

MASTER AGREEMENT
BETWEEN THE
CRAWFORD AUSABLE
SCHOOL DISTRICT
GRAYLING, MICHIGAN
AND THE
CRAWFORD AUSABLE
FEDERATION OF TEACHERS

2022-2023

2023-2024

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PREAMBLE

This Agreement is entered into by and between the Crawford AuSable Federation of Teachers, Local 3425, affiliated with the AFT-MFT, AFL-CIO, hereinafter called the "Union" and the Crawford AuSable School District, hereinafter termed the "Board", who shall be the sole parties to this Agreement.

WHEREAS the Board and the Union recognize and declare that providing a quality education for the children of the Crawford AuSable School District is their mutual aim, and that the character of such education depends predominantly upon the quality and morale of the teaching service, and

WHEREAS the members of the teaching profession are particularly qualified to assist in formulating policies and programs designed to improve educational standards, and

WHEREAS the parties have statutory obligations, pursuant to ACT 379 of the Michigan Public Acts of 1965, to bargain with respect to hours, wages, terms and conditions of employment, and

WHEREAS the parties, following extended and deliberate collective bargaining, have reached certain understandings which they desire to memorialize.

NOW THEREFORE, in consideration of the following mutual covenants, it is hereby agreed:

ARTICLE I RECOGNITION

- A. The Board hereby recognizes the Union as the exclusive bargaining representative for all professional personnel, including personnel on tenure and probation, classroom teachers, guidance counselors, librarians, reading therapists, social workers and other educational specialists employed or to be employed by the Board (whether or not assigned to public school building), but excluding supervisory personnel or any classroom teacher, guidance counselor, librarian, social worker, or other educational specialist who is/has retired from a Michigan Public School District (Public School Retirement System) and/or is drawing retirement from a similar retirement system from another state. The term "teacher" when used hereinafter in this Agreement, shall refer to all employees represented by the Union in the bargaining unit as above defined, and reference to one sex shall include the other.
- B. Within thirty days of the beginning of their employment hereunder, the teachers may sign and deliver to the Board an authorization for deduction for credit unions, savings bonds. Such withholding may be changed once during the term of this Agreement.
- C. Nothing contained herein shall be construed to deny or restrict to any teacher rights under the revised School Code of 1996, as amended, all regulations pursuant thereto, the Michigan Teacher Tenure Act and other laws and regulations. The rights granted to teachers herein shall be deemed to be in addition to those provided elsewhere.

ARTICLE II
TEACHER AND MANAGEMENT RIGHTS

A. Teacher Rights

1. The Board hereby agrees that every employee of the Board shall have the rights freely to organize, join and support the Union for the purpose of engaging in collective bargaining and other concerted activities for mutual aid and protection. Teachers have the right to choose to be a member or nonmember of the union. The Board agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the exercise of any right conferred by law or by this Agreement by reason of his membership in, or participation with, the Union or its activities.
2. The Union and its members shall have the right to use school building facilities at all reasonable hours for meetings provided use of facility forms have been filed and a schedule conflict is not created. Special bulletin boards and other established methods of communication shall be made available to the Union and its members.
3. The Board agrees to furnish to the Union in response to reasonable requests from time to time all available information concerning the financial resources of the district, tentative budgetary data and allocations thereof, and such other information as will assist the Union in developing programs on behalf of the teachers and their students, together with information which may be necessary for the processing of any grievance or complaint arising herefrom.
4. Liaison Board - A Building Liaison Board will be established in each building, consisting of the Building Principal, Union building representative and one staff member, selected by the Union, on tenure. The Building Liaison Board shall meet each month on a designated day to discuss problems which may arise from time to time within the building which can be resolved by the building staff and principal and/or shall meet within 10 school days after the filing of an issue for consideration. A written record will be kept of all liaison issues discussed using the attached liaison committee form. The form is to be completed collaboratively by both parties in the event that an issue is to be taken to the district liaison board. Said form shall be forwarded to the superintendent with copies sent to the Union President, Union Vice President, building representative, and building principal. Beginning with the 2021-2022 school year, the approved form will be converted into a Google document. A share drive will be created and organized with folders so each meeting record is digitized and available for all parties.
 - a. If a problem cannot be acceptably resolved by the Liaison Board, one member of the Liaison Board (selected by such Board) shall present the issue to the district liaison board which shall consist of the Superintendent, the Building Principal, the Union President, Vice President, Building Representative, plus one other member designated by the Superintendent within 10 school days following the building liaison board discussion. The district liaison board shall only meet only after being presented with an unresolved issue from a building liaison board. If this body fails to satisfactorily resolve the issue, then the formal grievance machinery shall be invoked.
 - b. A special meeting may be called by the principal or the Union building representative. (See Article XV, Section B)

- B. Management Rights - All rights which ordinarily vest in and are conferred upon the Board by law, except those which are expressly relinquished or modified herein, shall continue to vest exclusively in the Board without prior negotiations with the Union, either as to the taking of action under such rights or with respect to the consequence of such action during the term of this Agreement. Such rights shall include by way of illustration, and not by way of limitation, the right to:
1. Manage and control the school's business, the equipment and the operations, and to direct the working forces and affairs of the Board.
 2. Assign and direct work to its personnel, determine the number of shifts and hours of work, scheduling of the foregoing but not in conflict with the provisions of this Agreement and in compliance with Article V and Article VI.
 3. Hire, promote, suspend and discharge, assign, transfer and determine the size of the work force in compliance with Article VI and Article VII. If an assignment is above an employee's classification, such assignment will be temporary and of a short duration.
 4. Determine the qualifications of employees.
 5. Determine the number and locations or relocations of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions or subdivisions thereof, and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities.
 6. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations of the administration of the school district.
 7. Determine the size of the management organization, its function, authority, amount of supervision and table of organization, provided that the Board shall not abridge any rights from employees as provided for in this Agreement.
 8. Determine the policy affecting the selection, testing or training of employees, providing that such selection shall be based upon equitable and lawful criteria.

ARTICLE III
PROFESSIONAL COMPENSATION

- A. Salary - The basic salaries of teachers covered by this Agreement are set forth in Schedule A, which is attached to and incorporated into this Agreement. Such salary schedule shall remain in effect during the term of this Agreement. All newly employed teachers shall be given credit on the salary schedule as determined by the Superintendent. The Superintendent will consult with the Union President prior to any vertical step award above step 5, including the employment of retirees. No newly employed teacher shall be given credit beyond their actual years of classroom teaching unless the Union President agrees.

B. Benefits

1. The Board shall provide the following monthly contribution towards the employee's total health care insurance, including vision and dental, as outlined below. The Board and the Union agree that health care benefits are negotiable.

Employees will be given the option of choosing an insurance plan as determined by the Health Wellness Committee.

The Boards' health/dental/vision insurance annual contribution will be \$3,196.00 for Single Subscriber, \$9,556.00 for Two Person and \$11,804.00 for Full Family.

The Board will not provide insurance coverage for Sponsored Dependents. The employee has the option of purchasing the Sponsored Dependent coverage for each fiscal year.

Changes in family status shall be reported by the employees to the Central Office within 30 days of such coverage.

The Medical Benefit Plan shall comply with the Patient Protection and Affordable Care Act (PPACA), Public Act 152 of 2011 (as amended) and the IRS code, including all requirements necessary to avoid penalties, taxes, or fines attributable to the Board. Should the medical benefit plans fail to comply with the PPACA, PA 152, or the IRS code, the plans shall be altered to ensure compliance. Notice will be provided to the Association and its members regarding plan changes.

2. Dental and Optical Insurance – The Board shall provide to the employee dental insurance and a vision care insurance package as determined by the Health Wellness Committee. The Board's contribution will be as outlined in article III,B,1. If an employee chooses to take the annuity with dental coverage, the Board's annual contribution will be \$315.00 for Single Subscriber, \$634.00 for Two Person and \$1,100.00 for Full Family. A self-funded orthodontic benefit will be provided on a one-time basis per dependent child under the age of 19 in the amount of \$1,300.00. The benefit will be paid upon presentation of a receipt for services to the business office. Employees reimbursing the District for dental insurance will not be eligible for the self-funded orthodontic benefit.
3. Individuals who are employed on a full-time basis may elect not to take their family health insurance coverage and substitute a Board purchased annuity in the amount of \$1,854.00, or a cash payment in the amount of \$1,854.00. These employees will contribute towards their dental and vision insurance premiums as noted in Article III, B, 2. If an employee elects to waive all medical, vision, dental and orthodontic benefits (including benefits in Article IV,B,1,2 and 3) a board purchased annuity in the amount of \$2,575.00, or a cash payment in the amount of \$2,575.00, will be substituted. Notice to enroll in this plan should be given in writing to the Business Office no later than 9 days after employment or September 9 for employees starting the school year. Payment to the carrier and cash payment will be made no later than November 30 for employees starting the school year. Payment and annuity will be administered through a Section 125 plan.

4. Those persons whose spouses are employed by the school district may purchase an annuity in the name of the spouse who is a member of the bargaining unit and who is not listed as the health insurance insured, or a cash payment in an amount of \$1,854.00. These employees will contribute towards their dental and vision insurance premiums as noted in Article III, B, 2. If an employee elects to waive all medical, vision, dental and orthodontic benefits (including benefits in Article III, B, 1, 2) a board purchased annuity in the amount of \$2,575.00, or a cash payment in the amount of \$2,575.00, will be substituted. Notice to enroll in this plan should be given in writing to the Business Office no later than 9 days after employment or September 9 for employees starting the school year. Payment to the carrier and cash payment will be made no later than November 30 for employees starting the school year. Payment and annuity will be administered through a Section 125 plan.

5. Adult education teachers with full-time status (35 hours or more per week) for the full adult education school year will be eligible for full health, dental, vision and life benefits. This provision applies when the district operates its own adult education program and does not apply when the adult education program operates through a consortium.

6. Job Sharing
 - a. Job Sharing is defined as one full-time job being shared by two or more employees. It is not necessary that each teacher be responsible for 50 percent of the position; other combinations which are mutually agreeable may be used such as 60/40. The person initiating the Job Share must have been an employee for at least one (1) year and not be under a current I.D.P. Plan.

 - b. Job Sharing is voluntary and requires the consent of the employees and employer.- If the person initiating the Job Share position cannot find a present Federation member to share job duties, the employer will attempt to then hire from outside. The employer will determine the suitability of employees for Job Sharing, i.e. compatibility.

 - c. Candidates for Job Sharing assignments must meet the qualification for the position.

 - d. Compensation and benefits for the employees shall be prorated in accordance with the percentage of work performed by each Job Sharing member. Following current contract; Article III B #1, employees hired on a half time or less basis shall receive single subscriber benefits, single subscriber dental benefits, single subscriber vision benefits, life insurance, and long term disability insurance. A full-time employee who accepts a reduced schedule shall be subject to a reduction in benefits as per above. A less than full-time employee may elect to purchase, during open enrollment period, full family insurance if he/she agrees to pay the difference between single subscriber and family rates.

 - e. The responsibilities of the Job Sharing shall be divided and allocated according to a plan designed and agreed upon by the Job Sharers and their supervisor. This will be reviewed by the superintendent.

 - f. Job Sharing shall be regarded as a permanent position, similar to any other full-time or part-time position. Job Sharing terminates when one of the employees voluntarily quits his/her part of the position. Job Sharing positions will normally be made at the beginning of the school year.

It will be recognized by the parties that if one of the Job Sharers terminates employment or becomes incapacitated or otherwise unavailable, the employer must be free to:

1. Offer to increase the work week of the remaining Job Sharer.
 2. Recall a laid off employee who is fully qualified to fulfill the job responsibilities.
 3. Accept a transfer to the assignment.
 4. If all of the above fail, revert the position to a full-time assignment for the balance of the school year.
- g. The employer shall retain the option to terminate Job Sharing arrangements which are not working satisfactorily, after the employer attempts to resolve the problems through review, monitoring, and evaluation. The same process will be utilized as with other staff who are exhibiting problems in their work roles.
7. Employees hired on a half time or less basis, provided employee works three (3) hours per day, the block equivalent of a half day or the equivalent average of a two-week period, shall receive single subscriber benefits, single subscriber dental benefits, single subscriber vision benefits, life insurance, and long term disability insurance. A full-time employee who accepts a reduced schedule shall be subject to a reduction in benefits as per above. A less than full-time employee may elect to purchase, during the open enrollment period, full family insurance benefits if he/she agrees to pay the difference between single subscriber and family rates.
8. Retirement
- a. Teachers who qualify and draw retirement under the Michigan Public School Employee Retirement System and have worked ten (10) years as a teacher exclusive of leave with the Crawford AuSable School District will be reimbursed quarterly an amount equal to the insurance deduction made by MPSERS, not to exceed \$795.00 per quarter. This reimbursement will be made until the retiree is eligible for Social Security. If an eligible employee's spouse is a retiree from CASD and can also draw retirement through MPSERS, only one retirement reimbursement will be paid per family.
 - b. An employee who has attained fifteen (15) or more years of service as a teacher with the Crawford AuSable School District and who qualifies for and draws retirement under the Michigan Public School Employees Retirement System shall be entitled to receive an annual stipend of 3/8% of the highest year of salary compensation in the district multiplied by the number of years of service in the school district or a one-time non-elective employer paid contribution of \$15,000 to a district approved vendor eligible to receive contributions under the District's IRC 403(b) Plan, provided that the vendor's contract permits the deposit of post-retirement non-elective employer contributions. The one-time non-elective employer paid contribution must be taken before the age of 62. The stipend shall be paid in a non-elective employer paid contribution to an approved vendor as noted above over a five-year period or until the employee reaches the age of 62, whichever comes first. The stipend shall be calculated by using a seven-year payout or less if the employee reaches the age of 62 within the seven-year time frame. The total seven year or less calculation will be divided by five years or less depending on age. For employees hired (first work day) after July 1, 2022, the maximum payout under this option shall be \$35,000. This calculation will be paid once a year for five years or less depending on age, subject to applicable contribution limits under the Internal Revenue Code (the "IRC"). With approval of the Superintendent, annual retirement stipends for an eligible CASD retiree, can be deferred

into future years. If an employee has less than a five-year payout, the one-year calculation will be based on their time left in the plan. If the amount exceeds the employee's applicable contribution limit, the portion of the contribution in excess of the employee's applicable contribution limit shall be paid directly to the employee, subject to applicable employment withholding. Application for early retirement shall be made to the district in writing to the Superintendent by March 1 of each year. Retirement is defined to mean severance from regular or contractual employment with the district.

- c. Teachers who are not eligible for the benefits under Article III (8) (b) and retiring from the Crawford AuSable School District who qualify for retirement under the Michigan Public School Employees Retirement System and have worked fifteen (15) years as teacher exclusive of leave with the Crawford AuSable School District will receive upon retirement \$1,000.00 retirement compensation.
 - d. Professional Compensation, Retirement Pay - When ending employment with the District after fifteen (15) years of service to CASD, the employee will receive termination pay for each unused sick day at the rate of 60% of the current contractual substitute teacher rate, with a cap of \$10,000.00. Payment on more than 20 sick days will be paid in a non-elective employer paid contribution to any vendor approved to receive contributions under the District's IRC 403(b) Plan, provided that the vendor's contract permits the deposit of post-retirement non-elective employer contributions. Payment on 20 sick days or less will be paid directly to the employee.
9. Life Insurance - The Board shall provide without cost to the employee, group term life insurance protection which shall pay to the employee's designated beneficiary the sum of \$55,000 excluding substitute teachers with less than sixty (60) days of service in a specific teaching position. Employees on leave for extended periods may be ineligible for this benefit depending on the carrier's eligibility rules.
 10. Long Term Disability Insurance - The Board shall provide at no cost to the employee Long Term Disability Insurance from a private carrier with coverage beginning on the 61st calendar day providing payment of 66 2/3% of the employee's base salary up to the end of the disability. The insurance shall cover disability due to mental illness. Certification of disability and payments of benefits shall be determined by the insurance carrier.
 11. Health Examinations - Any health examinations which are periodically required to maintain employment, shall be paid for by the Board.
 12. Insurance Coverage During Unpaid Leave Periods - A teacher on unpaid leave may, at his/her option, maintain coverage under any of the insurance programs contained herein at his/her own expense, by making premium payments to the Board's designee at such time as each premium falls due provided such an arrangement is in compliance with the insurance carrier.
 13. Sick and Personal Leave Incentive Plan - The school district shall purchase up to a maximum of three (3) days from the sick days of any employee who did not use more than two (2) days of sick and personal leave days combined in any school calendar year. The rate of compensation per day shall be the same as substitute pay for that calendar year. This payment will be made within two weeks after school has closed.

14. Professional Organization - The Board agrees to pay for one membership per teacher in a professional organization up to a maximum of \$30.00 related to such teacher's area of specialization.
 15. Benefits must be in compliance with provisions of the district insurance carrier(s).
 16. The CAFT will participate in a committee charged with studying and formulating recommendations for insurance.
- C. A teacher called for jury duty or to give testimony before any judicial or administrative tribunal shall be compensated for the difference between the teaching pay and the pay received for the performance of such obligation. The teacher must deliver the jury duty pay or a record of the jury duty pay to the central office.
- D. Teachers shall be advanced as described in Article XII, F for military service, provided such teacher was a member of the CASD teaching staff upon induction.
- E. Application for credit for coursework for movement on the salary grid shall be made in writing. When an employee completes coursework in the summer which entitles him/her to additional pay, such employee shall be paid at the higher rate for the full year if application for such higher rate is made no later than the first week of classes. When an employee completes coursework during the school year which entitles him/her to additional pay, such employee shall be paid at the higher rate for the second semester if application for such higher rate is made no later than the first week of classes for the second semester upon notification to the Board that such coursework has been satisfactorily completed.
- F. The salary schedule, as set forth in Schedule A and B, is based upon the regular school calendar and the normal teaching load. For classroom assignments in excess of normal teaching load (overload), teachers will be compensated as follows: An hourly rate based on 5.8 hours of instruction per day for Elementary School, a rate of 16.7% of his/her Schedule A salary, steps 1-12, pay based upon an annual, full FTE for middle school and 16.0% of his/her Schedule A, steps 1-12, pay based upon an annual, full FTE for high school for each teaching period in excess of such norms. It is the preference of the Union and the Board that these assignments be voluntary on the part of the individual teacher and further agree to the following principles when an overload is necessary:
1. The CAFT building rep may be included in any discussions involving teaching during prep time if requested by the teacher.
 2. The opportunity to teach during prep time will be offered to qualified, interested teachers with determination by the administrator.
 3. The District agrees to consider job shares when requested.
 4. The District agrees to consider one (1) release day per Trimester for planning purposes for a teacher working a full overload. This may be split into two (2) half-days.
 5. The District's decision to implement an overload is based on multiple factors, which may include class sizes, section needs, staffing, as well as other considerations. The District desires

to avoid overloads and will make reasonable efforts to provide staff with appropriate preparation time.

- G. A teacher's hourly rate for instructional time beyond the contracted assignment shall be compensated at the rates noted below per hour: This section does not apply to items addressed in other portions of this Agreement.
1. 2022-2023 School Year: \$25.00/\$12.50
 2. 2023-2024 School Year: \$27.50/\$13.75
 3. 2024-2025 School Year: \$30.00/\$15.00
- H. Teachers who undertake extra duty assignments set forth in Schedule B, attached hereto and incorporated into this Agreement, shall be compensated in accordance with the provisions of this Article and the annexed schedules without deviation. Schedule B shall provide equal pay for both sexes.
- I. Substitute Prep Pay can only be earned for subbing during a teacher's own instructional planning time. Subbing during team planning time does not qualify the teacher for substitute prep pay. When an inclusion teacher is pulled from a regular classroom to substitute in another classroom, neither the inclusion teacher nor the regular classroom teacher in the inclusion classroom qualifies for substitute prep pay. If the inclusion teacher or the regular teacher in whose class an inclusion teacher is assigned is absent, and either teacher must handle the class alone, said teacher does not qualify for substitute prep pay. When elementary physical education or music is cancelled, the regular classroom teacher keeps the students during that period of time and does qualify for substitute prep pay as the teacher is substituting during personal planning time. Elementary physical education or music teachers, if pulled to substitute for another teacher, do not qualify for substitute prep pay.
1. Teachers will be compensated at the following rates per instructional period hour and ½ hour respectively:
 - i. 2022-2023 School Year: \$25.00/\$12.50
 - ii. 2023-2024 School Year: \$27.50/\$13.75
 - iii. 2024-2025 School Year: \$30.00/\$15.00
- J. Teachers required in the course of their work to drive personal vehicles from one school building to another, shall receive a vehicle allowance set equal to federal government standards rounded down to the nearest cent at July 1 annually. The same allowance shall be given for use of personal vehicles for field trips or other business of the district. The Board shall provide property damage and liability insurance protection for teachers when their personal vehicles are used as provided in this section.
- K. Calendar
1. The school calendar shall be jointly worked out between the parties and shall be attached hereto and incorporated as Schedule D.
 2. The school calendar shall be designed to meet or exceed all Michigan Department of Education standards regarding instructional time requirements.
 3. The school calendar shall provide for all legal holidays agreed to by the Union and the Board; in addition, school shall not be in session the day after Thanksgiving, during the normal winter recess or spring recess.

4. New teacher orientation workshops shall be provided for in the calendar.
 5. All professional staff shall be required to report sufficiently in advance of the first day of scheduled classes to prepare their rooms, offices and instructional facilities for the arrival of students.
 6. The Board shall be entitled to reschedule any days lost necessary to receive full state aid or in the event school is closed for reasons which do not allow such days to be counted as days of student instruction. No additional pay shall be received for such rescheduled days. The Board and the Union shall meet to discuss when days will be rescheduled. Full makeup days will be added if lost time exceeds 6 full instructional days (37.8 hours) and for every additional day lost.
- L. A teacher engaged during the school day in negotiations on behalf of the Union with any representative of the Board, or participating in any professional grievance procedure, including arbitration, shall be released from regular duties without loss of salary, sick days or personal business days.
- M. Substitutes - Half time teachers will be paid at substitute rates for the time period they substitute when not regularly employed. The Board will maintain an adequate list of substitute teachers. Once a teacher has reported unavailability, it shall be the responsibility of the administration to arrange for a substitute teacher. It will be the responsibility of the Resource Room teachers to provide self-directing instructional plans for the students and these plans will be given to the classroom teachers and kept current, according to the ability of each child.
- N. Teachers will be paid on the 15th and the last day of the month. Payroll checks will be direct deposited into the teacher's designated financial institution. Teachers may choose to be paid in 21 or 24 equal installments. Teachers will be paid beginning on the second pay in August. Installment payment options will comply with Section 409A of the Internal Revenue Code, therefore teachers must make their installment option choice by the end of the prior school year.

ARTICLE IV TEACHING HOURS AND CLASS LOAD

- A. Teachers shall be expected to report for duty 15 minutes in advance of the start of school.
- B. Hours of instruction in all buildings shall be similar.
- C. GHS and GES teachers shall be expected to remain in their building at the end of the instructional day for a minimum of 10 minutes to complete those professional duties which must be undertaken within the classroom and building. GMS teachers shall be expected to remain in their building at the end of the instructional day for a minimum of 7 minutes to complete those professional duties which must be undertaken within the classroom and building. This GMS release time shall be followed as long as the school day consists of 7 class periods, each class period lasting 54 minutes. All teachers may leave their building at the end of the instructional day on Fridays or the last instructional day of the week.

- D. The normal daily teaching load in the Middle School will be six teaching sections and one unassigned prep. The normal weekly teaching load in the High School will be four teaching sections and one unassigned prep. Assignment of a supervised study period shall be considered a teaching period for the purpose of interpreting this section.
- E. All teachers shall be entitled to a duty-free, uninterrupted lunch period of no less than 25 minutes including passing time.
- F. Elementary grades will be provided two fifteen-minute recess periods per day and teachers in elementary grades will work a maximum of two assigned duty periods per week. Grade levels grouped together for recess periods will have teachers from the combined grade levels so grouped to supervise the entire recess period.
- G. Teachers of music, art and the laboratory sciences, speech therapists, reading consultants, visiting teachers, librarians without a full-time paraprofessional, physical education and all special education teachers shall be provided with relief and preparation time to the same extent as other teachers at their grade levels.
- H. No departure from the provisions of this Article shall be made without the prior consent of the Union, except in case of emergency where such prior consent could not have reasonably been obtained. The duration of such emergency shall be limited to the interval between its arising and an expeditious arranging of a meeting with the Union.
- I. If staff conferences, committee meetings or parent/teacher conferences exceed ten (10) hours per month, inclusive of the time spent in the classroom after student dismissal, the Board will pay the teacher for any services in excess thereof at the teacher's hourly rate.
- J. District administration will make efforts to limit teacher preparations to 4 during any marking period at the high school or middle school level. District administration will consult with CAFT leadership when preparations exceed 4 during any marking period.
- K. High School Trimesters
 - 1. Teachers will teach four (4) out of five (5) periods each trimester for a total of twelve (12) periods annually.
 - 2. Teachers will be assigned one (1) preparation period per week as assigned by the administration. All teachers on a given preparation period will be assigned the same day. The administration shall notify the teacher of the assigned day of the week and of the assignment prior to the start of the trimester. The specific day of the week shall not change for the entirety of the trimester.
- L. A teacher will be in their building during their prep period or conducting duties relevant to classroom work as deemed by their administrator. Teachers will sign out of their building in the office with prior notification to the administrator.
- M. A Curricular Development Day will be scheduled at the end of the school year, regardless of make-up days. Any teacher (traditional and ELY) required to attend will be notified by their building

principal by April 15. Teachers attending on a non-contract day will be paid at a rate of \$160.00 per day based on a 6 ½ hour work day.

- N. Teachers who will be affected by a change in grade assignments in the elementary school grades and by changes in subject assignment in the middle school and secondary schools will be notified by their principals as soon as possible.

ARTICLE V TEACHING CONDITIONS

- A. Teachers are encouraged to be creative and innovative within the classroom insofar as the purposes of the curriculum are being fulfilled in a professional manner. It is understood that professional, legal and social standards must be observed within the context of a public school.
- B. Outside the classroom, when a teacher speaks or writes as a citizen, she/he shall be free from institutional censorship and discipline. It shall be the responsibility of the teacher to make it clear that he/she speaks or writes as an individual and not in behalf of the district.
- C. If an observation for purposes of evaluation is to be recorded, the teacher will be notified in advance, and the administrator will remain in the room during the recording. If an employee, acting under the rights granted in this Agreement (specifically excluding activities covered in B, above) or within the scope of Board policy, is subjected to court action with respect to exercise of those rights, the Board agrees to support such employee and to defend the contract provisions.
- D. Any complaint by a parent directed against a teacher shall be called to the attention of the teacher if the complaint is considered serious enough to result in a written record and/or to become the basis for the disciplinary action against such teacher.
- E. Disciplinary interviews will be considered in private. An affected teacher will, however, have the right, in all instances, to request the presence of a Union designated representative at said interview, and when such a request is made, the interview will not proceed until the representative is in attendance. The Board shall have a similar right to include a representative of its choice at such a meeting.
- F. The parties recognize that since the primary duty of the teacher is to teach, the organization of the school year and school day shall be directed toward insuring that the activities of teachers are utilized to this end.
- G. Class size maximums shall be as follows:
- | | |
|-------------------------------|--|
| 1. Kindergarten | 26 pupils |
| 2. Grades 1 - 5 | 28 pupils |
| 3. Grades 6 – 8 | 30 pupils, if possible, physical education, band, choir, study skills excluded |
| 4. GMS/GHS Laboratory Classes | 4 pupils per work station or 28, whichever is greater if possible |
| 5. Special Education Classes | All special Education programs and services shall be operated in accordance with the provisions of the Special Education Code, including staff/pupil ratios, instructional unit requirements and other pupil load requirements |

6. Grades 9 - 12 30 pupils, if possible, physical education, band, choir, study skills, excluded

In a year in which the district is in financial distress, class size limitations will revert to those in the 1997-2000 contract.

Exceeding Class Size Maximums - In grades K-5, for each student over the maximum class size, the teacher shall receive assistance on the following basis: 1-4 students over maximum, a half time paraprofessional; 5 students over maximum, a full-time paraprofessional; 6 or more students over maximum, the class shall be split. In all cases, a paraprofessional will be assigned only after an acceptable plan for use of such paraprofessionals has been submitted and after standard posting procedures, such paraprofessionals meet the requirements set forth in the No Child Left Behind Legislation.

- H. The Board recognizes that appropriate texts, library reference facilities, maps and globes, laboratory equipment, audiovisual equipment, art supplies, athletic equipment, current periodicals, standard tests and questionnaires and similar teaching materials are the necessary tools of the profession. The parties will meet from time to time for the purpose of improving the selection and use of such educational tools, and the Board undertakes to implement all joint decisions reached by its representatives and the Union. The Board agrees at all times to keep the schools reasonably and properly equipped and maintained.
- I. Monies for supplies and stamps are to be collected from the students in the office.
- J. Under no conditions shall a teacher be required to drive a school bus as part of his/her regular assignment.
- K. The Board shall make available in each school adequate lunchroom and lavatory facilities exclusively for staff use and at least one room appropriately furnished which shall be reserved for use as a staff lounge.
- L. Telephone facilities shall be made available to teachers for their reasonable use.
- M. This Agreement shall be applied uniformly to all teachers within the bargaining unit.
- N. The Board agrees that with respect to hiring, working conditions and promotion practices, neither it nor its agents shall discriminate on the basis of race, creed, color, national origin, sex, marital status, political activities or membership or participation in the activities of the Union. The Board, recognizing that well qualified and able staff is a prerequisite to quality educational programs, agrees to seek out and recruit staff members who best fulfill these requirements. The Union agrees to admit all bargaining unit members to membership without discrimination by reason of race, creed, color, national origin, sex, marital status, political activities or prior membership or past participation in the activities of any employee organization.
- O. The Board shall provide adequate parking for the staff.
- P. The Board will involve appropriate members of the teaching staff in the development of new curricular programs prior to implementation.

ARTICLE VI
VACANCIES AND PROMOTIONS

- A. When a vacancy occurs, and if the factors distinguishing employees are equal, then length of service or tenure status may be considered a tiebreaker.
- B. Whenever any vacancy in any professional position in the district shall occur, the Board shall publicize the same by giving written notice of such vacancy to the Union and providing for appropriate posting in every school building. No vacancy shall be filled, except in emergency on a temporary basis, until such vacancy shall have been posted for at least seven (7) calendar days. The Union Secretary or designated replacement should be notified of such vacancies.
- C. All positions that become available while school is in session must be posted in all school buildings before school is dismissed for the summer.
- D. All positions that become available in June, July or August shall be emailed to each qualified, currently employed teacher who registers interest with the Superintendent by the last day of the preceding school year and said position will not be filled for a period of seven (7) calendar days after the notification unless the district and union president agree, except on a temporary basis, to provide all teachers with a reasonable opportunity to apply.

ARTICLE VII
TRANSFERS

- A. 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 may have had under this Agreement prior to such transfer to supervisory or executive status.

ARTICLE VIII
SENIORITY AND EMPLOYMENT STATUS

- A. Seniority
 - 1. Prospectively from the 2020-2021 school year and thereafter, seniority shall be defined as length of service in the district, beginning with the first day of service, including teaching or executive experience, exclusive of layoff and unpaid leave periods which do not provide for experience credit on the salary schedule upon return to work. When two members have the same seniority date, a representative of CAFT and the Superintendent shall draw numbers to determine the seniority order. During such layoff and/or unpaid leave periods, seniority shall not continue to accrue, but shall be "frozen" from the commencement date to the termination date of the layoff and/or leave(s). Any full-time teacher hired before or during the first semester of a given year will accrue a full year of seniority. Any teacher hired after the first semester on a full-time basis will accrue one-half (½) year of seniority. A half time teacher hired during the second semester will receive one-fourth (¼) year credit for the purpose of seniority, but will advance a half-step (½) step on the salary schedule. Adult education teachers will accumulate seniority on a separate Adult Education seniority schedule. They will not earn seniority on the K-12 seniority schedule.

- a. People hired as administrators after July 1, 2004, who are new to the district, shall not be placed on the seniority list.
 - b. Current administrators shall retain their seniority on the seniority list and are frozen on the seniority list.
 - c. Teachers from the CAFT bargaining unit who become administrators after June 30, 2004, are frozen on the seniority list at the position at which they left the CAFT bargaining unit.
2. No later than thirty days following the ratification of this Agreement and by September 30 thereafter, a seniority list shall be prepared by the Board and submitted to the Union for approval. The Union shall have fourteen (14) calendar days to submit this approval to the Board.
 3. The duly elected Union President, Vice President, Secretary, Treasurer and Union Chief Negotiator shall be placed at the top of the current seniority list and shall remain at the top of the list during their term of office.
 4. The seniority list shall be published and copies furnished to the Union by October 1 of each year. If the Union has objections to the list, these must be submitted by October 15. Thereafter the list is final and conclusive.
 5. All seniority is lost when there is both a severance of employment and a break in service, unless this is due to layoff. In such cases, provisions of the seniority clause shall prevail.

B. Layoff Periods

1. The Board shall give notice of any vacancy for which a laid off teacher is certified and notify the union.
2. At least 30 calendar days' notice of reduction in force will be provided, absent extenuating circumstances.

C. Layoff Benefits

1. A teacher who has acquired thirty years of service may, at his/her option, take an early retirement.
2. A laid off teacher shall receive insurance benefits as herein provided for a period of nine months following the effective date of his/her layoff, or until equally covered by a subsequent employer, whichever is less.
3. The Board and the Union shall jointly establish a priority substitution list, based upon seniority and certification as described herein, including all bargaining unit members affected by layoff. Such list shall be used in the selection of members to substitute for any teachers on sick leave or other types of leaves.

D. Employment Status

1. It is the responsibility of laid off employees to maintain a current address with the Board of Education.

2. A laid off teacher shall be given ten (10) days to notify the Board that he/she is interested in a position and an address through which he/she may be contacted. Failure to notify within ten (10) days can be considered a resignation. If a teacher notifies the Board as required above, said teacher shall be placed on the layoff list with all the rights to which he/she was entitled under this Article.
3. Recalled teachers shall be entitled to all sickness and leave benefits as provided herein. Utilization of such benefits or an existing necessity for utilization of such benefits shall not be considered proper reason for failure to recall or reinstate.

ARTICLE IX
SICK LEAVE

- A. At the beginning of each school year, each teacher shall be accredited with an eight (8) day sick leave allowance pro-rated on an annual, full teacher FTE basis. The unused portion of such allowance shall accrue on a year-to-year basis. The Superintendent may grant up to 5 additional days/year of experience (up to a maximum of 10) at the point of hire for teachers new to the district with prior years of teaching experience. If a teacher leaves CASD at the conclusion of one (1) year of service or less, sick leave taken in excess of eight (8) days shall be deducted from the final paycheck(s). If a teacher leaves CASD at the conclusion of two (2) years, sick leave taken in excess of sixteen (16) days shall be deducted from the final paycheck(s). (Upon ratification of this agreement, the Superintendent may revisit this with hires new to the district in the 2021-2022 contract year.)
- B. A teacher who has exhausted all sick leave available shall be granted a leave of absence without pay (except for benefits derived under long term disability provisions) for the duration of such illness or disability until the end of the current school year, whichever is earlier. The leave of absence will be renewed for one additional year upon written request by the teacher. Additional renewals beyond the first renewal up to a total of five (5) years inclusive of the first renewal may be approved upon the written request of the teacher and approval of the Board under the condition that the teacher will return from leave only if a vacancy for which the teacher is qualified and certified exists. Written application for an extension of the leave shall be made to the Board no later than March 15. All renewals require annual medical verification and are subject to Board approval.
- C. Absence due to injury incurred in the course of a teacher's employment shall not be charged against the teacher's sick leave days only when approved by the district Worker's Compensation carrier. The Board shall pay to such teacher the difference between his/her salary and any other benefits received under the terms of this Agreement and/or under the Michigan Worker's Compensation Act for the duration of such absence provided such practices are in compliance with the district carrier's provisions.
- D. A teacher absent from duty with medical verification (excepting head lice) due to mumps, scarlet fever, measles, chicken pox, head lice, scabies or pink eye shall not suffer diminution of compensation and shall not be charged with sick leave.

- E. Sick leave is understood by the parties to include any medical disabilities due to pregnancy and/or childbirth (pre and postnatal). All disabilities must, at the option of the Board, be verified in writing by the employee's attending doctor.
- F. Catastrophic situations shall be reviewed by the Superintendent and the CAFT President on an individual basis to examine the need to extend FMLA.

ARTICLE X
PERSONAL LEAVE

- A. At the beginning of every school year, each teacher shall be accredited with four (4) days to be used for the teacher's personal leave pro-rated on an annual, full teacher FTE basis. Up to 2 unused personal leave days will be accumulated in the teacher's individual personal leave bank not to exceed 6 days. Any remaining unused personal leave days will be accumulated in the teacher's individual sick leave bank. Teachers wishing to exceed 4 consecutive personal days must make an application in writing to the building principal one month prior to the dates requested. The application is subject to review by a committee composed of the principal, Superintendent, Union President and the teacher's building representation. Criteria for the committee decision shall include: once in a lifetime type of activity, activity that cannot be done at any other time, as well as a review of applicant's use of sick and personal leave. If the majority of the committee feels the teacher has a legitimate need to be absent for the purpose stated, the committee may approve the personal leave, approve the personal leave with conditions, or deny the leave. Requests to be absent from duty for a full work week should be rare. Typically, there should be 3-4 years between such requests and all requests should be within the guidance of the contract. A personal leave day may be used for any purpose at the discretion of the teacher. A teacher planning to use a personal leave day or days shall notify his/her principal at least one day in advance, except in cases of emergency. Personal days requested adjacent to a vacation day or period are generally denied unless the request is for an activity that can be done at no other time. Days to extend the vacation will be denied absent such extenuating circumstances. A vacation day is a week day during the school year that school is not in session other than days set aside for professional development. Teachers requesting personal days adjacent to a vacation period must make the request to the superintendent at least five (5) working days in advance.
- B. The teachers agree they shall indemnify and save the Union and the Board harmless against claims, demands, suits and other forms of liability that may arise by reason of the Board complying with the provisions of this Article.

ARTICLE XI
LEAVES OF ABSENCE

- A. Leaves of absence with pay, chargeable against the teacher's allowance (sick or personal), shall be granted for the following reasons:
 - 1. A maximum of five days per school year for serious illness in the teacher's (or teacher's spouse's) immediate family; husband, wife, children (step), parents (step), in-laws, or siblings (where the teacher is unavoidably responsible for their care).

2. One day when illness outside the immediate family requires a teacher to make necessary arrangements for medical or nursing care.
3. Attendance at a ceremony awarding a degree to a staff member for such time (including a portion of a day) as is necessary.
4. Time needed for attendance at the graduation of a child or spouse.
5. Time necessary for performance of medical and dental appointments or such other personal medical affairs as cannot normally be undertaken outside duty hours.
6. Time necessary for attendance at the funeral service of a person whose relationship to the teacher warrants such attendance.

B. Leaves of absence with pay not chargeable against the teacher's sick leave allowance shall be granted for the following:

1. Up to five consecutive days (unless prior Superintendent approval) following a death in the immediate family. (Immediate family: spouse, children (step), parents (step), foster parents, parents-in-law, brother and sister in-law, grandparents, grandparents-in-law, brothers, sisters or any person for whose financial or physical care the employee is primarily responsible.) When funeral arrangements or other demonstrable obligations fall on an employee following death of any person not covered above, this provision shall be extended to include that person. Days must be taken contiguous to/consecutive with the death/funeral unless approved by the Superintendent. If approved to separate days, leave must be used within six (6) months of the funeral/memorial and may only be separated into two (2) occurrences (e.g. 3/2 or 2/3). If a death occurs during the summer break, no more than three (3) bereavement days may be used during the school year. After consulting the CAFT President, the Superintendent may increase this to five (5) days if there are extenuating circumstances (e.g. proximity to the start of the school year). Employees may use a sick day to cover attendance at a funeral not covered by this list.
2. Approved visitation at other schools for the purpose of observing an on-going or experimental program.
3. Leave will be granted, to the extent possible, for attendance at conventions, workshops and conferences connected with an employee's field of teaching. At any such convention, workshop or conference, employees shall receive, in addition to their regular pay, the reasonable costs of such attendance (e.g., assessed fees, meals, lodging, travel and/or mileage).
4. Fifteen days for the Union for Union business. Any additional time needed for Union business will be granted and the Union will reimburse the school for the amount of the pay of the substitute or other reimbursements required by law.
5. Time necessary to take the selective service physical examination.
6. Time necessary to fulfill a subpoena, jury duty, to give testimony before any judicial or administrative tribunal, or for cases with a direct relationship to the Crawford AuSable School District.

- C. Leaves of absence for short periods of time, without pay, for the purpose of recreation, vacation, relaxation, professional workshops, special events, etc., may be granted only after application in writing to the teacher's building principal a minimum of one month prior to the dates requested. The application is subject to review by a committee composed of the principal, Superintendent, Union President and the teacher's building representation. Criteria for the committee decision shall include: once in a lifetime type of activity, activity that cannot be done at any other time, as well as a review of applicant's use of sick and personal leave. If the committee feels the teacher has a legitimate need to be absent for the purpose stated, the committee may award a leave of absence of up to two weeks.
- D. A sabbatical leave of absence may be granted with one half salary by the Board, after seven (7) years of satisfactory service in the district for up to two (2) years, provided that the employee states his/her intention to return to the district and to teach one (1) year for each year of leave granted. A bond shall be furnished at the employee's expense in the amount equal to the salary granted during the leave. Such bond shall be forfeited on a prorated basis if the employee does not return to the district.
- E. Leave of absence without pay for educational purposes may be granted by the Board.
- F. A military leave of absence without pay shall be granted to any teacher who shall be inducted or shall enlist for any tour in any branch of the armed forces of the United States. Upon return from such leave, a teacher shall be given time up to two years on the salary schedule as he/she would have been had he/she taught in the district during such period.
- G. A leave of absence without pay for the term of tenure in office shall be granted to any teacher, upon written application, for the purpose of serving as an officer of the Union. Upon return from such leave, the teacher shall be placed at the same position on the salary schedule as they would have been had they taught during the period. Notification of extension of leave shall be made in writing by July 15th of each year.
- H. A leave of absence without pay shall be granted to any teacher upon application for the purpose of campaigning for, or serving in, a public office other than the Michigan legislature. A teacher returning from such leave within one year of commencement of leave will be placed into the next vacancy for which the teacher is certified and qualified according to the applicable terms of this contract. Upon return from such leave, a teacher shall be placed on the next position on the salary schedule above the position he/she was on when the leave was taken, unless he/she returns during the same year.
- I. A leave of absence without pay shall be granted to any teacher upon written application for National Guard optional training while school is in session.
- J. A leave of absence without pay shall be granted for child care leave (up to the end of the current school year) under the following conditions (beginning August 1, 2009):
 - 1. The Board shall grant to any teacher a child care leave provided that teachers apply in writing to the Board at least sixty (60) days prior to the date such leave is to commence. The leave will be granted with primary consideration being given to normal trimester breaks and the time of year such leave commenced. This leave will be granted once per minor dependent for a two-trimester period from the first day of absence. A third trimester may be granted upon Superintendent approval. Consecutive leaves will be considered Extended Child Care Leave under Article XII, L.

2. A teacher on child care leave shall receive the health insurance benefits provided to this Agreement for up to twelve (12) weeks from the first day of the absence, inclusive of sick days, in which such leave takes effect provided such practice is in compliance with the district carrier's provisions. If the child care leave is taken through the end of the school year and the 12 week employer contribution has not ended, the District will pay the employers contribution towards COBRA payments for June, July and August if the employee returns to work the first contract day of the next school year.
3. A teacher on child care leave of less than one school year is entitled to return to his/her former position. If the position has been abolished under provisions of layoff and recall, such provisions shall prevail.
4. Upon return from extended child care leave, a teacher shall be given credit on the salary schedule for the school year in which such leave became effective.

K. A leave of absence without pay shall be granted for extended child care leave (beyond child care leave as defined in Article XI, J under the following conditions:

1. The Board shall grant to any teacher an extended child care leave provided that the teacher applies in writing to the Board at least sixty (60) days prior to the date such leave is to commence.
2. An extended child care leave shall be granted for a period mutually agreed upon by the parties at the time of granting, with primary consideration being given to normal trimester breaks and the time of year such leave must commence. A teacher shall notify the Board no later than 60 calendar days before his or her intended date of return.
 - a. A teacher on extended child care leave will return from leave only if a vacancy for which the teacher is highly qualified and certified exists.
 - b. An extended child care leave may be annually renewed up to a total of five (5) years inclusive of time in Article XII, K, upon the written request of the teacher and approval of the Board under the condition that the teacher will return from leave only if a vacancy for which the teacher is qualified and certified exists. Written application for an extension of the leave shall be made to the Board no later than March 15.
 - c. An extended child care leave which has been applied for and granted in anticipation of such need may be rescinded by the teacher at any time prior to its commencement if the position has not already been filled or if there is another vacancy for which the teacher is highly qualified and certified.

L. Leaves of absence from Schedule B positions will be granted or denied based on reason for leave. The application is subject to review by a committee composed of the Superintendent and the Union President.

M. Return from Leaves

1. Notification of the teacher's desire for early return from leave shall be made in writing by July 15.

2. No posting of a position opening is required if the teacher returns from leave in duration of one year or less.
- N. A person on unpaid leave may continue group coverage in such fringe benefits as are then current by paying the Board for such coverage at such time as the premiums are due provided such an arrangement is in compliance with the insurance carrier.

ARTICLE XII PERSONNEL FILES

A. Personnel Files:

1. Teachers will be given the opportunity to review material prior to being placed in the personnel file. The teacher may submit a written notation regarding any material, within 10 working days, and the same shall be attached to the file copy of the material in question.
 2. If a teacher believes that material placed in his/her file is inappropriate or in error, he/she may receive adjustment, provided cause is shown through the grievance procedure, whereupon the material will be corrected or expunged from the file.
 3. A teacher must be requested to sign evaluative, disciplinary, or similar material placed in the individual's personnel file. Such signature shall be understood to indicate the individual's awareness of the material, but in no instance shall said signature be interpreted to mean agreement with the content of the material.
 4. If a teacher should refuse to sign material to be placed in his/her file, it shall be signed by that teacher's building representative or person designated by the Union President. The signature shall indicate that said teacher has been made aware of this material, but has refused to sign it.
 5. Each teacher shall have the right, upon request, to review the contents of his/her own personnel file. A Union representative may be requested by the teacher to accompany the teacher in such review. If a Union representative is not present, a Board representative will be asked to witness or accompany that teacher's review of the file.
- B. Teachers are expected to comply with reasonable rules, regulations and directions from time to time adopted by the Board or its representatives which are not inconsistent with the provisions of this Agreement. A teacher may reasonably refuse to carry out an order which threatens his/her physical safety or well-being.
- C. The Union will use its best efforts to secure correction of unprofessional behavior by any teacher, which behavior shall be reported by the Board or its representatives to the teacher and to the Union.
- D. A Mentor shall be assigned by the building principal to every probationary teacher upon entrance of the teacher into the district and for his/her first three (3) years of classroom teaching if required by Section 1526 of the school Code. The Mentor, insofar as possible, shall be a tenured teacher with a minimum of five years teaching experience, and shall be engaged in teaching within the same grade, building, or discipline of the probationary teacher. The duties of the Mentor teacher are:

1. The relationship shall be confidential.
2. At the request of the probationary teacher, the Mentor may be involved in the development of his/her Individualized Development Plan.
3. The Mentor may have, upon request and as approved by the principal, release time for the purpose of observation or direct work with the probationary teacher during the regular school day and school calendar year.
4. It shall be the duty of the Mentor to assist and counsel the probationary teacher in acclimating to the teaching profession and to the school system.

ARTICLE XIII
PROTECTION OF TEACHERS

- A. The Board will give reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom.
- B. Any case of assault upon a teacher shall be promptly reported to the Board or its designated representative.
- C. Time lost by a teacher in connection with any incident mentioned in this Article shall not be charged against the teacher, unless he/she shall be judged guilty by a court of competent jurisdiction from whose decision no appeal has been taken.
- D. If the personal property of an employee (brought into the classroom with the prior approval of the administrator in charge) is damaged, stolen or destroyed through no negligence of the employee, the employer agrees to reimburse the employee in the amount of the estimated loss, or to replace the article, whichever is most feasible. If an article is easily portable, it shall not be left in a room unless locked in a closet or desk. Personal property valued in excess of \$500 must have written authorization from the Superintendent.
- E. If a teacher is injured while in the line of duty, Human Resources will be alerted as soon as practicably. The teacher will follow Workers Compensation procedures for all claims.

ARTICLE XIV
NEGOTIATION PROCEDURES

- A. It is contemplated that matters not specifically covered by this Agreement, but of common concern to the parties, shall be subject to negotiations between them from time to time during the period of this Agreement, upon request by either party to the other. The parties undertake to cooperate in arranging meetings, selecting representatives for such discussions, furnishing necessary information and otherwise constructively considering and resolving any such matters.
- B. Negotiations for a new Agreement shall begin at a time, date and place mutually determined by the Board and the Union. Either party may initiate such request and negotiations shall proceed at the earliest time practicable following the request.

- C. Neither party shall have any control over the selection of the bargaining representatives of the other party and each party may select its representatives from within or outside the school district. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board and by a majority of the membership of the Union, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals and make concessions in the course of negotiations, subject only to such ultimate ratification.
- D. The Union agrees that the first negotiation meeting between the Crawford AuSable School District and the Crawford AuSable Federation of Teachers will begin during the first three weeks of May.

ARTICLE XV
GRIEVANCE PROCEDURE

- A. A grievance is an unsettled complaint by a teacher, group of teachers, or the Union alleging that there has been a violation, misinterpretation or misapplication of any provision of this Agreement or any existing rule, order or regulation of the Board relating to wages, hours or terms and conditions of employment.
 1. The grievance procedure shall not apply to any matter which is prescribed by law or state regulations over which the Board is without power to act. Any dispute involving a prohibited subject of bargaining is excluded from the grievance procedure and not within the authority of an arbitrator.
 2. No dispute over the modification of this Agreement shall be made the subject of a grievance.
 3. If an employee elects to process a discharge through the Tenure Commission, such employee shall be stopped from access to the grievance procedure for such discharge.
 4. A grievance must be filed within nine months following the incident giving rise to the grievance.
- B. If the Building Liaison Board and the District-Wide Liaison Board are unable to resolve the issue within twenty (20) school days or 4 calendar weeks, whichever is earlier, a formal grievance may be filed within five (5) school days or 1 calendar week, whichever is earlier, on the form set forth in Schedule C, annexed hereto, and signed by the grievant and Union representative, which form shall be made available to each Building Representative. A copy of the grievance form shall be delivered to the principal or supervisor. (See Article II, Section 4, Part a. page 2)
- C. If a grievance involves more than one school building, it may be filed with the Superintendent or a representative designated by the Superintendent.
- D. Within three (3) school days or three (3) calendar weeks, whichever is earlier, after receipt of the grievance, the principal or supervisor shall meet with the Union Grievance Committee in an effort to resolve the grievance. The principal or supervisor shall indicate his/her disposition of the grievance in writing and the supporting reasons therefore, within three (3) days of such meeting and shall furnish a copy thereof to the Union.

- E. Within twenty (20) school days or four (4) calendar weeks, whichever is earlier, after the delivery of the decision, the grievance may be appealed to the Superintendent.
- F. Within ten (10) school days or three (3) calendar weeks, whichever is earlier, after delivery of the decision, the Superintendent or his designee shall meet with the Union Grievance Committee on the grievance and shall indicate his disposition of the grievance in writing, along with the reasons therefor, and shall furnish a copy thereof to the Union.
- G. Within ten (10) school days after delivery of the decision of the Superintendent or his designee, the grievance may be appealed to the Board of Education by filing a written copy of the grievance accompanied by copies of previous decisions, with the Secretary or other designee of the Board.
- H. The Board, no later than its next regular meeting, or two (2) calendar weeks, whichever is later, shall hold a hearing on the grievance. At such hearing, the aggrieved shall have the right to be represented by Union Counsel. Participants in this hearing including witnesses shall be given at least three (3) days notice of the hearing.
- I. Within seven (7) days after this hearing, the Board shall communicate its decision in writing, together with supporting reasons, to the principal, the Superintendent, the Union, Counsel for the Union (if any) and to the aggrieved.
- J. Within ten (10) days after receipt of the decision of the Board, the Union may appeal the decision to binding arbitration under the auspices and rules of the American Arbitration Association.
- K. General Principles
 - 1. The Board and the Union shall not be permitted to assert in arbitration any ground or to rely on any evidence not previously disclosed to the other party.
 - 2. A grievance may be withdrawn at any level.
 - 3. When hearings and conferences are held during duty hours, all persons who are entitled to be present at the hearing or conference pursuant to this Article whose duty hours are affected shall be excused with pay for that purpose.
 - 4. No decision or adjustment of a grievance shall be contrary to any provision of this Agreement.
 - 5. Failure at any step of the grievance to communicate the decision on a grievance within the specified time limits shall permit lodging an appeal at the next step of a procedure within the time which would have been allotted had the decision been given. Failure to file a written grievance within the time specified at each step shall bar the grievance. Failure to appeal a decision within the specified time limits shall be deemed a withdrawal of the grievance and shall bar further appeal.
 - 6. The time limits specified in this procedure may be extended in any specific instance by mutual agreement, which agreement shall be reduced to writing and signed by the parties. The arbitrator shall be bound by the time limits set forth herein and shall have no power to extend such limits.
 - 7. The arbitrator shall have no power to alter, add to or subtract from the terms of this Agreement.

8. The Employer and the Union each shall bear the full costs for representative counsel in the arbitration.
 9. The arbitrator's fees shall be assessed against the parties in a proportion to be determined by the arbitrator.
 10. It is the intention of the parties, where possible, that the issues to be arbitrated, the relevant facts comprising the issues, and the remedy or remedies sought shall be jointly stipulated by the Board and the Union, or if the parties are unable to agree to such stipulation, each party of interest shall submit a written stipulation of the issues to the arbitrator in advance of the hearing.
 11. The primary purpose of this grievance procedure is to secure equitable solutions at the closest supervisory level possible. The parties mutually agree that these proceedings shall be kept as confidential as may be appropriate at each level of the procedure.
- L. No grievance shall be adjusted without prior notification to the Union and opportunity given to the Union to be present.
- M. Notwithstanding the expiration date of this Agreement, any grievance arising thereunder may be processed to completion under the procedures contained herein.

ARTICLE XVI
MISCELLANEOUS PROVISIONS

- A. The Board and Union will meet to negotiate language when necessary.
- B. No polygraph or lie detector device shall be used in any investigation of any teacher or pupil unless requested by the individual.
- C. The Union shall be duly advised by the Board of fiscal, budgetary and tax programs affecting the district and the Union shall, whenever possible, have the opportunity in advance to consult with the Board with respect thereto prior to general publication.
- D. This Agreement shall supersede any rules, regulations or practices of the Board which are contrary to or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual teacher contracts in effect. All individual teacher contracts shall be made subject to the terms of this Agreement and are subject to Board of Education policies pertaining to prohibited subjects of bargaining.
- E. Copies of this Agreement shall be printed at Board expense and presented to all teachers under employment at the earliest possible date.
- F. If any provision of this Agreement is or shall at any time be found to be contrary to law by a court of ultimate jurisdiction, such provision shall not be applicable or performed or endorsed, except to the extent permitted by law. All other provisions of this Agreement shall continue in full force and effect and the parties agree to meet for the purpose of negotiations and agreement on substitute language for the voided provisions.

- G. This Agreement constitutes the full and complete commitments between the parties and may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in a written and signed amendment to this Agreement.
- H. The Union agrees that during the term of this Agreement, and any extensions thereof, the Union shall neither condone, abet, nor participate in any form of work stoppage, including, but not limited to such activities as a slow down.

The Employer agrees that if the Union complies with the provisions in this Article, there shall be no lockout.

- I. An emergency manager appointed under Michigan law shall have the authority to reject, modify, or terminate this collective bargaining agreement in accordance with Michigan law.
By signing this agreement the union does not agree or acknowledge that this provision is binding on the union. The union reserves the right to assert, where appropriate, that this clause is not enforceable.

ARTICLE XVII ALTERNATIVE EDUCATION

- A. Persons teaching in the and alternative education program shall be given seniority credit for that program, which seniority, coupled with satisfactory performance, shall be determinative in making future alternative education teaching assignments.
- B. Teachers in the alternative education program shall be compensated for all mandatory meetings exceeding 9 hours per year.
- C. Alternative education shall be defined as instruction of students under 21 years of age using primarily computer based instruction to allow students to achieve high school completion (i.e. E2020).
- D. For teachers working exclusively (100%) an online teaching position within the GVO/GLOE programs, the salary shall be fixed at the BA Step 1 Base (currently \$39,553.00 SY2020-2021). Additional work beyond the contracted days will be at the hourly rate (currently \$23.50).
 - 1. All other conditions of employment remain unchanged from the 20219-2020 SY, including an 8-hour day.
- E. If the majority (>50%) of a teacher's instructional schedule is within a traditional face-to-face classroom setting, and the teacher is assigned to GVO/GLOE (online instruction) for a portion of their schedule (<50%), the teacher will maintain his/her existing rate of pay (lane/step). If the majority of a teacher's schedule is within GVO/GLOE (based on the full contract year), the teacher's salary will be equally proportioned between the GVO/GLOE rate and the lane/step placement on the salary schedule for traditional/face-to-face instruction.

ARTICLE XIX
DURATION OF AGREEMENT

This Agreement shall be in effect from August 1, 2022 – July 31, 2024. The first pay of the contract year is the last pay in August. The last pay of the contract year is the first pay in August.

BOARD OF EDUCATION

FEDERATION OF TEACHERS

By: [Signature]
President

By: [Signature]
President

By: Wendy Kucharek
Secretary

By: Amin Stachurski
Secretary

Date: 4/29/2022

Schedule A
2022-2023 Salary Schedule

CRAWFORD AUSABLE SCHOOL DISTRICT

<u>STEP</u>	<u>BA</u>	<u>BA + 18</u>	<u>MA</u>	<u>MA + 15</u>	<u>MA + 30</u>	<u>ED SPEC</u>
1	42,000	43,022	44,249	45,105	45,963	47,131
1.5	42,630	43,927	45,188	46,061	46,940	48,105
2	43,496	44,835	46,130	47,018	47,918	49,085
2.5	44,367	45,741	47,440	47,973	48,894	50,059
3	45,236	46,647	47,993	48,928	49,869	51,034
3.5	46,103	47,558	48,925	49,888	50,846	52,015
4	46,972	48,466	49,863	50,849	51,824	52,991
4.5	47,840	49,376	50,802	51,801	52,792	53,958
5	48,708	50,280	51,741	52,755	53,766	54,932
5.5	49,578	51,188	52,676	53,716	54,745	55,912
6	50,444	52,098	53,610	54,674	55,724	56,891
6.5	51,311	53,004	54,547	55,630	56,697	57,863
7	52,179	53,910	55,481	56,584	57,671	58,837
7.5	53,042	54,819	56,416	57,543	58,649	59,815
8	53,910	55,726	57,352	58,503	59,627	60,794
8.5	54,780	56,636	58,290	59,452	60,598	61,762
9	55,646	57,544	59,226	60,411	61,567	62,722
9.5	56,515	58,450	60,159	61,368	62,553	63,719
10	57,379	59,359	61,091	62,328	63,532	64,699
10.5	58,251	60,265	62,029	63,287	64,502	65,666
11	59,115	61,173	62,903	64,240	65,478	66,646
11.5	60,777	62,904	64,747	66,061	67,335	68,503
12	64,162	66,427	68,374	69,767	71,121	72,284

Schedule A
2023-2024 Salary Schedule

CRAWFORD AUSABLE SCHOOL DISTRICT

<u>STEP</u>	<u>BA</u>	<u>BA + 18</u>	<u>MA</u>	<u>MA + 15</u>	<u>MA + 30</u>	<u>ED SPEC</u>
1	42,840	43,882	45,134	46,007	46,883	48,073
1.5	43,603	44,806	46,092	46,982	47,878	49,067
2	44,366	45,731	47,052	47,958	48,877	50,067
2.5	45,254	46,656	48,389	48,932	49,871	51,060
3	46,140	47,580	48,953	49,907	50,866	52,055
3.5	47,025	48,509	49,904	50,886	51,863	53,055
4	47,912	49,436	50,860	51,866	52,860	54,051
4.5	48,797	50,363	51,818	52,837	53,848	55,038
5	49,682	51,286	52,775	53,810	54,841	56,030
5.5	50,569	52,212	53,730	54,790	55,840	57,031
6	51,453	53,140	54,682	55,767	56,838	58,029
6.5	52,338	54,064	55,638	56,743	57,831	59,020
7	53,223	54,988	56,591	57,716	58,825	60,013
7.5	54,103	55,916	57,544	58,694	59,822	61,011
8	54,988	56,840	58,499	59,673	60,820	62,010
8.5	55,875	57,769	59,456	60,641	61,809	62,997
9	56,759	58,695	60,411	61,619	62,798	63,976
9.5	57,646	59,619	61,362	62,595	63,805	64,993
10	58,527	60,546	62,313	63,575	64,803	65,993
10.5	59,416	61,470	63,269	64,553	65,792	66,980
11	60,297	62,396	64,161	65,525	66,787	67,979
11.5	61,193	64,162	66,042	67,383	68,682	69,873
12	65,445	67,755	69,742	71,162	72,543	73,730

2022-2023 School Year

- 2.0% Off Schedule Retention Bonus Paid in June 2023. The member must be employed through the end of the school year (Last instructional day with students). Bonus amount based on steps 1-12 salary schedule and to be prorated based on the members first day of work. If a member resigns prior to the last instructional day, the member is ineligible for the bonus.
- Calendar as presented. The Parties recognize that the Calendar is pending Board approval of first day of school and any needed waivers regarding the common calendar.

*All steps 13 and above will be paid at step 12 level. Additional salary will be paid in a separate check the last scheduled pay period in November. This amount shall be as follows:

Step	(13-15)	\$1,983
Step	(16-18)	\$3,389
Step	(19-21)	\$3,605
Step	(22-24)	\$4,038
Step	(25-27)	\$4,635
Step	(28+)	\$5,768

All steps on the salary schedule will be determined from the original step the teacher is granted upon initial CASD contract.

** Teachers hired 6/90 or earlier may qualify for this scale with a MA or BA + 30

*** Teachers hired 6/90 or earlier may qualify for this scale with MA + 15 or BA + 45

Beginning Fall of 2009 addition of Masters + 30 and Doctorate to salary schedule. Change salary schedule for Education Specialist to include Doctorate. Educational Specialist/Doctorate receives a One Thousand Dollar (\$1,000.00) addition to the pay scale. Masters + 30 salary will be at the former Ed. Specialist level. As of September 1, 2009, MDE accredited college credit beyond BA + 18 to be credited on the salary schedule shall be a part of a planned program that directly relates to CASD K-12 teaching and said program must be submitted to the district prior to classes being taken. Masters + 30 can be attained only if classes will result in a new K-12 certification or degree and payable once new certification or degree is submitted consistent with Article IV, E.

Section 1250: A teacher who receives a less than effective summative performance evaluation shall advance ½ step (instead of a full step) on the salary schedule for the next contract year. A teacher who receives a second (consecutive) less than effective summative performance evaluation will be frozen on a step until the next effective or better summative performance evaluation. Once the teacher earns an effective or better evaluation, the teacher will return to their original step sequence. The parties agree to exchange an email verifying the intent of this language.

Eligible CAFT employees, as defined below, shall receive an annual stipend for \$500.00 paid on the first payroll in December. One payment per CAFT employee is paid annually to eligible participants.

Teachers permanently residing within the CASD geographical boundaries and/or those that have their dependents attending CASD on a full time basis are eligible. The date of eligibility for the year is determined as of the official fall student count day.

Hiring Bonus eligibility for high-needs teaching certifications will be determined by the Superintendent. Eligible new hires will receive a \$5,000 signing bonus payable in the following manner:

- \$1,000 payable upon beginning work at CASD in the high-needs teaching assignment with appropriate certifications.
- \$2,000 upon successful completion of the entire first year of the high-needs teaching assignment.
- An additional \$2,000 upon successful completion of the entire second year of the high-needs teaching assignment.
- The superintendent may increase this award an additional \$5,000 based on available grant funds or other resources. The payout of these additional funds may be made in a manner determined by the Superintendent after consulting with the CAFT President.

Endorsement Bonus eligibility for high-needs teaching certifications will be determined and pre-approved in writing by the Superintendent. Eligible employees will receive a \$5,000 bonus payable in the following manner:

- \$1,500 payable upon successful completion of at least 8-10 credits or appropriate alternative certification work in the first year in the high-needs teaching area.
- \$1,500 upon successful completion of at least 8-10 credits or appropriate alternative certification work in the second year in the high-needs teaching area.
- An additional \$2,000 upon successful completion of the endorsement program. To be eligible for the final bonus payment, the individual must complete the endorsement program within 3 years of program start.
- If during the course of completing the endorsement, the member experiences extenuating circumstances, the Superintendent, after consultation with the CAFT President, may authorize an extension to the timelines noted above.
- The superintendent may increase this award an additional \$5,000 based on available grant funds or other resources. The payout of these additional funds may be made in a manner determined by the Superintendent after consulting with the CAFT President.

School Ambassador Bonus – Each staff member who is listed as a referral on the enrollment form for a new student to CAD will receive a \$100 bonus payable following the Fall official count day for each new CASD student enrolled and counted on a full FTE basis on the fall count day.

A new CASD student will be defined as a student entering grades 1-12 who has not been enrolled in CASD in the previous two State student count days (fall/spring). The staff member will receive credit by being listed as the referring person on the students' enrollment form. The new students' referral would be for a new district contact from this day forward.

Schedule B – Pay for Extra Services

- A. All extra-duty vacancies in Schedule “B” will be internally and externally posted simultaneously.
- B. In the event that a Schedule “B” position is filled by a non-bargaining unit member, the Superintendent or his designee will contact the Union President with an explanation of his decision. Consistent with the philosophies of interscholastic athletics and the overall academic program, the District encourages any qualified member to apply for vacant Schedule “B” positions.
- C. Percent figures are based upon the BA scale at the salary step equal to the individual’s years of coaching or directing experience in the area of the given activity. Percent figures for individuals currently employed for an activity will be based upon the BA scale at the step equal to their salary schedule as long as continuously employed for that activity.
- D. Band Directors - A maximum of two weeks at \$30 per day up to \$150 per week may be paid for band direction and/or assistant band direction during school vacation periods if pre-approved by the building principal.
- E. Student Senate Advisor at the High School will be paid 2½% on Schedule B instead of 5%. The advisor will be able to have two trimesters of Senate classes during the year. If the master schedule only allows for one trimester of Senate being offered for the year, the advisor shall receive 5% Schedule B payment

Newspaper Advisor at the High School will be paid 1% on Schedule B instead of 2% beginning the 2012-2013 school year. The advisor will be able to have two trimesters of Newspaper classes during the year. If the master schedule only allows for one trimester of Newspaper being offered for the year, the advisor shall receive 2% Schedule B payment.

Yearbook Advisor at the High School will be paid 2% on the Schedule B instead of 4% beginning the 2012-2013 school year. The advisor will be able to have two trimesters of Yearbook classes during the year. If the master schedule only allows for one trimester of Yearbook being offered for the year, the advisor shall receive 4% Schedule B payment.

If any of the three above are combined into one class, the advisor will receive payment at a rate equal to the single highest Schedule B percentage of the combined classes.

- F. Coaches:
 - 1. When a new varsity head coach is hired, all coaching positions for that sport shall be posted as outlined in Section A above.
 - 2. A maximum of two (2) weeks at \$30 per regular practice day up to \$150 per week for the Varsity Head Coach or \$25 per regular practice day up to \$125 per week for High School Assistant Coaches will be paid for coaching during summer vacations. This is for fall sports only.
- G. ELY (Extended Learning Year) – Teachers who are selected for the ELY program will work 195 days (190 instructional + 5 PD). For this additional work, each CAFT member will earn an additional salary of \$2,800 prorated annually. This additional annual pay will be split into three pays as follows: October 15, February 15 and June 15 of the respective school year.
The district will also pay the benefits of retirement and FICA for this additional salary.
- H. Leadership Opportunities – Teachers who are interested in leadership opportunities will notify their building principal the first two weeks of June prior to the next school year.

Group A – Varsity Coaches and Assistants

TITLE	CURRENT
Head Football	11%
Assistant Football	18% *see below
Head Basketball Boys	11%
Head Basketball Girls	11%
Wrestling	10%
Volleyball	10%
Baseball	8%
Softball	8%
Track Lead	8%
Track Assistant	6%
Soccer Boys	8%
Soccer Girls	8%
Cross Country	5%
Golf Boys	5%
Golf Girls	5%
Skiing	8%
Tennis Boys	5%
Tennis Girls	5%

*Split between coaches as approved by Head Coach and Administration.

Group B – Junior Varsity Coaches and Assistants

TITLE	CURRENT
Head Football	8%
Assistant Football Coach	6%
Basketball Boys	8%
Basketball Girls	8%
Baseball	\$1,000
Softball	\$1,000
Volleyball	7%
Game Manager	\$1,500 ea (2)

Group C – Freshman Coaches and Assistants

TITLE	CURRENT
Head Basketball	\$1,500
Volleyball	\$1,250

Group D – High School

TITLE	CURRENT
Band Director	10%
Assistant Band Director	7%
*Class Sponsor – 12 th Grade	2%
*Class Sponsor – 11 th Grade	2.5%
*Class Sponsor – 10 th Grade	2%
*Class Sponsor – 9 th Grade	2%
Forensic Director	4% Step 1 Fixed
Honor Society	2%
Musical Director	5%
Musical Instrumental & Vocal Director	2%
Musical Set Director	2%
Play Director	5%
Play Set Director	2%
Vocal Music Director	6%
Yearbook Advisor	4%
Youth in Government	2%

*Effective the 2020-2021 school year, Class Sponsors will be given credit at the salary step equal to the individual's years of experience as a sponsor. This will be prospective from the 2020-2021 school year and there will be no "look back" for prior years of experience.

Group E – Middle School Coaches and Assistants

TITLE	CURRENT
Basketball 7 th Grade Boys	4%
Basketball 8 th Grade Boys	4%
Basketball 7 th Grade Girls	4%
Basketball 8 th Grade Girls	4%
Basketball Combo B/G	\$600
Track Lead	4%
Track Assistant	4%
Volleyball 7/8	4%
Volleyball Combo	\$600
Athletic Director	6%

Group F – Middle School

TITLE	CURRENT
Band Director	6%
Student Council	4%
Vocal Music Director	3%
Yearbook Advisor	4%

Group G – Elementary Schools

TITLE	CURRENT
Choir Director	1%
Student Council	1.5% Step 1 Fixed
Advance Study Club	1% Step 1 Fixed/10 wk class
Chess Club	2%
Safety Patrol Director	2%

Group H – Miscellaneous

TITLE	CURRENT
Alternative Education (see Article XVII)	\$23.00 hourly 2018/19
	\$23.50 hourly 2019/20
Extra teacher work w/approval	\$25.00 hourly 2022/23
	\$27.50 hourly 2023/24
	\$30.00 hourly 2024/25
Chairperson of DIT or SIT	\$500.00
6-12 Department Chairperson	2%
K-5 Grade Level Chairperson	2.2%
Mentor Teacher	\$400.00 First Year
	\$300.00 Second Year
	\$200.00 Third Year
Chairperson Student Assistant Team	2% (per building)
Tech Curricular Leader	2%

Schedule C – Liaison/Grievance Form

LIAISON COMMITTEE FORM

LEVEL: BUILDING _____ DISTRICT _____

Date discussion regarding this issue was concluded _____

Union Members in Attendance _____

District Members in Attendance _____

THE ISSUE: Describe the issue.

THE RESOLUTION: Describe the resolution.

IF THE ISSUE IS UNRESOLVED:

THE POSITION OF THE UNION: Describe the Union position.

THE POSITION OF THE DISTRICT: Describe the district position.

For the Union

For the District

Copies: Union (2) President and Vice President
District (2) Building Principal and Superintendent

Grievance Form

Step I - Building Level

To _____

Date Submitted _____

From _____

Date Liaison Board
Completed Work _____

Statement of Grievance (Specify contract sections which apply, plus a detailed statement of the facts giving rise to the grievance. Attach additional sheets, if necessary.)

Remedy Sought (Specify)

Signature _____

Statement of Decision (State decision, cite contract sections and give reasons for decision based on the foregoing.)

Signature and Date

- Copies: Grievant (1)
- Employer (3)
- Union (3)

Grievance Form

Step II – Assistant Superintendent Level

To _____

Date Submitted _____

From _____

Date of Decision
at Step I _____

Statement of Grievance (Attach a copy of Step I, add here answers to decision at Step I with additional arguments, if any.)

Remedy Sought (Specify, only if different from Step I)

Signature _____

Statement of Decision (State decision, cite contract sections and give additional reasons for decision, if any.)

Signature and Date

- Copies: Grievant (1)
- Employer (3)
- Union (3)

Grievance Form

Step III - Superintendent Level

To _____

Date Submitted _____

From _____

Date of Decision
at Step II _____

Statement of Grievance (Attach a copy of Step I and II; add here answers to decision at Step II, with additional arguments, if any.)

Remedy Sought (Specify, only if different from Steps I and II)

Signature _____

Statement of Decision (State decision, cite contract sections and give additional reasons for decision, if any.)

Signature and Date

- Copies: Grievant (1)
- Employer (3)
- Union (3)

Grievance Form

Step IV - Board Level

To _____

Date Submitted _____

From _____

Date of Decision
at Step III _____

Statement of Grievance (Attach copies of Step I, II and III; add here answers to both, with additional arguments, if any. List witnesses needed for testimony, if any.)

Remedy Sought (Specify, only if different from Steps I, II and III)

Signature _____

Statement of Decision (State decision, cite contract sections and give additional reasons for decision, if any.)

Signature of Board President

Copies: Grievant (1)
Employer (3)
Union (3)

Date

Grievance Form
Arbitration

To _____

Date Submitted _____

From _____

Date of Decision
at Step IV _____

Statement of Intent to Arbitrate (Specify grievance being submitted to arbitration.)

Request for Conference (Intent to work out joint and/or separate stipulations of facts and issues to be submitted to the arbitrator.)

Suggested Date(s): _____

Union Signature _____

Board Response: (Date for conference, etc.)

Signature and Date

Copies: Grievant (1)
Employer (3)
Union (3)

2022 - 2023

AUGUST

S	M	T	W	T	F	S	S	T
	1	2	3	4	5	6	2	4
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	[24]	[25]	26	27		
28	29	#30	31					

SEPTEMBER

S	M	T	W	T	F	S	S	T
				1	(2)	3	20	20
4	(5)	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30			

OCTOBER

S	M	T	W	T	F	S	S	T
						1	21	21
2	3	◆*4	5	◆*6	7	8		
9	10	11	△12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31							

NOVEMBER

S	M	T	W	T	F	S	S	T
		[1]	2	3	4	5	18	19
6	7	8	9	10	11	12		
13	14	(15)	16	17	18	19		
20	21	22	*23	(24)	(25)	26		
27	28	29	30					

DECEMBER

S	M	T	W	T	F	S	S	T
				1	2	3	16	16
4	5	6	*7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	(23)	24		
25	(26)	(27)	(28)	(29)	(30)	31		

JANUARY

S	M	T	W	T	F	S	S	T
1	(2)	3	4	5	6	7	21	21
8	9	10	△11	12	13	14		
15	16	17	*18	19	20	21		
22	23	24	25	26	27	28		
29	30	◆31						

STUDENT DAYS 180
TEACHER DAYS 184
 S Total days for students
 T Total days for teachers

FEBRUARY

S	M	T	W	T	F	S	S	T
			1	◆2	3	4	18	19
5	6	7	8	9	10	11		
12	13	14	15	16	[17]	18		
19	(20)	21	22	23	24	25		
26	27	28						

MARCH

S	M	T	W	T	F	S	S	T
			1	2	3	4	17	17
5	6	7	8	9	*10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	(24)	25		
26	(27)	(28)	(29)	(30)	(31)			

APRIL

S	M	T	W	T	F	S	S	T
						1	18	18
2	(3)	4	5	6	(7)	8		
9	10	11	12	13	14	15		
16	17	18	△19	20	21	22		
23	24	25	26	27	28	29		
30								

MAY

S	M	T	W	T	F	S	S	T
	1	2	3	4	5	6	22	22
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	(29)	30	31					

JUNE

S	M	T	W	T	F	S	S	T
				1	2	3	7	7
4	5	6	7	8	^*9	10		
11	¥«12	«13	«14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30			

- # First Day of School
- No school for students/teachers
- [] Days students not in class; teachers on duty
- * 1/2 day
- End of Trimester
- ◆ K-8 Parent Teacher Conference
- Parent/Teacher Conference - Full Day School
- △ HS Parent/Teacher Conf - Full Day School
- ☆ Easter
- ^ Last Day of School (unless "make up" days are needed)
- « Potential additional days (snow/added)
- ¥ Curricular Instruction Day (targeted)

2022 - 2023

AUGUST

S	M	T	W	T	F	S	S	T
	1	2	3	4	5	6	15	17
7	#8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	[24]	[25]	(26)	27		
28	29	30	31					

SEPTEMBER

S	M	T	W	T	F	S	S	T
				1	(2)	3	20	20
4	(5)	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30			

OCTOBER

S	M	T	W	T	F	S	S	T
						1	16	16
2	3	◆*4	5	◆*6	7	8		
9	(10)	(11)	(12)	(13)	(14)	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31							

NOVEMBER

S	M	T	W	T	F	S	S	T
		[1]	2	3	4	5	18	19
6	7	8	9	10	11	12		
13	14	(15)	16	17	18	19		
20	21	22	*23	(24)	(25)	26		
27	28	29	30					

DECEMBER

S	M	T	W	T	F	S	S	T
				1	2	3	16	16
4	5	6	*7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	(23)	24		
25	(26)	(27)	(28)	(29)	(30)	31		

JANUARY

S	M	T	W	T	F	S	S	T
1	(2)	3	4	5	6	7	21	21
8	9	10	△11	12	13	14		
15	16	17	*18	19	20	21		
22	23	24	25	26	27	28		
29	30	◆31						

STUDENT DAYS 190
TEACHER DAYS 194
 S Total days for students
 T Total days for teachers

FEBRUARY

S	M	T	W	T	F	S	S	T
			1	◆2	3	4	14	15
5	6	7	8	9	10	11		
12	13	14	15	16	[17]	18		
19	(20)	(21)	(22)	(23)	(24)	25		
26	27	28						

MARCH

S	M	T	W	T	F	S	S	T
			1	2	3	4	17	17
5	6	7	8	9	*10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	(24)	25		
26	(27)	(28)	(29)	(30)	(31)			

APRIL

S	M	T	W	T	F	S	S	T
						1	18	18
2	(3)	4	5	6	(7)	8		
9	10	11	12	13	14	15		
16	17	18	△19	20	21	22		
23	24	25	26	27	28	29		
30								

MAY

S	M	T	W	T	F	S	S	T
	1	2	3	4	5	6	20	20
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	(29)	(30)	(31)					

JUNE

S	M	T	W	T	F	S	S	T
				(1)	(2)	3	15	15
4	5	6	7	8	*9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	^23	24		
25	26	27	28	29	30			

- # First Day of School
- No school for students/teachers
- [] Days students not in class; teachers on duty
- * 1/2 day
- End of Trimester
- ◆ K-8 Parent Teacher Conference
- Parent/Teacher Conference - Full Day School
- △ HS Parent/Teacher Conf - Full Day School
- ☆ Easter
- ^ Last Day of School (unless "make up" days are needed)
- « Potential additional days (snow/added)
- ¥ Curricular Instruction Day (targeted)

AUGUST

S	M	T	W	T	F	S	S	T
		1	2	3	4	5	3	5
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	[23]	[24]	25	26		
27	28	#29	30	31				

SEPTEMBER

S	M	T	W	T	F	S	S	T
					1	2	19	19
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		

OCTOBER

S	M	T	W	T	F	S	S	T
1	2	♦*3	4	♦*5	6	7	22	22
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30	31						

NOVEMBER

S	M	T	W	T	F	S	S	T
			[1]	2	3	4	18	19
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	*22	23	24	25		
26	27	28	29	30				

DECEMBER

S	M	T	W	T	F	S	S	T
					1	2	15	15
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		
31								

JANUARY

S	M	T	W	T	F	S	S	T
	1	2	3	4	5	6	22	22
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	♦30	31					

STUDENT DAYS 180

TEACHER DAYS 185

S Total days for students

T Total days for teachers

FEBRUARY

S	M	T	W	T	F	S	S	T
				♦1	2	3	19	20
4	5	6	7	8	9	10		
11	12	13	14	15	[16]	17		
18	19	20	21	22	23	24		
25	26	27	28	29				

MARCH

S	M	T	W	T	F	S	S	T
					1	2	16	16
3	4	5	6	7	*8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		

31
APRIL

S	M	T	W	T	F	S	S	T
	1	2	3	4	5	6	21	21
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	30						

MAY

S	M	T	W	T	F	S	S	T
			1	2	3	4	21	22
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	[24]	25		
26	27	28	29	30	31			

JUNE

S	M	T	W	T	F	S	S	T
					1	4	4	
2	3	4	5	^*6	¥«7	8		
9	«10	«11	«12	«13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30								

First Day of School

○ No school for students/teachers

[] Days students not in class; teachers on duty

* 1/2 day

□ End of Trimester

♦ K-8 Parent Teacher Conference

■ Parent/Teacher Conference - Full Day School

△ HS Parent/Teacher Conf - Full Day School

☆ Easter

^ Last Day of School (unless "make up" days are needed)

« Potential additional days (snow/added)

¥ Curricular Instruction Day (targeted)

CRAWFORD AUSABLE SCHOOL DISTRICT 2023 - 2024

AUGUST

S	M	T	W	T	F	S	S	T
		1	2	3	4	5	15	17
6	7	#8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	[23]	[24]	(25)	26		
27	28	29	30	31				

SEPTEMBER

S	M	T	W	T	F	S	S	T
					(1)	2	19	19
3	(4)	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		

OCTOBER

S	M	T	W	T	F	S	S	T
1	2	◆*3	4	◆*5	6	7	17	17
8	(9)	(10)	(11)	(12)	(13)	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30	31						

NOVEMBER

S	M	T	W	T	F	S	S	T
			[1]	2	3	4	18	19
5	6	7	8	9	10	11		
12	13	14	(15)	16	17	18		
19	20	21	*22	(23)	(24)	25		
26	27	28	29	30				

DECEMBER

S	M	T	W	T	F	S	S	T
					1	2	15	15
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	(22)	23		
24	(25)	(26)	(27)	(28)	(29)	30		
31								

JANUARY

S	M	T	W	T	F	S	S	T
	(1)	2	3	4	5	6	22	22
7	8	9	(10)	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	◆30	31					

STUDENT DAYS

190

TEACHER DAYS

195

S Total days for students

T Total days for teachers

FEBRUARY

S	M	T	W	T	F	S	S	T
					◆1	2	3	15 16
4	5	6	7	8	9	10		
11	12	13	14	15	[16]	17		
18	(19)	(20)	(21)	(22)	(23)	24		
25	26	27	28	29				

MARCH

S	M	T	W	T	F	S	S	T
					1	2	16	16
3	4	5	6	7	*8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	(25)	(26)	(27)	(28)	(29)	30		

(31)

APRIL

S	M	T	W	T	F	S	S	T
	(1)	2	3	4	5	6	21	21
7	8	9	10	11	12	13		
14	15	16	(17)	18	19	20		
21	22	23	24	25	26	27		
28	29	30						

MAY

S	M	T	W	T	F	S	S	T
			1	2	3	4	17	18
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	[24]	25		
26	(27)	(28)	(29)	(30)	(31)			

JUNE

S	M	T	W	T	F	S	S	T
						1	15	15
2	3	4	5	*6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	^21	22		
23	24	25	26	27	28	29		
30								

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