	\$1,164	\$1,222	\$1,283	\$1,347	\$1,415
Freshman Cheer (for each season)	\$1,164	\$1,222	\$1,283	\$1,347	\$1,415
MS Cheer	\$1,330	\$1,397	\$1,466	\$1,540	\$1,617
Pom Pom (for each season)	\$1,330	\$1,397	\$1,466	\$1,540	\$1,617
Approved Intramural Sports	\$998	\$1,047	\$1,100	\$1,155	\$1,213

Coaching stipends, as listed above, provide for the required State pre-season practices and administratively approved post season tournaments, where no state requirements for pre-season practices exist, such pre-season practice requirements will be administratively established. No steps granted for 2022-24. Club sports must be approved by administration and meet criteria to have a stipend set by district. Each club sport will be reevaluated annually to determine if it should still be a club sport or put on Schedule B and the Association will be notified.

**SCHEDULE B
NON-ATHLETIC STIPENDS**

Position	Stipend
HS Student Government	\$2,139 (current person grandfathered 50% \$1,179)
Senior Class Sponsor	\$1,782 (current person grandfathered \$2,167)
Junior Class Sponsor	\$1,782
Sophomore Class Sponsor	\$1,426
Freshman Class Sponsor	\$1,426 (current person grandfathered 50% \$749)
HS Band	\$3,565
National Honor Society (2) each	\$1,070
Choir	\$1,070
School Play (fall)	\$1,070
Drama Club	\$1,070
HS Yearbook (if no class)	\$2,139
HS Yearbook (if with a class)	\$713
Pathfinder Yearbook	\$1,070
HS Quiz Bowl	\$1,070
MS Quiz Bowl	\$713
Pathfinder Band (7 th and 8 th grade)	\$2,852
Pathfinder Band (6 th grade)	\$1,070
District Leadership Team (generally one teacher per building and instructional coaches)	\$750
Building Leadership Team (generally 5 for Farley, 5 for Country, 5 for Navigator, 7 for Pathfinder)	\$400
HS Building Leadership Team/Department Heads (generally 8. Math, Science, ELA, SS, Special Ed., Electives, School Family Specialist, CTE)	\$800
Supervision of Students Beyond School Day	\$15.00 per hour
HS CTE Teachers Performing Extra Duties	\$3,000
Summer Band Camp	\$1,070

Employees in Counselor assignments may be required to work up to 10 days total beyond the school year to perform counseling duties related to enrollment, scheduling, failure notices, etc., that are an incumbent responsibility of a Counselor position. Professional compensation for counselors, when performing "normal school year work duties" immediately preceding or following the regular school year, shall be at the individual counselor's daily pay rate.

Curriculum Work - \$20/hour stipend pay for after school projects, curriculum work or professional development as preapproved to a maximum of \$100 per day. \$15/hour stipend may apply for certain grant projects as preapproved.

Test Out Program - Duties may include test preparation, test administration, and evaluation.

Hours are subject to prior approval by administrator – \$35.00 per hour

Elementary Assessments – The District will strive to provide release time for elementary teachers to conduct assessments for students.

**SCHEDULE C
PINCKNEY COMMUNITY SCHOOLS
2022-23 Calendar**

Tuesday	August 23, 2022	New Teacher Orientation
Wednesday	August 24, 2022	Teacher Professional Development/Workday
Thursday	August 25, 2022	Teacher Professional Development/Staff Meetings
Monday	August 29, 2022	First Day of School – half day of school for students
Friday	September 2, 2022	NO SCHOOL – Labor Day
Monday	September 5, 2022	NO SCHOOL – Labor Day
Friday	October 28, 2022	K-12: END OF 1 ST MARKING PERIOD – early release Records location of choice
Thursday	November 3, 2022	Half Day – Parent/Teacher Conferences
Friday	November 4, 2022	Half Day – Parent/Teacher Conferences
Tuesday	November 8, 2022	NO SCHOOL – Election Day – Teacher PD all day
Wednesday	November 23, 2022	NO SCHOOL – Thanksgiving Break
Thursday	November 24, 2022	NO SCHOOL – Thanksgiving Break
Friday	November 25, 2022	NO SCHOOL – Thanksgiving Break
Wednesday	December 21, 2022	NO SCHOOL - HOLIDAY VACATION starts
Wednesday	January 4, 2023	Classes Resume
Friday	January 13, 2023	K-12 School AM/No School PM-Records location of choice END OF 2 ND MARKING PERIOD/1 ST SEMESTER
Monday	January 16, 2023	NO SCHOOL – Martin Luther King Day – Teacher PD all day
Tuesday	January 17, 2023	K-12: BEGINNING OF 2 ND SEMESTER
Friday	February 17, 2023	NO SCHOOL – Winter Break
Monday	February 20, 2023	NO SCHOOL – Winter Break
Friday	March 24, 2023	K-12 School AM/No School PM-Records location of choice END OF 3 RD MARKING PERIOD
Monday	March 27, 2023	NO SCHOOL – Spring Break Starts
Monday	April 3, 2023	Classes Resume
Friday	April 7, 2023	NO SCHOOL – Good Friday
Monday	May 29, 2023	NO SCHOOL – Memorial Day
Wednesday	June 7, 2023	K-12 School AM/No School PM-Records location of choice LAST DAY OF SCHOOL

**SCHEDULE C
PINCKNEY COMMUNITY SCHOOLS
2023-24 Calendar**

Tuesday	August 22, 2023	New Teacher Orientation
Wednesday	August 23, 2023	Teacher Professional Development/Workday
Thursday	August 24, 2023	Teacher Professional Development/Staff Meetings
Monday	August 28, 2023	First Day of School – half day of school for students
Friday	September 1, 2023	NO SCHOOL – Labor Day
Monday	September 4, 2023	NO SCHOOL – Labor Day
Friday	October 27, 2023	K-12: END OF 1 ST MARKING PERIOD – early release Records location of choice
Wednesday	November 1, 2023	NO SCHOOL – Teacher PD
Thursday	November 2, 2023	Half Day – Parent/Teacher Conferences
Friday	November 3, 2023	Half Day – Parent/Teacher Conferences
Wednesday	November 22, 2023	NO SCHOOL – Thanksgiving Break
Thursday	November 23, 2023	NO SCHOOL – Thanksgiving Break
Friday	November 24, 2023	NO SCHOOL – Thanksgiving Break
Monday	December 25, 2023	NO SCHOOL - HOLIDAY VACATION starts
Monday	January 8, 2024	Classes Resume
Friday	January 12, 2024	K-12 School AM/No School PM-Records location of choice END OF 2 ND MARKING PERIOD/1 ST SEMESTER
Monday	January 15, 2024	NO SCHOOL – Martin Luther King Day – Teacher PD
Tuesday	January 16, 2024	K-12: BEGINNING OF 2 ND SEMESTER
Friday	February 16, 2024	NO SCHOOL – Winter Break
Monday	February 19, 2024	NO SCHOOL – Winter Break
Friday	March 22, 2024	K-12 School AM/No School PM-Records location of choice END OF 3 RD MARKING PERIOD
Monday	March 25, 2024	NO SCHOOL – Spring Break Starts
Monday	April 1, 2024	NO SCHOOL – Easter Monday
Tuesday	April 2, 2024	Classes Resume
Monday	May 27, 2024	NO SCHOOL – Memorial Day
Wednesday	June 5, 2024	K-12 School AM/No School PM-Records location of choice LAST DAY OF SCHOOL

APPENDIX D
STUDENT AND FAMILY SPECIALIST/SOCIAL WORKER POSITIONS

This appendix is intended to outline the terms and conditions of employment that pertain specifically to the Student and Family Specialist (social worker) position, which is different than other unit members. All articles of the Master Agreement shall apply to this position except as noted below.

- A. Sections F and I of Article 5 shall not apply to this position.
- B. The work year for Student and Family Specialists shall consist of up to 190 workdays per year. Generally, the work week shall be a 40 (forty) hour work week on average, with hours similar to the teachers' day, but flexible to accommodate evening presentations, meetings, workshops, etc. The work schedule will be at the direction of the building administrator, with appropriate notice of evening or weekend responsibilities, unless extenuating circumstances prevent timely advance notice. This position does not qualify for overtime compensation. Section H of Article 6 shall apply to this position; Sections A-G are not applicable.
- C. Article 7 shall not apply to this position. Article 8 sections A-F, H, M-O shall not be applicable to this position. Article 8 Sections G and I-L shall apply to this position.
- D. Student and Family Specialists may apply for other similar positions within the district and will be given consideration for any said positions. Student and Family Specialists are not positions requiring teacher certification and do not acquire tenure in positions. A Student and Family Specialist who possesses teacher certification may apply for a teaching position and will be granted an interview if they meet the qualifications, however, selection to any other position will be at the discretion of the Board. Subject to this paragraph, Article 9 shall apply to this position.
- E. Student and Family Specialists shall have seniority in the district from date of hire, with one year of seniority for completion of a full work year and pro-rated for employees working less than a full work year or employees working less than full-time. This seniority list shall be separate from the teacher seniority list. Seniority shall not accrue during times of unpaid leave and layoff, and shall be lost if the employee retires, resigns or is discharged for cause. "Ties" in seniority shall be governed by Article 12, Section O. A teacher applying and being selected for a Student and Family Specialist position shall have their teacher seniority frozen at the level they are at on the teacher seniority list at the time of transfer and will then be placed on the Student and Family Specialist seniority list from date of transfer.
- F. Should it become necessary to lay off a Student and Family Specialist, the Board shall provide at least twenty-one (21) calendar days notice to the employee being laid off. Student and Family Specialists shall be laid off by inverse order of seniority. Recall of

Student and Family Specialists shall be by seniority with the most senior laid off employee being recalled first, provided they meet the qualifications for the position. The Board shall file written notice of recall from layoff by sending a registered or certified letter to said Student and Family Specialist at their last known address. It shall be the responsibility of each Student and Family Specialist to notify the Board of any change in address. The Student and Family Specialist's address as it appears on the Board's records shall be conclusive when used in connection with layoffs, recall, or other notice to the Student and Family Specialist. If a Student and Family Specialist fails to report to work within ten (10) calendar days of the date of the sending of the recall, unless an extension is granted in writing by the Board, said Student and Family Specialist shall be considered as a voluntary quit and shall thereby terminate his individual employment contract and any other employment relationship with the Board.

A Student and Family Specialist who is to be laid off pursuant to this Article has the right to be administratively placed in a teaching position for which they are certified and qualified to fill and which is occupied by a Student and Family Specialist with less seniority.

A Student and Family Specialist on a Board approved leave shall be subject to the layoff provisions of this Agreement. However, the Student and Family Specialist shall not be subject to actual layoff until their return from said leave.

The Association shall have the right to review the reduction list prior to notification of the individuals involved. After the reduction list has been prepared, the Association and administration shall review said list in an attempt to resolve potential misunderstandings which could result in conflict.

A person on layoff who rejects recall to a temporary vacancy or to a position which is less time (on an FTE basis) than the position from which they were laid off, shall not lose rights to recall. Laid off Student and Family Specialists may sign up for substitute teaching work and be given first consideration. Rejection of substitute work shall not affect the Student and Family Specialist's right to recall.

- G. The Student and Family Specialist will be allowed twelve (12) sick days and four (4) personal business days per work year. All other provisions of Article 10 shall apply.
- H. Student and Family Specialists shall be considered probationary employees during their first four (4) years of employment. If their performance is deemed by the Board to be unsatisfactory, the Board may choose not to renew their contract by giving written notice by May 1 of a school year. A Student and Family Specialist shall be evaluated at least annually in their first four (4) years of employment and at least once every three years thereafter. All monitoring or observation of the work performance of a Student and Family Specialist shall be conducted openly.

No Student and Family Specialist shall be disciplined, reprimanded, reduced in rank or compensation or denied renewal of contract without just cause. Any such discipline, reprimand, or reduction in rank or compensation including unjustified and undocumented adverse evaluation of Student and Family Specialist performance asserted by the Board or any agent or representative thereof shall be subject to the grievance procedure hereinunder set forth. When disciplining or questioning staff members regarding delinquency in professional performance, the administration shall take reasonable measures to carry out the questioning or discipline privately.

In evaluating Student and Family Specialists the evaluator shall provide those Student and Family Specialists that have performed unsatisfactorily during the evaluation period with (1) a statement of specific problem areas observed; (2) specific suggestions as to how the problems are to be resolved; and, (3) a statement of the types of assistance that may be available to the Student and Family Specialist in improving his performance.

- I. Article 12, Sections A-G and I-N, P-S shall apply to this position; Section H shall not apply. Add to Section A, "While the teacher may be relieved of responsibility with this student, the Student and Family Specialist may have continued responsibilities with this student and/or the family as long as the district has legal responsibilities for this student."
- J. Article 13, Sections A-D and F shall apply to this position. Article 13E shall not apply.
- K. Only the MA Lane of Schedule A shall apply to this position.
- L. Prior to making a home visit, the Student and Family Specialist and the building administrator will mutually agree as to whether the Student and Family Specialist will be accompanied by another district employee or support person from another agency.

APPENDIX E

PINCKNEY COMMUNITY SCHOOLS TEACHER GRIEVANCE FORM

LEVEL ONE

This section to be filled out by Grievant and signed by Grievant and Association Representative

- A. Name of Grievant(s) _____ Submission Date _____
- B. Association Collective Bargaining Agreement involved _____
- C. Contract provision(s) violated: Article(s) & section(s) _____
- D. Alleged contractual violation: Time _____ Date _____
- E. Name(s) of Administrator(s) with whom oral discussion was held _____

- F. Verbal answer was given: Time _____ Date _____
- G. Written grievance is being filed: Time _____ Date _____
- H. Employee(s) involved in grievance _____
- I. Statement of issue _____

- J. Synopsis of facts giving rise to the alleged violation _____

- K. Action or relief sought _____

- L. **Aggrieved Employee(s) Signature** _____
- M. **Association Representative's Signature** _____

Signature signifies knowledge of Grievance

Note: Use extra sheets of paper, if needed, for any areas of form

LEVEL ONE CONTINUED

NOTE: These sections are to be filled in by immediate supervisor

A. **ORAL GRIEVANCE** Received by _____
Building Principal

B. Time and date grievance was orally submitted to you _____

C. Time and date verbal answer to grievance was submitted to the grievant/Association

D. Place in writing below verbal answer that was submitted to the grievant(s) _____

A. **WRITTEN GRIEVANCE** Received by _____
Building Principal

B. Time and date written grievance was submitted to you _____

C. Place written answer here _____

D. **SIGNATURE** _____ **TIME** _____ **DATE** _____
Building Principal

E. **RECEIPT ACKNOWLEDGE BY** _____
Grievant or Association Representative

Time _____ Date _____ No. _____

LEVEL THREE

NOTE: Grievant may submit grievance to the Board of Education if the Association and Grievant unsatisfied with the Superintendent's answer.

NOTE: This section to be filled in by Association Representative

A. **ASSOCIATION:** Was the disposition by the Superintendent.....(Circle One)

Satisfactory

Unsatisfactory

B. Position of Association _____

NOTE: This section to be filled in by Grievant

C. **GRIEVANT:** Was the disposition by the Superintendent.....(Circle One)

Satisfactory

Unsatisfactory

D. Position of Grievant _____

E. **Signature of Grievant** _____

Time _____ Date _____

F. **Signature of Association Representative** _____

Time _____ Date _____

G. **Receipt acknowledge by Secretary of the Board of Education at Level Three**

Signature of Secretary

Time _____ Date _____