

MASTER AGREEMENT



Between the

BRONSON COMMUNITY SCHOOLS

And the

BRONSON EDUCATION ASSOCIATION

EXPIRING: JUNE 30, 2020

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**ARTICLE 1
RECOGNITION**

The Board of Education of the Bronson Community Schools, (the Board), recognizes the 4AB MEA/NEA, (the Association), as the exclusive bargaining representative, as defined in Section 11 of the Michigan Public Employment Relations Act, for all certified full-time and regular part-time contracted teachers, remedial reading teachers, counselors, librarians, and special education teachers employed by the Board excluding the Superintendent, Principals, substitute teachers, teacher aides, and all other employees.

**ARTICLE 2
ASSOCIATION AND TEACHER RIGHTS**

- A. Pursuant to the Michigan Public Employment Relations Act the Board agrees that every teacher shall have the right to freely organize, join, and support the Association for the purpose of engaging in collective bargaining and other concerted activities for mutual aid and protection. As a duly-elected body exercising governmental power under Michigan law , the Board agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Michigan law or the Constitution of Michigan and the United States, and that it will not discriminate against any teacher as to wages, hours, or other terms or conditions of employment by reason of membership in the Association or collective professional negotiation with the Board, or institution of any grievance, complaint, or proceeding under this Agreement, or otherwise as to any terms or conditions of employment.
- B. Duly-authorized representatives of the Association and their respective affiliates shall be permitted to transact official Association business on school property at all reasonable times, provided that this activity shall not interfere with or interrupt normal school operations. Prior notice to the appropriate building administrator or secretary is required.
- C. The Association shall have the right to use school facilities and equipment, including typewriters, copiers, other duplication equipment, calculating machines, and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for all materials consumed in the use of the equipment.
- D. The Association shall have the right to post notices of its activities and matters of Association concern on teacher bulletin boards, at least one of which shall be provided in each school building. The Association may use the District mail service and employee's mailboxes for communications. No teacher shall be prevented from wearing insignia pins and other identification of membership in the Bronson Education Association, the Michigan Education Association, and the National Education Association, either on or off school premises.
- E. A teacher is not required to be a member of or participate in the activities of any organization.
- F. The Board agrees to make available for photocopying to the Association all available public information concerning: (1) annual financial report and audits, (2) register of certificated personnel, (3) approved budget, (4) agenda and minutes of all Board meetings, (5) treasurer's report, (6) names and addresses of all teachers, salaries paid thereto, their educational preparation and other such information which may be necessary for the Association to process a grievance or complaint.
- G. The Board agrees to place on the agenda of any regular monthly Board meeting any item for discussion that has been brought to its attention by the Association so long as those matters are made known to the superintendent at least five (5) working days prior to said regular meetings.

ARTICLE 3
SCHOOL BOARD AND MANAGEMENT RIGHTS

- A. The Board, on its own behalf and on behalf of the electors of the District, 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 foregoing, in right:
1. To exercise the executive management and administrative control of the District and its properties and facilities, and the activities of its employees during regular school and when assigned to school-sponsored activities;
 2. To hire all employees and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion; and to promote and transfer all such employees;
 3. To establish grades and courses of instruction, including special programs, and to provide for athletic, recreational, and social events for students, all as deemed necessary or advisable by the Board;
 4. To decide upon the means and methods of instruction, the selection of textbooks and other teaching materials, and the use of teaching aids of every kind and nature;
 5. To determine class schedules, responsibilities, and assignment of teachers.
- A. The exercise of the foregoing powers, right, authority, duties, and responsibilities by the Board, the adoption of policies, rules, regulation, 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 conform with Michigan law and the Constitution and laws of the United States.
- B. Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authority under Michigan law or any other national, state, District, or local laws or regulations as they pertain to education.

ARTICLE 4
TEACHER HOURS, LOADS AND ASSIGNMENTS

- A. Under normal conditions, the work year for teachers covered by this Agreement shall be one hundred eighty-five (185) days as shown in the adopted school calendar. Holidays recognized by the Board and the Association shall be Labor Day, Thanksgiving, the Friday following Thanksgiving, Christmas, New Year's, and Memorial Day. (Teachers will not be expected to report on these days.)
- B. Under normal conditions, the teachers' working hours in school as determined by the building principal, shall not be greater than a total of seven (7) hours of regular paid duty time from the time of arrival until the time of departure and shall begin between 7 A.M. and 9 A.M. This section applies to the one hundred eighty-five (185) contract days. The seven (7) hours does not include a thirty (30) minute unpaid lunch period.
- C. Every teacher shall be provided with at least a thirty (30) minute duty-free uninterrupted lunch period. It is expressly understood that during a sudden, urgent, unforeseen occurrence or occasion requiring immediate action, teachers may be called upon for assistance during their lunch period. If the administration increases the student lunch period, such increase shall not increase the daily three hundred (300) minute assigned time obligation under Section E and F of this Article. It shall not be deemed a violation of the three hundred (300) minute/day limitation of Article 4. C, and Article 4. E, if

a particular teacher's daily assignment includes two "student lunch period supervision" assignments in lieu of one (1) regular class period.

- D. Elementary teachers will have a minimum prep time of five hours in blocks of not less than 20 minutes during a regular school week. Such periods shall be used for the purpose of contacting parents, consulting (with co-workers, specialists, students and administration), lesson planning, record updating, evaluation of student work, etc. Such preparations shall be at the location approved by the administration.
- E. Secondary teachers shall be obligated to provide three hundred (300) minutes per day of assigned student contact duty time. Teachers whose regular daily schedule assignment falls short of three hundred (300) minutes shall be subject to assignment by the administration to periodic additional student-related duties not to exceed (on an annual basis) the amount of their time shortage. It is agreed and understood that it shall not be deemed a violation of the three hundred (300) minute/day limitation of Article 4. C and Article 4. E. if a particular teacher's daily assignment includes two "student lunch period supervision" assignments in lieu of one (1) regular class period.
- F. If a teacher in the Jr./Sr. High School is required to teach in lieu of a preparation period outlined in paragraph E. above, the teacher shall be compensated above the adopted Salary Schedule at the rate of one-seventh (1/7th) is his/her base pay. If the schedule changes, this Article will be adjusted by mutual agreement between the Association and the Board.
- G. All teachers will be required to attend meetings with building principals. Not more than two (2) teacher's meetings each month, which extend beyond these limits listed in paragraph B. above will be required of any teacher. No teacher will be required to remain for more than one (1) hour beyond the seven and one-half (7 ½) hours stated in paragraph B. for any such meeting. Any general teachers meeting, which is defined as a meeting involving teachers from elementary, middle, and high schools, will be included in this paragraph.

The Superintendent has the right to call two (2) special meetings per year.

The fixed established dates in each month for the monthly teachers meeting shall be the second (2nd) and fourth (4th) Mondays; however, the twice-monthly teacher's meetings may be held on any school day provided that: (a) teachers receive a minimum of five (5) school days' notice, and (b) the first (1st) and third (3rd) Tuesdays shall be preserved as below. Teacher meetings shall begin no later than fifteen (15) minutes following student dismissal.

The first (1st) and third (3rd) Tuesdays shall be reserved for Association meetings which may begin at any time following the seven and one-half (7 ½) clock hour day. On the third Tuesday of each month, teachers may leave their respective buildings at 3:15 P.M. to attend Association meetings.

- H. All teachers are expected to help plan, execute and attend up to a maximum of five open houses or similar functions, except for emergency reasons allowed by the principal. Activities beyond 5 are optional and, if per-approved by the building administrator, will be paid. The committee for planning the activities or the administration shall notify the teachers of the date set for the Open House and Christmas program by October 1st. The committee for planning or the administration shall notify the teachers at least ten (10) working days prior to the date set for any of the other activities and shall present a general outline of the program. If held in the evening, the activity shall be scheduled for no longer than two (2) hours. All five (5) activities, if held outside the normal contract hours, shall be compensated at \$25.00 per teacher activity.
- I. All teachers may volunteer to work at approved school year activities. A separate sign up list for fall, winter, and spring activities will be made available by the administration by August 15, December 1, and March 1, respectively. If enough volunteers do not come forth to cover said activities, teachers will be assigned randomly.

Administrators will make reasonable efforts to provide notice to teachers assigned to activities by the administration provided; however, that significant prior notice may not be possible in the event of

unforeseen illness of a previously-assigned teacher, rescheduling of a postponed activity, addition of a new activity or similar such events. Any teacher who chooses to volunteer for activities in levels other than their own (e.g., elementary teacher volunteering for a high school position or vice versa) will have those wishes considered by administration.

Teachers will be paid at the rate of \$20 per activity for approved athletic contests, theatrical presentations, musical concerts, student dances, and other activities approved by the administration.

- J. If parent-teacher or similar organizations are organized within the period of this Agreement, teachers will be expected to make reasonable efforts to participate in their functions.
- K. Teachers shall not be required to keep CA-60s but shall supply all pertinent information to the properly designated office personnel for the completion of these records. Teachers shall maintain accurate accounts of student attendance in such format as may be directed by the administration.

Except for special or emergency circumstances, the administration will give thirty (30) days' notice as to date and approximate times of regular and formal parent-teacher conferences. Special or emergency circumstances shall not include inadequate preparation or negligent scheduling. Informal or formal individual conferences may be held with little notice. Provided, that the administration will consult with the teacher and will make reasonable efforts to schedule such individual conferences during the regular school day as defined in this Agreement. If there is less than twenty-four (24) hours' notice and the teacher has a prior commitment, he/she shall be excused from attending a conference scheduled outside duty hours. Provide further, that if an administrator directs a teacher to attend such an individual conference at a time that conflicts with Schedule C responsibilities, the teacher shall be excused from such responsibilities for the duration of the conference.

- L. The administration shall make reasonable efforts to avoid assigning secondary teacher to more than three (3) preparations, or to particularly difficult combinations of different preparations. The principal shall have final authority in making assignments.
- M. The Board and Association agree that efforts will continue to be made to bring class sizes to an acceptable number as dictated by the District's financial conditions, the building facilities available, and the best interest of the children. The class size shall not exceed an average of twenty-five (25) students per class. The average shall be computed by dividing the total number of students by the total number of certified personnel, excluding administrators.
- N. The Board will relieve teachers from collecting for pictures and school lunches.
- O. In the K-5 grades, all efforts will be made to provide equal distribution of special education students per classroom. (If there are three (3) first grade classrooms and nine (9) special education students, if at all possible each classroom would be assigned three (3) students.) In the secondary classes (grades 6-12), all efforts will be made to equally distribute special education students per class. It is understood that this equal distribution refers to student assignments for the beginning of the year. If, after school begins, already assigned students are certified for special education services these students may not be transferred to provide equal distribution.

If new enrollees are certified special education students, all attempts will be made to provide equal distribution.

- P. In compliance with Section 1526 of the Revised School Code (MCL 380.1526), the Bronson Community Schools New Teacher Induction Program will be used to provide a master teacher as a mentor to a beginning teacher during the first three (3) years of classroom teaching. The purpose of the mentor/teacher assignment is to acclimate the new teacher to his/her profession and provide necessary assistance towards attaining quality instruction. The relationship shall be based on mutual trust and understanding of the role each provides relating to professional improvement.

**ARTICLE 5
PROFESSIONAL IMPROVEMENT**

- A. The Board agrees to provide, upon application and approval, by the administration, necessary funds for the teachers to attend conferences and workshops within a budgeted amount to be determined by the Board. Travel, meals, lodging, and registration fees shall be deemed appropriate expense of the Board, as well as the cost of the substitute teacher needed to relieve the participant.
- B. The Board agrees to pay each teacher a sum of one hundred twenty-five dollars (\$125) per semester hour of college credit earned beyond eighteen (18) semester hours in a planned program that is necessary to achieve temporary vocational, provisional, professional certification, or an advanced degree. Courses taken shall be related to the individual's teaching assignment and shall be submitted for prior written approval to the Superintendent through the Principal. Proof of hours completed in the form of official transcripts or report cards shall be presented to the Superintendent through the Principal before payment is made.

**ARTICLE 6
TEACHING CONDITIONS**

- A. Under no conditions shall a teacher be required to drive a school bus as part of his/her regular assignment.
- B. When possible, the Board will make available in each school adequate lunch rooms, restroom, and lavatory facilities exclusively for teacher use and at least one (1) room appropriately furnished, which shall be reserved for use as a faculty lounge and provisions for such facilities will be made in all future school buildings.
- C. Telephone facilities will be made available to all teachers for school business, Association business and for emergency personal reasons. Accounting and billing for long distance calls shall be accomplished according to administrative rules then current.
- D. Keys may be signed out, upon teacher's written request, for a school year and turned in at the end of the school year or upon termination of employment, whichever occurs first.

**ARTICLE 7
VACANCIES**

- A. Any teacher may apply for any position at any time. Written application from teachers in this District shall be addressed to the Superintendent and shall be kept on file in his/her office for a period of one year.
- B. The filling of vacancies or newly created positions at the supervisory or administrative levels is exclusively the concern of the Board. Any teacher who shall be transferred to a supervisory or executive position and shall later return to a teacher status shall be entitled to retain such rights as he/she may have had under this Agreement before such transfer to supervisory or executive status.

District decisions shall be made without regard to race, color, religion, national origin, age, sex, marital status, height, weight, genetic information or any other legally protected characteristic.

**ARTICLE 8
ILLNESS OR DISABILITY**

- A. At the beginning of each school year, each teacher shall be credited with a twelve (12) day illness or disability leave allowance. The unused portion of such allowance shall accumulate from year to year to a maximum of one hundred twenty (120) days. If such credit results in an accumulation, which

exceeds one hundred twenty (120) days, the Board will pay the teacher for all days over one hundred twenty(120) at the rate of \$50.00 per day. Payment shall be made prior to October 30. If, in the view of the Board, circumstances seem to indicate abuse or misuse of illness or disability leave, the Board will require validation of illness or disability by a physician's written statement.

1. "Illness or disability leave" may be used for any days on which the employee is either personally physically unable to perform normal job duties or on which the employee's presence at home is necessary as provided in Article 9.B. Disabilities caused or contributed to by pregnancy, miscarriage, or childbirth shall be treated on the same terms and conditions as are applied to other temporary disabilities for which leave is authorized under this paragraph.
 2. Unused "illness or disability leave" shall not be compensated upon termination of employment for any reason.
 3. Recalled teachers shall be entitled to all sick leave accumulated as of the day of layoff.
- B. Within the first two (2) weeks of the school year each teacher with at least one (1) year service in this District, may volunteer to contribute one (1) day of the foregoing sick leave allowance to a common bank to be administered by the Association. Contributors who have exhausted their accumulated personal sick leave allowance may make reasonable withdrawals, as determined by the executive board of the Association, from the common bank, provided that there are sufficient days available in the bank.

This sick leave bank may accumulate to a maximum of one hundred eighty (180) days. If the total accumulation in the bank drops below one hundred (100) days, the Association may require a contribution of an additional day or part thereof from bank participants. If the total number of days in the bank after contributions are made is less than the one hundred eighty (180), the Board will add a sufficient number of the previous years' unused days (if any), to bring the total number of days in the bank to the maximum of one hundred eighty (180). If days withdrawn are later compensated for under the Michigan Worker's Compensation Act, the days will be returned to the bank.

- C. Absence due to injury or illness, which is compensable under Worker's Compensation, shall not be charged against the teacher's sick leave. However, a teacher may choose to have the Board pay the difference between his/her Worker's Compensation benefits and his/her net pay for the period not to exceed his/her personal accumulated sick leave. For each such day subsidized by the Board, one (1) day shall be deducted from his/her accumulated sick leave.

ARTICLE 9 LEAVE OF ABSENCE

- A. Any tenure teacher whose personal illness extends beyond the period compensated for under the "Sick Leave Pay" shall be granted a leave of absence without pay for such time as is necessary for complete recovery from such illness, but shall not extend more than one (1) year beyond current school year. Upon return from sick leave, a teacher shall be assigned to the same position, if available, or a substantially equivalent position, if available.
- B. Leave of absence with pay chargeable against the teacher's accumulated sick leave allowance shall be granted for the following reasons:
1. A maximum of five (5) days per school year for critical illness in the immediate family. (See C.2.)
 2. One (1) day when emergency illness in the immediate family (See C.2.) requires a teacher to make arrangement for necessary medical or nursing care.
 3. The Board shall grant pay for accumulated sick leave up to a maximum of thirty (30) work days within a forty-two (42) consecutive calendar day period prior to or after delivery, including the day of delivery for periods of pregnancy. Such leave shall commence when the teacher is no longer able to adequately perform the duties to which she is regularly assigned, in the opinion of her

physician. A bargaining unit employee adopting a child shall be granted the same consideration upon written application. Such leave will commence upon placement of the adopted child in the adoptive parent's home.

Additional leave for qualified purposes is available under provisions of the Family and Medical Leave Act (FMLA), see page 25, Appendix A for details. (Sick leave to run concurrent with FMLA days.)

4. The Board shall grant, at the conclusion of eligibility under the FMLA, additional leave without pay not to extend beyond the current school year. Such applications may be granted by the Board with sole discretion, based on a determination of the best interests of the students (giving special consideration to the beginning and ending of marking periods and vacations).
- C. Leaves of absence with pay not chargeable against the teacher's accumulated sick leave allowance shall be granted for the following reasons:
- 1a. Two (2) days shall be granted for the conduct of personal affairs. These days may be used for matters of an urgent and crucial nature, which require the personal attention of the teacher and cannot be tended to at an alternative time that does not interfere with the duties of employment. However, teachers will not be required to give a reason for their use of personal leave days unless the request is the day before or after a school recess period (such as Christmas, Spring Break, etc., on the first or last day of school, or in conjunction with sick leave). In those instances, a written request is submitted to the principal, forwarded to the superintendent and subject to approval. There may be a limit of one (1) teacher on personal leave per administrative unit except when the number of teachers in a building exceeds 25, in which case a limit of up to two teachers on personal leave may be enforced by the administrator in charge. Personal days shall only be taken as one (1) or one half (1/2) day units.
 - 1b. Notice of the desire to use such leave shall be submitted to the building principal on the appropriate form at least five (5) work days in advance of the anticipated absence. In case of emergency, teachers shall apply as soon as possible.
 - 1c. Teachers shall be compensated at the rate of fifty dollars (\$50.00) per day for unused personal leave days. If a teacher should leave prior to the end of the current school year, payment for unused personal days will be pro-rated based on the number of days worked in that school year.
 - 1d. During deer hunting season, no more than three (3) teachers at the elementary level and four (4) teachers at the secondary level shall be permitted to use personal business leave under Article 9.C., in any single school day. The days shall be granted in the order that applications are received.
2. A maximum of five (5) days per year for a death in the immediate family, which is defined as parent, spouse, sibling, child, grandchild, father-in-law, mother-in-law, and grandparent.
 3. A maximum of three (3) days per year, to attend the funeral of a brother-in-law, sister-in-law, grandparents-in-law, aunt, uncle, niece, or nephew.
 - 3a. If a second family member (per Article 9, C.2 and C.3) passes away during the same year, additional days may be used from accrued sick days. Teachers may also use accumulated sick days to attend additional funerals, provided it does not cause undue hardship to the district. Such days would be granted up to a maximum of 5 days per year, approved as 1 day per occurrence. Verification may be required, upon request.
 4. An employee shall be entitled to leave with pay for jury service if he/she is unable to be excused for that session. An employee shall also be entitled to leave with pay when subpoenaed to appear as a material witness in any legal proceeding to which neither the employee nor the Association is a party litigant except where (1) the Association is a party plaintiff, or (2) the employee is a plaintiff in a case against the District.

- 4a. If an employee qualifies for a leave under Article 9.C.4. he/she shall be entitled to receive as leave pay for the days of authorized absence an amount equal to the employee's pro rata daily as leave pay less the amount received as compensation or witness fees. It shall be the responsibility of the employee to secure a statement from the court clerk verifying the amount of such compensation or fees received, and receipt of leave pay shall be granted upon prior submission of such a statement.
 - 5. Absence when a teacher is called for military reserve duty. Provided, however, that compensation shall be subject to the requirements and limitations of Article 9.C.a. Provided further that such leave shall be limited to a maximum of thirty (30) work days unless the Board shall in its sole discretion extends the leave.
 - 6. Time necessary for members of the Association to attend the Michigan Education Association Leadership Conferences. The Association is to pay for the substitute teacher as well as reimburse the District on a current basis those sums paid to the Retirement Board for the employees' released time. This will not exceed eight (8) days of total absence per school year.
- D. Leaves of absence without pay may, at the Board's sole discretion, be granted upon application for the following purposes:
- 1. Study related to the teacher's license field.
 - 2. Study to meet eligibility requirements for a license other than that held by the teacher.
 - 3. Study, research, or special teaching assignment involving probable advantages to the District. The regular salary increment occurring during such period, not to exceed one (1) step, shall be allowed.
 - 4. Personal Leave: an employee may be granted a personal leave of up to twelve (12) calendar months without pay. An employee wishing a personal leave of absence shall apply in writing to the Superintendent stating the reasons for the leave. The granting of such personal leaves is discretionary with the Superintendent and is not subject to the grievance procedure. The Superintendent may extend personal leaves if the employee requests an extension in writing at least forty-five (45) days before the expiration of the original leave. For leaves terminating at the end of a school year, an extension must be made by April 15th.
- E. Teachers who are officers of the Association or who are appointed to its staff should, upon proper application, be given leave of absence without pay for the purpose of performing duties for the Association, provided it will not interfere with the District's normal business. Such leave shall not extend beyond the school year in which the leave is requested.
- F. The Board may grant a leave of absence of not less than one (1) semester and no more than one (1) year without pay or increment to any tenure teacher to campaign personally for or serve in a public office. If elected to State Legislature or Congress, the teacher may request an extension of the leave of absence.

**ARTICLE 10
INSURANCE PROTECTION**

- A. The Board shall provide, without cost to the individual, the following insurance protection while engaged in "teaching activities" under the direction of the Board.
 - 1. A Teacher's Liability shall be provided as part of the Bodily Injury and Property Damage section of the insurance policy of the Bronson Community Schools.

The limits shall not be less than:

Bodily Injury Liability	\$100,000 Each person
	\$300,000 Each occurrence

Full-time teachers who are covered by the policy of a spouse, in the employ of an entity other than the Board, may elect cash in lieu of insurance in the amount of \$167.00 per month.

The elections of the options Article 10.A. and B. must take place by completing form B-41 (Appendix B) and placing it on file with the Business Office during any open enrollment period. Once an election has been made, the teacher may not change this status until the following election period.

Cash accepted in lieu of insurance is fully taxable. Payments will be made twice a year, in the second payrolls of January and June.

- D. The Board will make payroll deductions when authorized by the teacher for added coverage arranged by the teacher and the carrier.
- E. For all less than full-time teachers, the Board will contribute a pro-rata amount toward health insurance benefits under Article 10. B.1. The amount of the contribution shall be determined as the ratio of the teacher's daily duty hours to a full-time teacher's duty hours and shall be applied to the appropriate plan under Article 10.B.1.

The part-time teacher may either voluntarily deduct the additional amount necessary for full coverage under Article 10.B.1., or, in the alternative, apply the pro-rata portion of the MESSA single subscriber premium amount to option programs under Article 10.C. Provided that if the teachers hours are insufficient to be eligible for health insurance Article 10.B.1., the teacher must apply the pro rata portion of the MESSA single subscriber premium amount to option programs under Article 10.C.

ARTICLE 11 PERSONNEL FILE

- A. Personnel File
 - 1. A teacher has the right to review the contents of his/her personnel file, excluding initial references, originating after initial employment and to have a representative of the Association accompany him/her in such review.
 - 2. The District agrees to attempt to notify the Association in writing when the District receives a request for all or part of a teacher's personnel file under the Freedom of Information Act. The teacher will be provided opportunity to review the contents before release of the file and may request Association representation in this review.
 - 3. The teacher may submit a written notation regarding any material including complaints, and the same shall be attached to the file copy of the material in question. If the teacher believes that material to be placed in his/her file is inappropriate or in error, the teacher may receive adjustment, provided cause is shown, through the grievance procedure whereupon the material will be corrected or expunged from the file. If the teacher is asked to sign material placed in his/her file, such signature shall be understood to indicate his/her awareness of the material, but in no instance shall said signature be interpreted to mean agreement with the content of the material.
 - 4. The Superintendent shall ensure that personnel files are not made available to persons not authorized by the Superintendent.

ARTICLE 12 PROFESSIONAL BEHAVIOR

- A. Teachers shall comply with reasonable rules, regulations, and directions from time to time adopted by the Board or its representatives, provided that a teacher may reasonably refuse to carry out an order which threatens physical safety or well-being or is professionally demeaning.

- B. A teacher may, upon request be entitled to have present a Representative of the Association when he is being reprimanded, warned or disciplined for any infraction of rules or delinquency in professional performance. When a request for such representation is made, no action shall be taken with respect to the teacher until such Representative of the Association is present. An Association Representative must be available within one (1) school day of such request or the disciplinary process shall proceed.

**ARTICLE 13
SENIORITY**

- A. Seniority
 - 1. Seniority will be computed from the first day in the regular school year and shall be defined to mean the amount of time the individual has been continuously employed by the District. In the case of a tie, all individuals so affected will participate in a drawing to determine placement on the seniority list.
 - 2. All seniority is lost when employment is severed by resignation, retirement, or discharge.
 - 3. In cases of layoff, teachers so affected shall retain all seniority accumulated as of the effective date of layoff.
 - 4. Seniority shall continue to accumulate when teachers are on sabbatical, military, study, maternity, health, or Association leaves.

**ARTICLE 14
CONTINUITY OF OPERATIONS**

- A. The parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year and avoidance of disputes which threaten to interfere with such operation. Since the parties have established a comprehensive grievance procedure under which unsolved disputes may be settled by an impartial third party, the parties have removed the basic cause of work interruptions during the period of this Agreement. The Association accordingly agrees that it will not, during the period of this Agreement engage in any strike, as defined by Section (1) of the Public Employment Relations Act.
- B. The Board is not required to keep school open in the event of severe inclement weather or other act of God, or any other emergency. If the school is closed for reasons mentioned in this paragraph on any day scheduled as a teacher duty day, the Board reserves the right to reschedule a duty day later in the school year.
 - 1. Teachers shall receive pro-rata additional compensation at the rate of 1/185 of their normal salary for each day of duty in excess of one hundred eighty-five (185) required in a given school year.
 - 2. The Association shall be consulted and a reasonable attempt made to establish make-up dates mutually acceptable to the Association and the Board, but the decision of the Board shall be final.

**ARTICLE 15
SCHOOL CALENDAR**

- A. The school year shall consist of one hundred eighty-five (185) contract days, of which one hundred eighty (180) days will be Days in Session, commencing and ending in accordance with the School Calendar established by the Association and the Board, as negotiated. Negotiations should begin on or before January 10 for the next school calendar. The Board shall have the final determination in setting the yearly school calendar (subject to change due to make-up days under Article 14.B.)

1. The 2018-2019 contract year will consist of 185 teacher days and 180 student days, with a memorandum of understanding to move from two (2) full records days to two (2) one-half (1/2) records days.

B. The school activities calendar will be coordinated at the high school office. A monthly listing of activities will be posted in each building.

**ARTICLE 16
PROFESSIONAL COMPENSATION**

A. The basic salaries for teachers covered by this Agreement are set forth in Schedule "B" and shall remain in effect during the term of this Agreement.

B. All teachers newly employed shall be given up to full credit on the salary schedule set forth in Schedule "B" for each year of outside teaching in education and up to a maximum of two (2) years credit in such areas as Peace Corps, Vista, and service in the armed forces. Experience in education shall be defined as teaching in public or private school requiring a Michigan Certificate or its equivalent. All provisions of this Article shall not be retroactive.

C. The Salary Schedule is based upon the regular school calendar and the normal teaching load as defined in this Agreement.

D. Payroll

1. Teachers may choose to be paid in 21 or 26 equal installments, scheduled for every other Friday. The choice shall be made and submitted to the business office on the form in Appendix C, not later than the first duty day for teachers each school year. Those not timely submitting such a form shall be automatically placed on 21 pays.

2. Upon written authorization from the teacher, the Board shall deduct from the salary of the teacher and make appropriate remittances for programs jointly approved by the Association and the Board, such as annuities, credit union, savings bonds, and charitable donations.

3. All professional staff hired after January 1, 2008 will be paid through the Bronson Community Schools Payroll Direct Deposit Plan.

E. Teachers serving in extra duty assignments set forth in Schedule C, may choose one of the following ways to be compensated:

1. In equal installments on regular paydays beginning when the activity begins and continuing through remaining paydays in the year;

2. In equal installments on regular paydays beginning when the activity begins and continuing through remaining paydays during the activity; or

3. In one (1) lump sum payment at the conclusion of the activity.

If for any reason the activity is terminated before its scheduled completion, pay will be prorated accordingly.

F. Teachers assigned to these duties will have the percentage applied as follows:

1. Coaches

a. Coaches will be paid according to their years of experience in that sport.

b. Coaches hired prior to June 30, 1993 will continue to be paid for their existing assignments according to the years of experience as a coach and their appropriate column on Schedule B,

- c. Coaches hired after June 30, 1993 will move up the BA schedule as a base to reflect credit for years of coaching in that single sport.
 - d. All coaches hired after June 30, 1993 will use the BA column as the only appropriate schedule.
 - e. Coaches are given credit for out-of-District experience in that sport: There is no distinction between boys and girls position for “in that sport” (example: girls track vs boys track): There is no distinction between varsity or assistant coaches in defining “in that sport”.
 - f. Any individual hired to coach in a sport where they have no experience will begin at BA 1 for the base.
 - g. Others (advisors, sponsors, etc.) will be paid according to their place on Schedule B.
- G. The Board is not required to fill any position as set forth in Schedule C.
- H. Teachers required in the course of their work to drive personal vehicles from one school building to another shall receive mileage reimbursement at the current IRS rate. The same allowance shall be given for use of personal vehicles for field trips or other business of the District.
- I. The Board agrees to pay the full teacher retirement contribution. This section is meant to exclude MIP contributions from the Board’s responsibility.
- J. Movement between the columns on salary schedule for eligible teachers will be effected twice annually as follows. Eligibility for movement shall be conditional on presentation of proper and official notification by the University of satisfactory completion of eighteen (18) hours beyond the B.A. or qualifications for a Master’s degree. Such proper notification must include the number of hours completed for the B.A. + 18 movement or notice by the University of successful completion of the Master’s degree. For proper notification presented after September 30 and before January 30, one half credit will be granted (computed as one half the salary increase represented by a full column movement).
- K. A teacher who is laid off and who is paid unemployment compensation benefits (associated with his/her regular teaching assignment) during the summer immediately following the layoff and who is subsequently recalled to a teaching position at the beginning of the next school year will be paid according to an annual salary rate, such that his/her unemployment compensation plus that annual salary rate will be equal to the rate of salary he/she would have earned for the school year had he/she been laid off, subject to the following condition: The total unemployment compensation shall be below that which the employee would have received had he/she been employed the entire school year.

This standard shall not apply to an employee who applies for and receives unemployment compensation benefits without having received a layoff notice.

**ARTICLE 17
STUDENT DISCIPLINE AND TEACHER PROTECTION**

- A. The Board recognizes its responsibility to give all reasonable support and assistance to teachers as to the maintenance of control and discipline in the classrooms. The teacher recognizes his/her responsibility to give all reasonable support and assistance to the Board as respect to the maintenance of control and discipline in the classrooms.
- B. A teacher may use such reasonable physical force as is necessary to maintain order and control in a school or school related setting for the purpose of providing an environment conducive to safety and learning. In maintaining that order and control, the teacher may use reasonable force for self-defense or the defense of another against a student to protect the teacher from attack or to prevent injury to another student.
- C. A teacher may temporarily remove a student from his/her class, when the grossness of the offense, the persistence of the misbehavior, or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. In such cases, the teacher will furnish the principal, as

promptly as teaching obligations will allow, full particulars of the incident in writing. The teacher will be informed of the disposition of the case upon request.

- D. Any case of school-related assault upon a teacher shall be promptly reported to the Board or its designated representative. The Board will furnish insurance protection designed to provide legal counsel to advise the teacher of his/her rights and obligations with respect to such assault and shall cooperate promptly in the handling of the incident by law enforcement and judicial authorities. The Board or its designated representative shall conduct an immediate investigation of the incident to determine whether the actions of the teacher were reasonable, within the appropriate scope of the teacher's normal job duties and responsibilities, and in compliance with any administrative or Board policies or directives relevant to the circumstance. The teacher shall cooperate fully with the Board's investigation and shall provide any requested information needed by the Board.
- E. If any teacher is complained against or sued, by any agency or individual other than the Board, as a result of any action taken while in pursuance of his duties as a teacher, the Board will furnish insurance protection designed to provide legal counsel his/her to assist the teacher in his/her defense. The Board or its designated representative shall conduct an immediate investigation of the incident to determine whether the teacher's actions were reasonable, and within the appropriate scope to the policies or directives relevant to the circumstances. The teacher shall cooperate fully with the Board's investigation and shall provide any requested information needed by the Board.
- F. Except for disciplinary action consistent with Board Policy or the Teachers' Tenure Act, as applicable, time lost by a teacher in connection with any incident mentioned in this Article, not compensable under Worker's Compensation, shall not be charged against the teacher, unless he /she is found guilty of a crime by a court of competent jurisdiction.
- G. The Board will reimburse teachers for any uninsured loss damage or destruction of clothing, or personal property of the teacher as a result of his/her employment as a teacher, provided the teacher has not contributed negligently to such loss in the estimation of the Board, and in the course of discharging his/her assigned duties and responsibilities as a teacher. The Board agrees to pay up to \$50.00 for payment of a deductible expense for an insured loss.
- H. A teacher may use such reasonable physical force as is necessary to maintain order and control in the school or school related setting.

ARTICLE 18 SPECIAL TEACHING ASSIGNMENT

- A. The Board will attempt to provide substitute teachers, whenever regular classroom teachers are unable to perform their duties. Teachers are to call the appropriate telephone number by 7:00 A.M. the day they are unable to work. Whenever possible, all teachers should inform the administration the night before that they will not be available on the following day. Should a teacher be unable to work for two (2) or more consecutive days, the administration should be informed, whenever possible, no later than 2:45 P.M. of each day that said teacher will not be back the next day. This action allows the school to keep the same substitute for the duration of the teacher's absence.
- B. Teachers will not be required to fill in for another teacher unless:
 - 1. An absent teacher does not call in by 7:00 a.m. on the day of absence, and a substitute cannot be acquired for said teacher
 - 2. An unforeseen emergency occurs which requires a teacher to be absent part of the school day.
- C. Assignments will be rotated except that teachers who express a desire for this work shall be called first.
- D. If a secondary teacher substitutes in a class during his/her conference period or before or after his/her regularly scheduled teaching assignment, he/she will be compensated at the rate of fifteen dollars (\$15.00) per period. If the schedule changes, this article will be adjusted by mutual agreement between the Association and the Board.

- E. If an elementary music, art, physical education teacher, or library aide is not present, the teachers affected by the absence will be personally notified. Elementary teachers are qualified for compensation as in Article 19.D. if required to substitute when the music, art, physical education teacher, or library aide is absent. For such cases, compensation shall be computed on a pro rata basis at a rate of fifteen dollars (\$15.00) for each fifty (50) minutes of such substitute duty.

ARTICLE 19
PROFESSIONAL GRIEVANCE PROCEDURE

- A. A grievance shall be alleged violation of the expressed terms of this Agreement. The following matters shall not be the basis of any grievance filed under the procedure outlined in this Article.
 - 1. The termination of services of or failure to re-employ any teacher on a probationary contract.
 - 2. The termination of services of or failure to re-employ any teacher to a position on the extra-duty schedule, referenced as Schedule C.
 - 3. Any claim or complaint for which there is another remedial procedure of forum established by law or by regulation having the force of law including any matter subject to the procedures specified in the Michigan Teachers' Tenure Act.
 - 4. Any prohibited bargaining subject.
- B. 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 not inconsistent with the terms of this Agreement. The Association may file grievances; however, in the case of a grievance filed by an individual teacher, the grievant shall be present at all meetings.
- C. The Association shall designate Representatives to handle grievances when requested by the grievant. The Board designates the Principal of each building to act as its Representative at Steps One and Two and the Superintendent or designee to act at Step Three.
- D. The term "days" as used in this Article means days in which school is in session. However, if a grievance is filed that involves time extending beyond the days in which school is in session, the grievance will be processed when the appropriate parties are available.
- E. A written grievance as required herein shall contain the following:
 - 1. Be signed by the grievant or grievants.
 - 2. Be specific
 - 3. Contain a synopsis of the facts giving rise to the alleged violation.
 - 4. Cite the section or subsections of this Agreement alleged to have been violated.
 - 5. Contain the date of the alleged violation, and
 - 6. Specify the relief requested.

Any written grievance not substantially in accordance with the above requirements may be rejected as improper. Such a rejection shall not extend the limitations hereinafter set forth.

- F. **Step One:** A teacher believing himself wronged by an alleged violation of the express provisions of this Agreement shall within ten (10) days of its alleged occurrence orally discuss the grievance with the building principal in an attempt to resolve same. If no resolution is obtained within three (3) days of

the discussion, the teacher shall reduce the grievance to writing on a grievance report form and proceed within five (5) days of said discussion to Step Two.

Step Two: Within five (5) days of receipt of the grievance, the principal shall meet with the teacher and the designated representative of the Association in an effort to resolve the grievance. The principal shall indicate this disposition of the grievance in writing within five (5) days of such meeting and shall furnish a copy to the Association.

Step Three: If no decision is rendered within five (5) days of the meeting, or if the decision is unsatisfactory to the grievant and the Association, the grievance may be appealed to the Superintendent or designee. The appeal notice, together with the principal's decision with the endorsement thereon of the approval or disapproval of the Association, within three (3) days of the issuance of the principal's decision or within three (3) days of the deadline for issuance as specified in Step Two (if no decision is issued) shall be forwarded to the Superintendent. Within five (5) days of receipt of the grievance, the Superintendent or designee shall arrange a meeting with the grievant, to discuss the grievance. Within ten (10) days of the discussion, the Superintendent or designee agent shall render a decision in writing, transmitting a copy of the same to the grievant, the Association's Secretary, and the principal of the building in which the grievance arose. A copy of this decision shall be permanently filed in the Superintendent's office.

Step Four: If no decision is rendered within ten (10) days of the discussion, or if the decision is unsatisfactory to the grievant and the Association, the grievant may appeal to the Board. The appeal notice, together with the decision (if any) of the principal and the Superintendent and a copy of the written grievance shall be filed with the Board Secretary within three (3) days of the deadline for issuance as specified in Step Three (if no decision is issued) The hearing shall be held no later than the next regular Board meeting that has at least a quorum of the Board present. In no event, except with express written consent of the Association representative, shall final determination of the grievance be made by the Board more than twenty (20) 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, principal of the building in which the grievance arose, the grievant, and the Association Secretary.

Step Five: If the Association is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made within the period above provided, the grievance may within thirty (30) calendar days be submitted to the American Arbitration Association and an arbitrator shall be chosen in accordance with its rules. Once appointed, the arbitrator will proceed in accordance with the rules of the American Arbitration Association.

The Board and the Association shall not be permitted to assert in such arbitration proceedings any ground, or to reply on any evidence, not previously disclosed to the other party.

The Arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement. Further, the Arbitrator shall have no authority to issue a decision on the merits of a grievance addressing a prohibited bargaining subject. Both parties agree to be bound by the award of the arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction.

- G. All further proceedings on a previously instituted grievance shall be barred if:
1. The teacher fails to institute or appeal a decision within the time limits specified, or
 2. The teacher leaves the employment of the Board (unless the grievance claim involves a remedy directly benefiting the grievant, regardless of his/her employment). Directly benefiting includes monetary benefits and personnel file matters.
- A. The Association shall have no right to initiate a grievance involving the right of a teacher or group of teachers without their express approval.
- B. All preparation, filing, presentation, or consideration of grievance shall be held at times other than when a teacher or participating Association Representative is working with or supervising students.

- C. The time limits provided in this Article shall be strictly observed, but may be extended by written agreement of the Parties. If a grievance is filed after May 15 of any year, the Board shall use its best efforts to process each grievance before the end of the school term or as soon thereafter as is possible.
- D. Notwithstanding the expiration of this Agreement, any claim or grievance arising thereunder shall be processed through the grievance procedure until resolution.

**ARTICLE 20
PROFESSIONAL STUDY COMMITTEE**

- A. The Superintendent and Association President may establish a permanent "Professional Study Committee" (PSC) composed of twelve (12) members, six (6) of whom shall be tenure teachers, two (2) representing the high school, two (2) representing the middle, and two (2) representing the elementary schools. Said teachers will be elected from the buildings they represent. The other six- (6) members shall represent the Board and shall include at least one (1) Board member..
- B. The PSC shall meet as necessary during the regular school year for the purposes of studying such matters including but not limited to curriculum studies, textbook selection, course selection, and selection of teaching materials. Following such study the PSC shall forward recommendations for adoption of or purchase of such courses or material deemed necessary to appropriate parties. The PSC is barred from considering any matter once it has been placed in negotiations by other parties to this Agreement.
- C. The PSC is empowered to appoint subcommittees composed of teachers and administrators to study and report upon any mutually agreed upon subjects.
- D. Upon completion of its study and report on the subject assigned to it, each subcommittee shall be considered dissolved, and once dissolved, no sub-committee shall be re-activated except by mutual consent of the PSC.
- E. The PSC and its subcommittees serve only in an advisory capacity to the Board.
- F. The clerical expenses of the PSC and its subcommittees, as approved by the Superintendent, shall be borne by the Board.

**ARTICLE 21
NEGOTIATIONS DURING THE DURATION OF THIS AGREEMENT**

The Parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals as to any subject or 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. Therefore, the Employer and the Association, for the life of this Agreement, each voluntarily and without qualification waives the right and each agrees that the other shall not be obligated to bargain collectively as to any matter not specifically referred to in this Agreement, even though such matters may not have been within the knowledge or contemplation of either or both of the Parties at the time that they negotiated or signed this Agreement.

**ARTICLE 22
MISCELLANEOUS PROVISIONS**

- A. This Agreement shall constitute the full and complete commitments between both Parties and may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of both Parties in a written and signed amendment to this Agreement.
- B. Any individual contract between the Board and an individual teacher, shall be subject to and consistent with this Agreement; and any individual contract shall be expressly made subject to and consistent

with the terms of this or subsequent Agreements. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

- C. The Agreement shall supersede any rules, regulations, or practices of the Board which shall be contrary to or inconsistent with its terms.
- D. 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 application shall continue in full force and effect.
- E. Copies of this Agreement shall be printed at the expense of the Board upon request and presented electronically to all teachers now or hereinafter employed.
- F. An emergency manager appointed under the Local Government and School District Fiscal Responsibility Act, MCL 141.1501 et seq., may reject, modify, or terminate this Agreement as provided in that Act.
- G. If a current prohibited bargaining subject becomes a topic subject to bargaining, the District and Association shall bargain only those subjects with a starting point of the language in effect in the Agreement expiring on June 30, 2012.

**ARTICLE 23
DURATION AND RATIFICATION OF AGREEMENT**

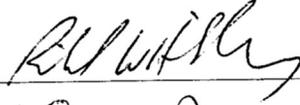
This Agreement shall become effective July 1, 2017 and shall continue in full force and effect until June 30, 2020. Upon written notice given after July 1, 2020, the parties agree to negotiate over a successor agreement. Compensation, insurance, and merit pay will be negotiated yearly. Additionally, any article or section of the contract may be re-opened during the life of the contract upon mutual agreement of the Association and the Board of Education.

This Agreement has been ratified by the majority of the members of the Board and by a majority of the members of the Bronson Education Association present and voting.

In witness thereof, the Parties have caused this Agreement to be executed by their authorized Representative on the first day of July, 2018.

FOR THE EDUCATION ASSOCIATION

FOR THE BOARD OF EDUCATION

BY: 	BY: 
BY: 	BY: 
	BY: 

SCHEDULE "B"
2017-2018

Step	BA	BA+	MA
1	\$35,852	\$36,877	\$38,589
2	\$37,556	\$38,589	\$40,298
3	\$39,616	\$40,638	\$42,354
4	\$41,661	\$42,690	\$44,400
5	\$43,720	\$44,748	\$46,456
6	\$45,774	\$46,796	\$48,509
7	\$47,827	\$48,849	\$50,564
8	\$48,303	\$50,903	\$52,616
9	\$49,924	\$52,388	\$54,667
10	\$51,548	\$54,012	\$56,263
11	\$53,171	\$55,634	\$58,123
12	\$54,797	\$57,259	\$59,988
13	\$56,420	\$58,883	\$61,847
14	\$58,042	\$60,505	\$62,805
15	\$59,672	\$62,129	\$65,570

All persons employed as a teacher in the Bronson Community Schools as of June 10, 1976, shall be eligible for the B.A+ schedule upon presentation of proof of fifteen (15) semester hours of work beyond the Bachelor's Degree. When a staff member reaches 20 years of district recognized experience, a longevity increase of \$750 will be added to their salary. When a staff member reaches 25 years of district recognized experience, a longevity increase of \$1500 will be added to their salary.

Bargaining unit employees shall receive a one-time, off-schedule stipend of \$500.

SCHEDULE "B"
2018-2019

Step	BA	BA+	MA
1	\$36,300	\$37,338	\$39,071
2	\$38,025	\$39,071	\$40,802
3	\$40,111	\$41,146	\$42,883
4	\$42,182	\$43,224	\$44,955
5	\$44,267	\$45,307	\$47,037
6	\$46,346	\$47,381	\$49,115
7	\$48,425	\$49,460	\$51,196
8	\$48,907	\$51,539	\$53,274
9	\$50,548	\$53,043	\$55,350
10	\$52,192	\$54,687	\$56,966
11	\$53,836	\$56,329	\$58,850
12	\$55,482	\$57,975	\$60,738
13	\$57,125	\$59,619	\$62,620
14	\$58,768	\$61,261	\$63,590
15	\$60,418	\$62,906	\$66,390

All persons employed as a teacher in the Bronson Community Schools as of June 10, 1976, shall be eligible for the B.A+ schedule upon presentation of proof of fifteen (15) semester hours of work beyond the Bachelor's Degree. When a staff member reaches 20 years of district recognized experience, a longevity increase of \$750 will be added to their salary. When a staff member reaches 25 years of district recognized experience, a longevity increase of \$1500 will be added to their salary.

Bargaining unit employees shall receive a one-time, off-schedule stipend of \$500.

**SCHEDULE “C”
TEACHER EXTRA – DUTY SALARY SCHEDULE**

Sponsors

Freshman Class Sponsor (2 positions)	1.5 ea
Sophomore Class Sponsor (2 positions)	2.5 ea
Junior Class Sponsor (2 positions)	3.0 ea
Senior Class sponsor (2 positions)	3.0 ea

Director & Advisors

Band Director	9.5	
Choir Director	6.5	
Play Director (2 plays a year)	5.5 ea	2 plays or 1 play and 1 musical
Musical Directors (1 drama 5.25% Musical 5.25%)	5.25ea	
Student Council Advisor	4.25	
Jr. High Student Council	3.25	
Yearbook Advisor	3.25	
Concession Stands	\$450	
Quiz Bowl Advisor	3.25	
SADD Director	\$250	
Varsity Club	\$250	
Youth in Government	3.25	
National Honor Society	\$500	
Robotics Club	\$500	

Girls Cheerleading*

Varsity/JV Sideline Cheer Coach (Fall)	5.0 (grandfathered at 7.5)
Competitive Cheer Coach (Winter)	7.5
7 th & 8 th Grade Cheerleading Coach	3.25

Girls Basketball

Varsity Girls Basketball Coach	10.0
JV Girls Basketball Coach	6.5
8 th Grade Girls Basketball Coach	4.25
7 th Grade Girls Basketball Coach	4.25
5 th & 6 th Grade Girls Basketball Coach (1 position)	3.5

Girls Tennis

Girls Tennis Coach	7.5
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Cross Country Coach

Cross Country Coach	8.0
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Boys Football Coach

Varsity Football Coach (1)	10.0
Assistant Football Coaches (6)	6.0 ea

Golf

Varsity Golf Coach	7.5
JV Golf Coach	5.0

Girls Volleyball

Varsity Girls Volleyball Coach	10.0
JV Girls Volleyball Coach	6.0

Freshman Girls Volleyball Coach	4.25
8 th Grade Girls Volleyball Coach	4.25
7 th Grade Girls Volleyball Coach	4.25
<u>Boys Wrestling</u>	
Varsity Wrestling Coach	10.0
Assistant Wrestling Coach	6.5
7 th & 8 th Grade Wrestling Coach	4.25
<u>Boys Basketball</u>	
Varsity Boys Basketball Coach	10.0
JV Boys Basketball Coach	6.5
Freshman Boys Basketball Coach	6.25
8 th Grade Boys Basketball Coach	4.25
7 th Grade Boys Basketball Coach	4.25
5 th & 6 th Grade Boys Basketball Coach (1 position)	3.5
<u>Girls Softball</u>	
Varsity Girls Softball Coach	8.5
JV Girls Softball Coach	6.0
<u>Track</u>	
Varsity Track Coach (2 position)	8.0 ea
Assistant Track Coach	6.0
7 th & 8 th Grade Track Coach	7.5
<u>Boys Tennis</u>	
Boys Tennis Coach	7.5
<u>Boys Baseball</u>	
Varsity Boys Baseball Coach	8.5
JV Boys Baseball Coach	6.0
<u>Bowling</u>	
Bowling Coach	3.25
Athletic Activities Coordinator (CSS/Jr. High)	\$1300
Athletic Activities Coordinator (High School)	\$3000

NOTE: 1. See Article 26.D. regarding pay.

2. This Association shall save the Board harmless against any and all claims, demands, suits, expenses, or other forms of liability, including back pay, of whatsoever kind and nature that shall rise out of any action while complying with Schedule "C".

1. The Board reserves the right to commence and to discontinue these activities at any time.

2. All positions on Schedule C are meant to be filled by one (1) person unless specifically stated otherwise. If more than one person is contracted for the position, the pay for those positions with flat dollar amounts shall be evenly divided. The pay for positions with percentages shall be calculated by evenly dividing the percentage and applying percentages to the appropriate column and step on Schedule B.

* It is understood that it is preferable that the first two positions listed would be held by one coach and the position will first be posted as a combination position for total compensation of 15% on the appropriate placement on Schedule "B."

Appendix A
U.S. Department of Labor
Program Highlights
Fact Sheet No. ESA 95-24

THE FAMILY AND MEDICAL LEAVE ACT OF 1993

The U.S. Department of Labor's Employment Standards Administration, Wage and Hour Division, administers and enforces the Family and Medical Leave Act (FMLA) for all private, state and local government employees, and some federal employees. Most Federal and certain congressional employees are also covered by the law and are subject to the jurisdiction of the U.S. Office of Personnel Management or the Congress.

FMLA became effective on August 5, 1993, for most employers. If a collective bargaining agreement (CBA) was in effect on that date, FMLA became effective on the expiration date of the CBA or February 5, 1994, whichever was earlier.

FMLA entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12 month period for specified family and medical reasons. The employer may elect to use the calendar year, a fixed 12 month leave or fiscal year, or a 12 month period prior to or after the commencement of leave as the 12 month period.

The law contains provisions on employer coverage; employee eligibility for the law's benefits; entitlement to leave, maintenance of health benefits during leave, and job restoration after leave; notice and certification of the need for FMLA leave; and, protection for employees who request or take FMLA leave. The law also requires employers to keep certain records.

EMPLOYER COVERAGE

FMLA applies to all:

- public agencies, including state, local and federal employers, local education agencies (schools), and
- private -sector employers who employed 50 or more employees in 20 or more workweeks in the current or preceding calendar year and who are engaged in commerce or in any industry or activity affecting commerce - including joint employers and successors of covered employers.

EMPLOYEE ELIGIBILITY

To be eligible for FMLA benefits, an employee must:

1. work for a covered employer;
2. have worked for the employer for a total of 12 months;
3. have worked at least 1,250 hours over the previous 12 months; and
4. work at a location in the United States or in any territory or possession of the United States where at least 50 employees are employed by the employer within 75 miles

LEAVE ENTITLEMENT

A covered employer must grant an eligible employee up to a total of 12 workweeks of unpaid leave during any 12-month period for one or more of the following reasons:

- for the birth and care of the newborn child of the employee;
 - for placement with the employee of a son or daughter for adoption or foster care;
 - to care for an immediate family member (spouse, child, or parent) with a serious health condition;
- or
- to take medical leave when the employee is unable to work because of a serious health condition.

Spouses employed by the same employer are jointly entitled to a combined total of 12 weeks of family leave for the birth and care of the newborn child, for placement of a child for adoption or foster care, and to care for a parent who has a serious health condition.

Leave for birth and care, or placement for adoption or foster care must conclude within 12 months of the birth or placement.

Under some circumstances, employees may take FMLA leave intermittently - which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule.

- If FMLA leave is for birth and care or placement for adoption or foster care, use of intermittent leave is subject to the employer's approval.
- FMLA leave may be taken intermittently whenever medically necessary to care for a seriously ill family member, or because the employee is seriously ill and unable to work.

Also, subject to certain conditions, employees or employers may choose to use accrued paid leave (such as sick or vacation leave) to cover some or all of the FMLA leave.

The employer is responsible for designating if an employee's use of paid leave counts as FMLA leave based on information from the employee.

“Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves either:

- Any period of incapacity or treatment connected with inpatient care (i.e. an overnight stay) in a hospital, hospice, or residential medical care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care; or
- Continuing treatment by a health care provider which includes any period of incapacity (i.e. inability to work, attend school or perform other regular daily activities) due to:
 - (1) A health condition (including treatment therefore or recovery there from) lasting more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition that also includes:
 - treatment two or more times by or under the supervision of a health care provider; or
 - one treatment by a health care provider with a continuing regimen of treatment; or
 - (2) Pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; or
 - (3) A chronic serious health condition which continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity (e.g., asthma, diabetes). A visit to a health care provider is not necessary for each absence; or
 - (4) A permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; or
 - (5) Any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (chemotherapy or radiation treatments for cancer).

"Health care provider" means:

- doctors of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctors practice; or
- podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited to manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice, and performing within the scope of their practice, under state law; or
- nurse practitioners, nurse-midwives and clinical social workers authorized to practice, and

performing within the scope of their practice, as defined under state law; or

- Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; or
- Any health care provider recognized by the employer or the employer's group health plan benefits manager.

MAINTENANCE OF HEALTH BENEFITS

A covered employer is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave.

In some instances, the employer may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

JOB RESTORATION

Upon return from FMLA leave, an employee must be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment.

In addition, an employee's use of FMLA leave cannot result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave, nor be counted against the employee under a "no fault" attendance policy.

Under specified and limited circumstances where restoration to employment will cause substantial and grievous economic injury to its operations, an employer may refuse to reinstate certain highly paid "key" employees after using FMLA leave during which health coverage was maintained. In order to do so, the employer must:

- notify the employee of his/her status as a "key" employee in response to the employee's notice of intent to take FMLA leave;
- notify the employee as soon as the employer decides it will deny job restoration, and explain the reasons for this decision;
- offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice; and
- make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration.

A "key" employee is a salaried "eligible" employee who is among the highest paid ten percent of employees within 75 miles of the work site.

NOTICE AND CERTIFICATION

Employees seeking to use FMLA leave are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable.

Employers may also require employees to provide:

- medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member;
- second or third medical opinions (at the employer's expense) and periodic recertification; and
- periodic reports during FMLA leave regarding the employee's status and intent to return to work

When intermittent leave is needed to care for an immediate family member or the employee's own illness, and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the employer's operation.

Covered employers must post a notice approved by the Secretary of Labor explaining rights and responsibilities under FMLA. An employer that willfully violates this posting requirement may be subject to a fine of up to \$100 for each separate offense.

Also, covered employers must inform employees of their rights and responsibilities under FMLA, including giving specific written information on what is required of the employee and what might happen in certain circumstances, such as if the employee fails to return to work after FMLA leave.

UNLAWFUL ACTS

It is unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided by FMLA. It is also unlawful for an employer to discharge or discriminate against any individual for opposing any practice, or because of involvement, in any proceeding, related to FMLA.

ENFORCEMENT

The Wage and Hour Division investigates complaints. If violations cannot be satisfactorily resolved, the U.S. Department of Labor may bring action in court to compel compliance. Individuals may also bring a private civil action against an employer for violations.

OTHER PROVISIONS

Special rules apply to employees of local education agencies. Generally, these rules provide for FMLA leave to be taken in blocks of time when intermittent leave is needed or the leave is required near the end of a school term.

Salaried executive, administrative, and professional employees of covered employers who meet the Fair Labor Standards Act (FLSA) criteria for exemption from minimum wage and overtime under Regulations, 29 CFR Part 541, do not lose their FLSA exempt status by using any unpaid FMLA leave. This special exception to the "salary basis" requirements for FLSA's exemption extends only to "eligible" employees' use of leave required by FMLA.

The FMLA does not affect any other federal or state law which prohibits discrimination, nor supersede any state or local law which provides greater family or medical leave protection. Nor does it affect an employer's obligation to provide greater leave rights under a collective bargaining agreement or employment benefit plan. The FMLA also encourages employers to provide more generous leave rights.

FURTHER INFORMATION

The final rule implementing FMLA is contained in the January 6, 1995, Federal Register. (An interim final rule was published in the Federal Register on June 4, 1993.) For more information, please contact the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor, Employment Standards Administration.

Appendix B

BRONSON COMMUNITY SCHOOLS HEALTH WAIVER AND PRE-TAX PREMIUM PLAN

1. Election Form for Teachers

For the plan year beginning as of September 1, 20_____

Name: _____

Address: _____

Telephone No: _____

Date of Birth: _____

Elect Health Coverage.

_____ I elect coverage through the District's group health insurance plan with the MESSA Choices or ABC plan offered and I understand I may be required to pay toward the premium for coverage. I elect to reduce my pay on a pre-tax basis to pay my required premium (if any) for the following coverage:

_____ Single subscriber.

_____ Two-person subscriber.

_____ Full family subscriber

If you elect health insurance, please complete the MESSA enrollment form(s) and return same to the Business Office with this election form.

I understand that my pre-tax pay reductions will automatically be adjusted if my required premium increases or decreases during the term for which this election form is in effect.

Waive Health Coverage.

_____ I elect to waive health insurance coverage for my dependents and myself for the term during which this election form is in effect. To waive coverage, I understand I must have alternative coverage and must provide the name and policy number of the alternative provider to the Employer:

Name: _____

Policy No.: _____

_____ If your alternate coverage is through the District's group health insurance plan with MESSA (MESSA PAK A) you are entitled to elect one of the following two options for waiving health insurance coverage:

_____ MESSA options (up to \$83.50 per month).

_____ Cash (\$83.50 per month), as stipulated in Article 10.C.

_____ If your alternative coverage is through another source, you will receive \$167 per month, as stipulated in Article 10.C.

Purchase MESSA Options

_____ I elect to purchase one or more of the optional welfare benefits provided through MESSA (MESSA Options). To the extent federal law and the Health Waiver and Pre-Tax Premium Plan permit these options to be purchased on a pre-tax basis, I elect to reduce my pay on a pre-tax basis to pay the purchase price.

_____ I do not elect to purchase any of the optional welfare benefits provided through MESSA (MESSA Options).

If you elect to purchase one or more of the optional welfare benefits provided through MESSA (MESSA Options), please complete the MESSA options application and turn it into the Business Office with this election form.

I have received and read the Summary Plan Description for the Health Waiver and Pre-Tax Premium Plan. I understand that my elections cannot be changed during the plan year (September 1 through August 31) unless I have a change in family status. I understand that I may change my elections as of the beginning of any subsequent plan year by completing a new election form and turning it into the Business Office during the open enrollment period (September 1st through September 30th). However, any election changes are governed by the insurer's rules and Article 10 of the Agreement.

Dental, Vision, Life, and Accidental Death & Dismemberment Coverage

Employees not electing these coverages through MESSA PAK A may have these coverages through MESSA PAK B.

_____ I elect coverage through MESSA PAK B. This PAK includes the VSP2 vision plan, a Delta Dental plan, life insurance, and accidental death and dismemberment. I understand that this coverage is provided by the District with no charge to me.

_____ Single subscriber*

_____ Two-person subscriber* *NOTE: This area is for census purposes only.

_____ Full family subscriber*

_____ I waive the coverages provided in MESSA PAK B.

If you elect MESSA PAK B coverage, please complete the enrollment form(s) and return same to the Business Office with this election form. Any election changes are governed by the insurer's rules and Article 10 of the Agreement.

Return this election form to:

Bronson Community Schools
Business Office
501 E. Chicago St.
Bronson, MI 49028

Date: _____, 20____

(Employee's Signature)

Received by:

Bronson Community Schools

By: _____

Date: _____, 20____

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Appendix C
Bronson Community Schools
NOTICE OF ELECTION FOR ANNUALIZED SALARY
(For use by employees on a school year work schedule)
Teachers, School year secretaries

******IMPORTANT REQUIREMENT******

This form must be submitted to the District's payroll office on or before September 1, 20__.

This is to notify the Bronson Community Schools that beginning with my employment in the 20__-20__ school year, I have elected to have my wages for the approximate 10 month school period during which I will perform services paid to me as follows (initial one):

_____ **Option #1:** 21 equal bi-weekly payments (Depending upon the number of pay periods occurring during a particular school year, bi-weekly wage payments may be adjusted to 22 equal bi-weekly payments).

-OR-

_____ **Option #2:** 26 equal bi-weekly payments (Depending upon the number of pay periods during a particular school year, bi-weekly payments may be adjusted to 27 equal bi-weekly payments).

By electing to be paid under Option 2, I am authorizing and requesting Bronson Community Schools to withhold, through payroll deduction, amounts sufficient to allow the compensation I earn over the first 21/22 pay periods to be paid over a 12 month interval in 26/27 pay periods. I request that these deductions be made from my wages for my convenience and for my benefit, as is authorized in Section 7 of the Michigan Payment of Wages Act, MCL 408.477. I also understand that any compensation received by me is subject to adjustments attributable to overtime, unpaid leave, deductions otherwise authorized or required by law, and similar circumstances occurring during my work year.

If I have elected Option 2 (i.e., to be paid in 26/27 equal bi-weekly payments) and I separate from service from Bronson Community Schools before the end of the 26/27 bi-weekly regular payroll schedule, I will be entitled to additional payment based on the amount that I have actually earned from my first day of work in the school year until the date of my separation from service. This additional payment will be included in my final paycheck as soon as that amount can, with due diligence, be determined, but not later than the next regular payroll following my effective date of separation. A "separation from service" shall have the same meaning as set forth in Section 1.409A-1(h) of the Internal Revenue Code Regulations. In general, a separation from service occurs in the event of death, retirement, or other termination of employment.

My election to receive wage payments under Option 1 or Option 2 above becomes

effective at the beginning of the 20__-20__ school year, and may not be changed or withdrawn by me during that school year. My election of Option 1 or Option 2 will remain in effect in all future school years unless and until I provide a written revocation of that election to Bronson Community Schools before my first day of work in any school year after the 20__-20__ school year.

Signature: _____

Date: _____

Print Name: _____

This election shall have no effect if not submitted to Bronson Community Schools on or before September 1, 20__. Employees scheduled to work on a school year basis who do not complete this form or who fail to submit the form by the date indicated above will be paid on the basis of Option 1, as indicated above.

Cc: Personnel File

R:\Acct\Payroll\NewHireForms\Pay election teachers-secretaries

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