PLYMOUTH-CANTON

Community Schools

AGREEMENT BETWEEN THE

PLYMOUTH-CANTON BOARD OF EDUCATION

AND THE

PLYMOUTH-CANTON EDUCATION ASSOCIATION MEA / NEA

2026/27 – 2028/29

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AGREEMENT

between

PLYMOUTH-CANTON COMMUNITY SCHOOLS BOARD OF EDUCATION

and

PLYMOUTH-CANTON EDUCATION ASSOCIATION, MEA/NEA

THIS AGREEMENT, entered into this 25th day of September 2024 by and between the Board of Education of the Plymouth-Canton Community Schools, Wayne and Washtenaw Counties, Michigan, hereinafter called "the Board," and the Plymouth-Canton Education Association, MEA/NEA (an affiliate of the Michigan Education Association and the National Education Association), hereinafter called "the Association."

WHEREAS the Board and the Association recognize and declare that providing a quality education for the children of the Plymouth-Canton Community Schools is their mutual aim, and, that the character of such education depends predominantly upon the quality and morale of the professional staff, and

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

WHEREAS the parties, following extended and deliberate professional negotiations have reached certain understandings which they desire to confirm by contract.

It is hereby agreed as follows:

ARTICLE I

RECOGNITION

A. The Board hereby recognizes the Association as the exclusive bargaining representative for all certified personnel holding positions requiring certification whether under contract, on leave, employed or to be employed by the Board including: classroom teachers, alternative education and Multilingual Learners (MLL) K-12 teachers, elementary music, elementary art, elementary physical education, elementary innovation, shared time teachers, permanent substitutes, term substitutes, guidance counselors, media specialists, learning specialists, school psychologists, social workers, teacher consultants, speech and language pathologists, teachers of special education, teachers of the homebound, teachers of the hospitalized, work study coordinators, GSRP pre-school classroom teachers and pre-school teachers Early Childhood Program (tuition based), occupational therapists, physical therapists, resource room coordinators, resource room teachers, curriculum resource consultants, school nurses, language development consultants**,** technology integration specialists, and all other certified personnel who work directly with children and all non-certified or non-endorsed personnel who are hired consistent with MCL 380.1233(b) who work directly with children.

The board further recognizes the Association as the exclusive bargaining representative for all individuals employed in the above listed positions and assigned to the virtual academy.

There shall be excluded from the bargaining unit the following: per diem substitutes, accounting/business office personnel, clerical personnel, secretarial personnel, cafeteria personnel,

technical personnel, maintenance personnel, custodial personnel, transportation personnel, adult education and community education employees, and teacher aides/ paraprofessionals.

In addition, there shall be excluded supervisory and administrative personnel, such as: Superintendent, Deputy Superintendent, Assistant Superintendents, Executive Directors, Administrative Assistants, Principals, Assistant Principals, Coordinators of Curriculum, Director of Libraries, Director of Continuing Education and assistants, Area Coordinators, Director of Special Education and assistants, Special Education Supervisors, Director of Maintenance and Custodial Operations, Supervisor of New Construction and all other personnel who spend more than one-half of their time in administrative and supervisory activities.

The term "teacher" when used hereinafter in the Agreement, shall refer to all employees represented by the Association in the bargaining or negotiating units as defined.

B. The Board agrees not to negotiate with any teacher's organization other than the Association for the duration of this Agreement.

C. The Plymouth-Canton Community Schools and the Plymouth-Canton Education Association agree that the following areas of the contract will apply to non-GSRP Early Childhood and Shared Time teachers:

Article I Recognition
Article II Rights & Responsibilities
Article III Rights & Responsibilities of the Association
Article IV Fair Practice
Article V Grievance Procedure
Article VI Teaching Conditions-Preschool Language
Article VII Class Size-Preschool Language
Article VIII Mentoring
Article IX Teacher Rights & Responsibilities
Article XI Negotiations Procedures
Article XII Employee Standards
Article XIII Leave Policies
Article XV Copy of Agreement
Article XVI Conformity to Law- Saving Clause
Article XVII Contractual Obligations
Article XVIII Academic Freedom
Article XXI Miscellaneous
Article XXVI Duration

ARTICLE II

RIGHTS AND RESPONSIBILITIES OF THE BOARD

A. There is reserved exclusively to the Board all responsibilities, powers, rights and authority vested in it by the laws and constitution of Michigan and the United States or which have been heretofore properly exercised by it, excepting where expressly and in specific terms limited by the provisions of this Agreement.

B. It is agreed that the Board retains the rights, among others, to establish and equitably enforce reasonable rules and personnel policies relating to the duties and responsibilities of teachers and their working conditions which are not inconsistent with the provisions of the Agreement or violation of law. Board policies shall be made available for review online and through the building administrator. The Board agrees, however, to negotiate any changes in personnel policies related to hours, wages and working conditions of teachers.

ARTICLE III

RIGHTS AND RESPONSIBILITIES OF THE ASSOCIATION

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

B. Nothing contained herein shall be construed to deny or restrict to any teacher, rights they may have under the Michigan General School Laws or other applicable laws. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

C. The Board specifically recognizes the rights of its employees appropriately to invoke the assistance of the State Labor Mediation Board or a mediator from such public agency wherever differences cannot be resolved in local negotiations pursuant to the provisions of this Agreement.

D. The Association, or any committee, thereof, shall have the right to use school buildings and facilities without charge for professional meetings during such time as the building is covered by the operating staff. Room reservation shall be made with the principal involved in writing one (1) week in advance. The Association agrees to reimburse the Board for any damages to equipment entrusted to its use and care.

E. Reasonable requests for use of existing facilities including office, lounge, workroom and bulletin boards shall be granted to the Association by the building principal. Bulletin boards used will be restricted to official organization materials. Building principals will grant the use of boards that are not used for student postings. Interschool mail delivery and E-mail service shall be granted to the Association. The Association agrees to pay for all materials used for its purpose.

F. The Board agrees to furnish to the Association in response to reasonable requests from time to time all available information concerning the financial resources of the District, including but not limited to: annual financial reports and audits, register of certificated personnel, tentative budgetary requirements and allocations (including county allocation board reports), agendas and minutes of all Board meetings, treasurer's reports, census and membership data, names and addresses of all teachers and such other information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers and their students.

G. Any teacher who elects to be a member of the Association, or who has applied for membership, may sign and deliver to the Association the membership form which authorizes deduction of membership dues, including PCEA, NEA and MEA. Such authorization shall continue in effect from year to year unless revoked in writing.

H. There shall be twenty-five (25) released days granted to the Association for use by the President or a delegate for Association activities. Additional time shall be granted upon agreement between the President of the Association and the Human Resources Administrator based upon a specific situation.

I. The Plymouth-Canton Board of Education and the Plymouth-Canton Education Association, will jointly agree to release the PCEA President on a full-time basis. The Board shall provide the PCEA President with full salary including the placement on the appropriate BA or MA Degree salary schedule, as if the employee were still teaching full time, and full fringe benefits. The President will be entitled to all the rights applicable to a full time teaching position (including seniority, sick time, leaves, etc.).

The Plymouth-Canton Board of Education further agrees to provide the PCEA President, upon the completion of the term of office, the right to return to:

1. First, to the same position and school, provided an opening is available, or

2. Next, to an open endorsed position at same school, if opening is available, or

3. Finally, to a full-time position in the District for which the President holds appropriate certificate endorsements.

The Plymouth-Canton Board of Education will also provide the PCEA President office space in one of the buildings; provided space is available, (a space where the office can be locked and a phone can be installed for the President's use). The Plymouth-Canton Education Association agrees to pay to the Board of Education, or its designee, one-half (1/2) the salary of a full-time beginning teacher's salary on the BA Degree Base, and will pay the full time M.P.S.E.R.S. contribution to the District on behalf of the PCEA President as a full time teacher. The PCEA President will continue to work on District committees, and will participate in district wide professional development.

ARTICLE IV

FAIR PRACTICE

The Board and the Association agree to not discriminate against any employee on the basis of religion, race, color, national origin, age, gender, height, weight, handicap, sexual orientation, marital status, membership or participation in, or association with the activities of the Association, in accordance with the law.

ARTICLE V

GRIEVANCE PROCEDURE

A. PURPOSE:

The primary purpose of this procedure is to secure, at the lowest level possible, equitable solutions to the problems of the parties. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at each level of the procedure. Nothing contained herein shall be construed as limiting the right of any teacher with a grievance to discuss the matter informally with any appropriate member of the administration.

B. DEFINITION:

1. A "grievance" is a claim by a teacher that there has been a violation or misapplication of the terms of this agreement, or established Board policies, administrative regulations or past practices relative to terms and conditions of employment.

2. The term "teacher" includes any individual or group who is a member of the bargaining unit covered by this Agreement.

C. TIME LIMITS:

The initiation of any formal grievance to be processed through the procedure as outlined in this Article shall be governed by the following time limitations:

1. All references to time limits herein shall consist of "school days" except when a grievance is submitted on or after May 15, time limits shall consist of all "week days" so that the matter may be resolved before the close of the school term or as soon as possible thereafter.

2. The following time limits shall act as limitations on the institution and filing of grievances, unless mutually extended or waived by both the Administration and the Association:

   a. Any other cause for grievance arising during the term of this Agreement shall be filed at the appropriate grievance level within twenty-five (25) days of the occurrence or impact on the teacher.

D. GRIEVANCE REPRESENTATION:

1. The Association shall establish a Grievance Committee to be selected in a manner determined by the Association. The Association agrees that it will identify to the Board, in writing, all current officers and Grievance Committee members.

2. In the event any representative or member of the Grievance Committee is also the grievant in the matter at issue, they shall then disqualify themselves for the case involved and shall be replaced by another member of the Association in a manner determined by the Association.

3. The building principal or administrator shall be the administrative representative when the particular grievance arises in one building.

4. If the grievance involves more than one school building, it may be filed with the Superintendent or a representative designated by him.

5. The Association Grievance Committee shall approve of, and process, all grievances to be pursued beyond the first step of the Grievance Procedure.

E. PROCEDURE:

1. **INFORMAL PROCEDURE:** The parties acknowledge that it is usually most desirable for an employee and their supervisor to resolve problems through free and informal communication. Therefore, if an individual teacher has a personal complaint, which they desire to discuss with a principal, they are free to do so without recourse to the grievance procedure. When requested mutually by the teacher and principal, the building representative or a member of the Association's Grievance Committee may intervene to assist in resolving the complaint.

2. **FORMAL PROCEDURE:** A teacher is not required to process a complaint as a grievance. They may seek informal discussion and adjustment as outlined in Article V, E1 but they are not required to do so. If they wish to process the complaint formally, they must invoke the formal grievance procedure which is subject to the control of the

Association. In the administration of the formal grievance procedure, the interests of the teachers shall be the sole responsibility of the Association.

A formal grievance shall not be adjusted without prior notification to the Association and opportunity for an Association representative, either a member of the Grievance Committee or the building representative, to be present; nor shall any adjustment of a formal grievance be inconsistent with the terms of this Agreement.

a. **STEP ONE - ASSOCIATION GRIEVANCE COMMITTEE.** The formal grievance procedure is invoked only when the grievance is put in writing on a copy of the Grievance Form as set forth in Appendix F. Grievance forms shall be available from the Association website or by contacting the chair of the grievance committee.

   After the necessary information is entered upon the said form such as the date, the cause of grievance occurred, a statement of the grievance, a statement of the relief sought, and the signature of the grievant, the forms shall then be delivered to the Association's Grievance Committee for consideration and for any further action the said Committee may deem necessary. It shall be the duty of the Grievance Committee to discuss, judge and decide on the merits of the particular grievance so filed.

   If, in the estimation of the Grievance Committee, the grievance so placed in its hands for determination and disposition puts forth a meritorious claim under the definition of grievance as defined in Article V, B.l then the Grievance Form submitted to the said Committee shall be signed by the Committee Chairperson, and a copy of the said Grievance Form shall then be delivered to the building principal, administrator, or Superintendent whichever is appropriate within twenty-five (25) days of the occurrence or impact on the teacher.

b. **STEP TWO - BUILDING PRINCIPAL/ADMINISTRATOR.** Within five (5) school days of receipt of the grievance, the principal shall meet with one member of the Association's Grievance Committee in an effort to resolve the grievance. The principal or administrator shall indicate their disposition of the grievance in writing within five (5) days of such meeting and shall furnish a copy thereof to the Grievance Committee.

c. **STEP THREE - SUPERINTENDENT.** If, within fifteen (15) days, the Grievance Committee is not satisfied with the disposition of the grievance, or if no disposition has been made within five (5) school days of such meeting (or eight (8) school days from the date of filing, whichever shall be later) the grievance shall be transmitted to the Superintendent. Within five (5) school days the Superintendent, or their designee, shall meet with the Grievance Committee on the grievance and shall indicate their disposition of the grievance in writing within ten (10) school days of such meeting and shall furnish a copy thereof to the Association.

d. **STEP FOUR - BINDING ARBITRATION.** If the Grievance Committee is not satisfied with the disposition of the grievance by the Superintendent or their designee, or if no disposition has been made within the period provided above, the grievance may, at the election of the Association, be submitted to arbitration before an impartial arbitrator. The Board of Education will be notified that the grievance has been submitted for arbitration.

   The rules of the American Arbitration Association shall govern the arbitration proceedings except as modified herein. The Board and the Association shall not be permitted to assert in such arbitration proceeding any grounds or to rely on any

evidence not previously disclosed to the other party. The Arbitrator shall have no power to alter, add to, or subtract from, the terms of this Agreement. Both parties agree to be bound by the award of the arbitrator if the decision is within the scope of their authority and agree that judgment thereon may be entered in any court of competent jurisdiction. The fees and expenses of the arbitrator shall be shared equally by the parties.

The Board and the Association shall attempt to mutually agree on a panel of three (3) permanent arbitrators who shall be appointed annually. The three (3) arbitrators shall be used on a rotating basis except where the parties mutually agree to use an arbitrator out of rotation. If agreement cannot be reached on the three (3) arbitrators, the parties may opt to use only those arbitrators on which agreement has been reached or use the services of the American Arbitration Association in the rotation process. Except in cases involving the American Arbitration Association, appeals for arbitration shall be sent directly to the arbitrator, in rotation with a copy to the Human Resources Administrator. Within one (1) week of filing, a conference call will be scheduled with the Arbitrator, Human Resources Administrator and the PCEA Representative in an attempt to schedule a hearing date. The site for the Arbitration hearings shall alternate between the PCEA (or local MEA office) and the Board Office.

Once the appeal for arbitration has been filed, all communications with the arbitrator about that case shall be done jointly, or with prompt notice to the other party in emergencies or where the arbitrator initiates the contact.

e. The request for arbitration must be within fifteen (15) days after receiving the Board's final answer on the grievance.

f. The arbitrator shall have no power to establish scales or change any salary set forth in this Agreement.

g. The arbitrator shall have no power to rule on any of the following:

(i) Any matter not involving an alleged violation or misapplication of the terms of this agreement, or established Board policies, Administrative regulations, or past practices relative to terms and conditions of employment.

(ii) The failure to re-employ probationary teachers.

(iii) The termination of services or failure to re-employ any teacher to a position on the extra-curricular schedule, except the question of the Board's liability on a written contract.

(iv) Any matter subject to the procedures specified in the Teacher's Tenure Act (Act IV Public Acts, extra session, of 1937, of Michigan, as amended).

F. SPECIAL PROCEEDINGS:

1. At times the Association shall be qualified to prosecute a claim of grievance because the alleged violation has affected an identifiable group of three (3) or more teachers within the bargaining unit. In this event the Executive Committee of the Association will be the grievant and will file the grievance directly with the Superintendent, or their designee, at Step Three of the formal grievance proceedings.

2. If it is the desire of any teacher to exclude from the grievance procedure those matters which the teacher desires to have submitted to the Tenure Commission under the

provision of the Michigan Teacher Tenure Act, then that teacher may pursue their claim notwithstanding the existence of the grievance procedure of this Agreement by invoking the right contained in this section.

G. MISCELLANEOUS:

1. During the pending of any proceedings, and until a final determination has been reached, all proceedings shall be private and any preliminary disposition will not be made public without the agreement of all parties.

2. There shall be no reprisals of any kind by administrative personnel taken against the grievant, any party of interest or their Association representative, any member of the Grievance Committee, or any other participant in the procedure set forth herein by reason of such participation.

3. Notwithstanding the expiration of this Agreement, any claim or grievance for which cause arose hereunder may be processed through the grievance procedure until resolution.

4. If either party refuses to arbitrate a grievance arising under this Agreement, the arbitrator appointed according to the above grievance procedure shall proceed on an ex parte basis.

5. For the purpose of assisting a teacher or the Association in the prosecution or defense of any contractual, administrative or legal proceedings, including but not limited to grievances and tenure proceedings, the Board shall permit a teacher access to and the right to inspect and acquire copies of their personnel file and any other files or records of the Board which pertain to the teacher or any issue in the proceeding in question. A representative of the Association may accompany and assist the teacher in this regard. Confidential letters of reference secured from sources outside the school system may be excluded from the materials available for the teacher's inspection.

6. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel file of the participants.

7. It is hereby understood and agreed by the parties that references in the contract to a decision being “final” will be interpreted by the parties as not grievable.

ARTICLE VI

TEACHING CONDITIONS

The parties recognize that the availability of optimum school facilities for both student and teacher is desirable to insure the high quality of education that is the goal of both the Association and the Board. It is also acknowledged that the primary duty and responsibility of the teacher is to teach and that the organization of the school and the school day should be directed at insuring that the energy of the teacher is primarily utilized to this end.

A. PHYSICAL ENVIRONMENT

1. The preservation of safe, wholesome and pleasant surroundings is a paramount concern of both the Board and the Association. There shall be a continued alertness by the Board and the teachers to prevent hazardous conditions at all times in all buildings. The arrangement of furnishings in the classroom shall be for the optimum educational setting as determined by the teacher subject to the approval of the principal.

2. To the extent feasible in existing buildings and in designing new buildings and rehabilitating existing buildings, the Board will provide in each school building:

   a. Lounges, conference rooms and lavatories, appropriately furnished and maintained, shall be conveniently available for the professional staff. The lounge and conference room facilities will not be used for regularly scheduled meetings without prior consultation with building faculty.

   b. A teacher workroom and storage space of suitable size and location containing adequate equipment and supplies to meet the needs of teachers in preparing instructional materials.

   c. Each teacher shall be provided with sufficient storage facilities to meet the needs of their assignment; the location of such facilities shall be accessible to the teacher without disruption of others.

   d. A system whereby teachers can effectively and expeditiously communicate with the main building office in the event of an emergency.

   The Board or its designated representative agrees to meet and confer with the Association to seek mutually acceptable solutions where these conditions do not prevail.

3. Safe and adequate parking facilities will be maintained, and the Board will provide additional parking facilities where needed.

4. Outside telephone lines shall be available for teacher use for professional and/or emergency purposes. All toll and long-distance calls must be recorded in the school.

5. The Board recognizes that appropriate textbooks, library reference facilities, maps and globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, current periodicals, standard tests, questionnaires and similar instructional materials are the tools of the teaching profession. The Board shall make every effort at all times to keep the schools reasonably and properly equipped with such materials. The Board further recognizes the value of teacher participation in the selection and use of instructional materials and agrees to the participation of teachers in the process of selection of school materials, but the Board reserves the right to approve final purchase and selection of such materials of instruction.

6. No teacher shall be required to work in a building in preparation for the daily teaching assignment beyond the contractual teacher's day.

7. In compliance with the Providing Urgent Maternal Protections (PUMP) for Nursing Mothers Act (“PUMP Act”), nursing employees have the right to reasonable break time and a place, other than a bathroom, that is shielded from view to express milk while at work. This right is available for up to one year after the child’s birth.

B. HIGH SCHOOL

1. The high school administration, working cooperatively with teachers, will determine teachers' class structures using the following guidelines. The day for high school teachers shall consist of the following:
   a. 5 instructional periods
   b. 1 planning period

c. 1 lunch period consisting of forty (40) consecutive minutes of time, which shall be scheduled during the 4th period.
d. Once weekly advisory period sixty (60) minutes in total length to include passing time, attached to one of the instructional periods.
    i. The purpose of advisory is to help improve interpersonal relationships and promote cooperation in achieving student and school goals.
    ii. Teachers will be responsible for administering attendance during this period.
    iii. Teachers not assigned an advisory period shall be assigned other supervision during that time period.
    iv. Required meetings during advisory for Athletics/Activities, covered under Appendix B or C, shall take place on one predesignated week, determined by administration, to be consistent across all three buildings.

2. A teacher shall not be assigned more than four (4) preparations without their consent. Except where necessary a teacher shall not be assigned more than three (3) preparations. If it is necessary to assign a 4th preparation to a teacher and the teacher objects to a 4th preparation, they may, after consultation with the building principal, appeal to the P-CCS Superintendent and/or their designee for relief.

3. Teachers will have a pre/post time of twenty (20) minutes. Teachers shall arrive ten (10) minutes before and shall remain ten (10) minutes after the regularly scheduled pupil day.

C. MIDDLE SCHOOL

1. The day for Middle School teachers shall consist of the following:

    a. 5 instructional periods
    b. An advisory period

        i. The purpose of advisory is to help improve interpersonal relationships and promote cooperation in achieving student and school goals.
        ii. Teachers not assigned an Advisory period shall be assigned other supervision during that time period.
        iii. Advisories should not be used for activities covered under Appendix B without prior administrative approval.
        iv. Schools may split the advisory period when necessary.

    c. 1 planning period
    d. 1 lunch period

2. Every effort shall be made to correct class size inequities among teachers. If possible, this shall be done prior to the first class meeting.

3. Any change in the Middle School pupil/teacher ratio which is inconsistent with district-wide pupil/teacher ratio changes shall be subject to Association Agreement.

4. Teachers shall have forty (40) consecutive minutes for lunch each day, which shall be cooperatively worked out by the building administrator and staff minimizing the use of passing time. Teacher lunch time shall be scheduled during the student lunch periods unless a teacher agrees to a variation.

5. A teacher shall not be assigned more than four (4) preparations without their consent. Except where necessary a teacher shall not be assigned more than three (3) preparations. If it is necessary to assign a fourth preparation, they may, after consultation with the building principal, appeal to the P-CCS Superintendent and/or their designee for relief.

6. Teachers assigned to more than one building shall be provided travel time exclusive of the lunch and planning periods. Any variation of this provision shall be agreed to by the teacher.

7. Both parties agree to unique organization for instruction, such as block time, team teaching, and flexible scheduling. Such scheduling shall be equivalent to the teaching time identified above.

8. The continuous work time for a Middle School teacher shall not exceed 440 minutes including class time, passing time, lunch time, planning time, travel time, and pre- and post- student time.

9. Teachers will have a pre/post time of twenty (20) minutes. Teachers shall arrive ten (10) minutes before and shall remain ten (10) minutes after the regularly scheduled pupil day.

D. ELEMENTARY SCHOOL

1. The Elementary School Day shall consist of the following:

   a. Teachers will have a pre/post time of twenty (20) minutes. Teachers shall arrive ten (10) minutes before and shall remain ten (10) minutes after the regularly scheduled pupil day.

   b. A lunch period equal to the student lunch period, but not less than fifty (50) minutes.

   c. During periods when art, music, physical education, innovation, media, or other special area classes are being conducted, the regular classroom teacher will not be required to attend the special class with their students unless there are special circumstances but shall perform other teaching related duties upon mutual agreement with the principal. In the event it becomes financially necessary to reduce any special programs, the use of the 250 minutes per week shall be mutually agreed upon by the parties. Total K-5 planning time as a result of special classes will be 250 minutes per week.

   d. Elementary teachers will receive one (1) fifty-minute (50) planning period, per day, when feasible.

   e. Elementary Media Specialists shall have a minimum of 4 hours per week added to their permanent schedule for the purpose of library material curation and other responsibilities related to operating the media center. If the Media Specialist needs additional time during any period of time during the school year, relief may be requested by contacting the building administrator.

   f. Teachers with 8 or more Individual Reading Instruction Plans (IRIPs) during a screening window will receive a ½ day to write the IRIPs if a substitute is available.

      Teachers with 16 or more IRIPs during a screening window will receive a full day release day to write IRIPs if a substitute is available.

2. No elementary teacher shall be required to be on duty more than half of the recess periods each week. Schedules will be arranged in each building to assure that the recess periods are supervised.

3. Elementary art, music, innovation, media, and physical education teachers:

a. Each elementary art, music, innovation, media, physical education or other special area teacher shall be assigned no more than one (1) class per period. Full day kindergarten through fifth grade class periods shall be approximately 50 minutes in length for art, music, innovation, physical education and media unless a flexible schedule is mutually agreed upon by the special area teacher and the building principal. A self-contained special education class will be considered one class.

   i. FTE for Art, Music, Physical Education, and Innovation shall be equal.

   ii. Elementary Special Teachers will provide extracurricular events as follows: Art Show (1 per year), Field Day (1 per year), Music Concerts (2 per year). These represent the minimum number of events that the District expects the Elementary Special Teachers to participate in annually.

b. Planning time for Art, Media, Physical Education, and Innovation teachers will be determined by the building principal. Larger blocks of time should be prioritized for planning time over any other building needs. When possible, no block of time under 15 minutes shall be counted towards planning time. Pre/post-time and passing time shall not count as planning time.

4. In the event combined grades (split teaching assignments) become necessary, this position shall be rotated among the staff of that particular grade level.

E. EARLY CHILDHOOD

1. The early childhood school day shall consist of the following:

   a. All teachers shall arrive fifteen (15) minutes before and shall remain fifteen (15) minutes after the regularly scheduled pupil day.

   b. A lunch period of thirty (30) minutes (unpaid for hourly teachers).

   c. All building staff shall participate in one annually scheduled open house for prospective families. Hourly staff will be compensated for the hours of the scheduled event as well as one (1) additional hour for event set up.

   d. All early childhood teachers will have planning hours that may be completed before or after the school day or on Fridays. Hourly teachers are compensated for five (5) planning hours per week. This is in addition to the fifteen (15) minutes before and after school each day.

   e. Early childhood teachers are responsible to attend and participate in program staff meetings. Where possible, these meetings should be regularly scheduled meetings not to exceed one (1) per month. The meeting may be designated for staff collaboration/professional learning communities, general program information and/or professional development. Hourly teachers will be paid their hourly wage for attendance.

F. ALTERNATIVE EDUCATION TEACHERS

The alternative education administration, working cooperatively with teachers, will determine each teacher's class structure using the following guidelines and pending MDE seat time waiver approval:

1. The day for Alternative Education teachers shall consist of the following:

    a. 3 instructional periods

    b. An academic skills period

        i. The purpose of academic skills is to provide additional academic intervention, help improve interpersonal relationships, mentoring and promote cooperation in achieving student and school goals.

    c. 1 lunch period

2. Teachers shall have forty (40) consecutive minutes of time for lunch each day.
3. Teachers will have a pre/post time of ten (10) minutes. Teachers shall arrive five (5) minutes before and shall remain five (5) minutes after the regularly scheduled pupil day.
4. Teachers will be provided one (1) hour for each four (4) hours of classroom instruction time for a planning period outside of the pupil day.
5. In the event that the MDE seat time waiver is not approved, the alternative education administration will work cooperatively with teachers to determine a new daily schedule that meets seat time requirements.

G. MULTILINGUAL LEARNER (MLL) TEACHERS

1. The administration, working cooperatively with teachers, will determine teacher's student contact time schedule using the following guidelines:

    a. ELEMENTARY MLL TEACHERS
    Staff schedules will be determined based on the number of eligible limited English proficient students in each elementary school building.

    b. MIDDLE SCHOOL MLL TEACHERS
    Staff schedules will be determined based on the number of eligible EL/Bilingual students in each building.

H. ALL SCHOOLS

1. The continuous work time of an elementary and high school teacher shall not exceed 455 minutes and middle school teachers shall not exceed 440 minutes including class time, passing time, lunch time, planning time, and pre- and post- student day time, with the exception of Alternative Education teachers who may agree to flexible scheduling. If the minimum of 1098 hours are not met, teachers will work the amount of time necessary to meet the 1098 hour requirement.

    The Elementary School day shall not commence earlier than 7:00 a.m. or later than 9:25 a.m.; the Middle School day shall not commence earlier than 7:00 a.m. or later than 9:25 a.m.; and the High School day shall not commence earlier than 7:00 a.m. or later than 9:25 a.m. Changes outside the above limits shall be negotiated with the Association.

    Teachers will have a pre/post time of twenty (20) minutes. Teachers shall arrive ten (10) minutes before and shall remain ten (10) minutes after the regularly scheduled pupil day.

2. Records day: teacher attendance in the district on all records days are optional. All professional contractual responsibilities still apply.

3. Work day: teacher attendance on a work day is required in district. All professional contractual responsibilities still apply.

4. Teachers employed less than full time shall be granted preparation time in proportion to their assignment.
5. On Fridays and days preceding holidays, teachers are free from duty at the close of the pupils' school day, except when in-service education or record days are scheduled within a normal school day.

6. Both parties agree to unique organization for instruction, such as block time, team teaching, and flexible scheduling. Before an administrative decision is made to initiate or dissolve a unique instructional program, the administration will inform and consult with the affected parties, seek input and review relevant data. Such scheduling shall be equivalent to the contact time and planning time identified in Sections B and C above, on a weekly basis, and will supersede any conflicting provisions, provided all affected teachers agree. This provision shall not permit more than five teaching assignments in any one day.

7. In the event of new curriculum adoptions and district-wide assessments, the following considerations shall take place prior to implementation:

    a. Training: Training, as determined by the Teaching and Learning Administrator, shall include a comprehensive initial training period; as well as necessary on-going staff development training.

    b. Materials: Essential materials shall be purchased and available for classroom use before the new curriculum is implemented. Funds shall be made available for the replacement of essential consumable supplies related to the new curriculum.

    c. It is important for the potential success of any new curriculum, that a period of 3-5 years be given to the staff member to assimilate this change into their total program. The parties agree that this language is not intended to allow a teacher to refuse or unreasonably delay implementation of any new curriculum.

8. Teacher Leaders may guide but not supervise or evaluate other teachers.

9. Travel time for teachers will be the amount of time necessary to travel between buildings involved and will vary by distance and location within the district.

    a. Travel time will not be less than 30 minutes exclusive of lunch or planning.

    b. PCEP (the Park) is considered one location for purposes of travel time.

    c. Travel time for full time teachers will be included within their 1.0 FTE.

    d. Any part time teacher who travels during the work day will be awarded 0.01 of their FTE per travel, up to a maximum of 0.05 FTE.

10. In the event of a catastrophic occurrence, including but not limited to paid leave days, members of the Plymouth-Canton Education Association and the Plymouth-Canton Community School's leadership will collaborate on a timely resolution to meet the needs of our staff, students and community.

11. The following pertain to common assessments for courses for high school credit:

    a. Courses that satisfy expectations of the Michigan Merit Curriculum (MMC) must give

a common Secondary Credit Assessment (SCA). The common SCA will be jointly developed by teachers of the subject and the appropriate administrator(s) will assess the content expectations satisfying the MMC requirements for that course and will be given by all teachers teaching the course.

i. The common SCA does not have to be given on the final examination day.

ii. The common SCA must have some value (will count toward the student's grade in the course).

iii. Starkweather Academy will create new common assessments or modify PCEP common assessments to meet the specific needs of Starkweather students, including the remedial nature of the classes.

b. This agreement is in no way intended to limit the use of common assessments, as the parties agree that periodic common formative assessments are essential tools to ensure that all students have the same opportunity to demonstrate they have met the same content expectations for a particular course.

12. Supporting Absent Students

Teachers shall provide academic support to absent students which will include access to classroom materials, resources, or assignments in the learning management system and a plan for communication between the student and the teacher.

13. PCEA Specials Scheduling

Representatives of the Association and the employees of Art, Music, Physical Education, and Innovation shall be an active part of the development of the master District schedule for the elementary school year. A tentative draft of the general elementary Specials schedule (not the individual building schedules) will be sent to all specials teachers, if practicable, by August 1st of each year. The administration shall make the final determination on the schedule which shall not be subject to grievance. The final copy of the master schedules of each building will be provided to the Association once they are established.

I. MEDIA CENTER

The parties hereto recognize the importance of the concept of the Media Center in each school as part of the district education program. In recognition of this concept, the following guidelines are desirable:

1. **Elementary School**

a. One (1) full time certified media specialist for each 500 students, or major fraction thereof; plus one

b. full time media secretary for each 500 students; plus one

c. full time equivalent media paraprofessional for each 500 students.

2. **Middle School**

a. One (1) full time certified media specialist for each 600 students, or major fraction thereof; plus one

b. full time media secretary for each 600 students; plus one

c. full time equivalent media paraprofessional for each 600 students.

3. **High School**

a. One (1) full time certified media specialist for each 700 students, or major fraction thereof; plus one

b. full time media secretary for each 700 students; plus one (1) full time equivalent media paraprofessional for each 700 students.

4. **All Schools**

a. Recommendations of media paraprofessionals and secretarial staff shall be mutually agreed upon by the chief building administrator (or their appointed delegate), and the affected media specialists. Assignments of secretaries and media paraprofessionals shall be proportionate to student load.

5. **Media/Technology Paraprofessional**

In the event there is a paraprofessional program, the function of the paraprofessional shall be to augment but not replace the unique services provided by the certified media specialist in each school. Paraprofessionals shall be assigned to each media center in accordance with Article VI of this agreement and shall assist with the following non-teaching duties, under the guidance of the media specialist:

a. Operate and assist with technology equipment.

b. Explain and demonstrate the use of technical equipment and materials.

c. Perform special clerical tasks required in such areas as acquisitions, maintenance of records, receiving and issuing of materials, and taking inventory.

d. Assist with technical processing of print and technology materials in accordance with the established procedures.

J. STAFF MEETINGS

1. It is the responsibility of teachers to attend and participate in building staff and grade/departmental meetings held before or after the regular school day. Where possible, these should be regularly scheduled meetings not to exceed four (4) per month. The length of teachers' meetings shall be limited to no longer than sixty (60) minutes. The total amount of time for staff meetings shall not exceed one hundred and eighty (180) minutes in any given month. One or more staff meeting(s) a month will be designated for staff collaboration / professional learning communities (PLC). If the meeting is held after the regular school day, the meeting shall begin within twenty (20) minutes of the end of student day. Special or additional meetings will be held only with the consent of the teachers involved.

2. A calendar of the dates and times of staff meeting shall be created and distributed to all staff prior to the start of the school year.

3. On one of the three teacher workdays at the beginning of the year, there will be a staff meeting not to exceed one (1) hour in length. New teachers or transfers to a building will have up to one half (1/2) hour of additional staff meeting time.

K. RELIEF FROM NON-TEACHING DUTIES

1. Teachers shall have a duty-free lunch period as long as the students' lunch period. However, classrooms will be open under the supervision of teachers at the first bell.

2. The Association acknowledges that, with minor exceptions, the Administrative Policies toward non-teaching duties have been highly satisfactory. The Board and the Association recognize that teaching is a profession and teachers shall not be assigned but may volunteer to assist in the following non- teaching duties:

   a. Supervision of playgrounds before and after school.

   b. Supervision of the normal loading and unloading of buses.

   c. Collecting money from students for non-educational purposes.

   d. Preparing form letters to parents and other similar clerical functions.

   e. The distribution and inventory of books and supplies except in their classrooms and/or departmental areas.

3. The Association acknowledges that teachers have a responsibility, as they move to and from their classrooms, to regulate the conduct of and protect all students on school property. Under usual circumstances teachers should be available immediately before and after school in or near their classroom to assist students.

4. All teachers and administrators share responsibility for the movement of students within the building.

5. Substitute teachers are to be employed to replace art, physical education, innovation,media, and music teachers who are absent or are removed from regular duties for other school functions.

6. Teachers shall not be expected to perform custodial or maintenance duties.

L. PARAPROFESSIONALS

1. If financially feasible there will be a Paraprofessionals program to assist teachers in the performance of their duties. This program will include no less than one (1) half-time person in each Elementary Administrative Unit and one and one-half (1 1/2) persons in each of the Middle Schools.

2. The Association, through its members, agrees to assist in the training of Paraprofessionals.

3. The Paraprofessional shall be directly responsible to the building principal who will arrange for a schedule of work assignments. Teachers' requests for service will be arranged with a Building Administration Teacher Committee on a shared basis with the total teaching staff in each building. Paraprofessionals will be assigned to an individual teacher only upon the request and/or approval of the teacher involved and the administrator. A teacher administrator team has reviewed the guidelines for the use of paraprofessionals in the Plymouth-Canton Community Schools and will be submitting these recommendations to the Superintendent.

M. STAFF DEVELOPMENT COMMITMENT

1. Providing opportunity for professional growth is basic to teacher effectiveness and instructional improvement. Fostering such opportunity through a variety of experiences offers staff the flexibility to meet individual and group needs within the context of both interest and expertise.

The district will provide thirty (30) hours of professional development a year. Part-time teachers shall have the in-service requirement adjusted proportionate to their assignment.

2. Teachers will have all District-Provided Professional Development hours submitted to MDE by the District State Continuing Education Clock Hour (SCECH) Coordinator. Any discrepancies within Michigan Online Educator Certification System (MOECS) noticed by a teacher shall be first brought to the attention of the SCECH Coordinator to resolve.

N. OPEN HOUSE

1. All building staff shall participate in an annually scheduled fall open house conducted on a building-wide basis. The purpose of such an open house would be to inform families about classroom standards and activity, general building operation (e.g., rules and regulations), and to share essential curriculum goals and objectives for the year. The open house format will be determined by the building staff. Open house for the high schools (P-CEP) will be scheduled on the first Thursday after Labor Day. If the first Thursday after Labor Day falls on a religious holiday, high schools' (P-CEP's) open house will be on the following Thursday.

2. Open houses for the middle school will be scheduled on the first Wednesday after classes begin. If the first Wednesday after falls on a religious holiday, middle school open house will be on the following Wednesday.

3. The elementary school open house will occur the third work day before students' first day. The afternoon portion of the day on which open house occurs at all elementary schools, other than the TAG program, shall be a teacher workday. The elementary school with the TAG program will select a day other than the third work day before the students' first day to hold its open house.

4. For the elementary and middle schools, the open house will be at least 1 and ½ hours in length.

5. For the high schools, a total of eight (8) hours will be scheduled between the open house and parent/guardian teacher conferences. Representatives from the teaching staff and the building administration will mutually determine how to divide this time.

6. For all levels, the dates of the open house will be reported to the Teaching and Learning Administrator by the end of the school year prior to the open house.

7. During the 2026 – 2027 school year, the parties shall meet as a committee to review current formats for Open House and Conferences and explore alternative, more modern systems. A recommendation shall be made to the bargaining team by June 1, 2027.

O. PARENT/TEACHER CONFERENCE SCHEDULING

1. Opportunity for parent/teacher communication regarding student performance and school progress is an important part of the home- school relationship. In support of this effort, provision is made in the school calendar for a period of regularly scheduled parent/ teacher conferences.

2. The dates and times of parent/teacher conferences, as set forth in the calendar, may be changed if agreed to by the Teaching and Learning Administrator, or their designee, and a majority of the teachers directly involved. Special education teachers can count IEP/MET parent meetings toward conference hours if they occur outside of the work day. Scheduling of the parent/teacher conferences will be determined between the teachers and the building administrator.

3. Parent/teacher conferences must total six and a half (6.5) hours outside of the school day at middle schools and elementary schools.

P. PROFESSIONAL DEVELOPMENT

1. The Board of Education is desirous of having all staff trained in skills, strategies and concepts designed to support and extend the effectiveness of their instruction.

2. If the staff member is scheduled to participate in a session that takes place during a time school is in session, they will be released from their duties.

3. If a staff member is required to participate at a time outside of their contracted commitment, they will be compensated at least the daily substitute rate.

Q. SPECIAL EDUCATION RELATED LANGUAGE

1. Special Education Committee

   A standing special education committee shall be developed beginning with the 2026-2027 school year. The committee shall include the PCEA president and appointees from the PCEA membership, the Director of Special Education, and appropriate administrative appointees. The committee shall meet monthly, or at the discretion of the committee, to discuss, in part, roles, legal requirements, communication, professional development, staffing and caseload vs workload considerations.

2. Workload vs. Caseload

   The parties agree that to strive for an equitable division of workload and caseload, the Plymouth Canton School District, through its agents, shall conduct a review of each employee's workload and caseload as follows:

   a. Special education employees and their supervisor shall meet at least three times per school year, including at the end of the school year, the beginning of the school year, and at midyear, to review and analyze the employee's workload and caseload. The review shall include whether the workload and caseload are appropriate and generally equivalent to similarly situated peers within the District.

   b. In addition to the above reviews, a special education employee may request a review with their Supervisor as needed to assess their workload and caseload. The employee may, at their choice, have the PCEA President or a designee in attendance at this meeting.

3. Dedicated Training Hours

   The District shall provide a minimum of 6 hours of specialized professional development (PD) annually, specifically designed for Special Education staff. This training shall occur during contractual work hours and shall focus on evidence-based instructional strategies, behavior intervention techniques, assistive technology, or legal compliance.

ARTICLE VII

CLASS SIZE

A. The Board and the Association recognize that the availability of optimum school facilities for both student and teacher is desirable to ensure the high-quality education that is the goal of both teachers and the Board. Because the teacher-pupil ratio is an important aspect of an effective educational program, the parties agree that the following professional staff-pupil ratio guidelines are desirable:

1. Early Childhood (Subject to state licensing and program regulations)

    a. 3-year-old classrooms --- 16 pupils
    b. 3–4-year-old combination classrooms --- 16 pupils
    c. 4-year-old classrooms (non-GSRP) --- 18 pupils
    d. 4-year-old GSRP classrooms --- 16 pupils

2. Elementary Schools

    a. Grades K-3 --- 25 pupils
    b. Grades 4-5 --- 28 pupils
    c. Split level classes should be limited to:
        Grades K-l, 1-2 --- 20 pupils
        Grades 2-3, 3-4 --- 23 pupils
        Grades 4-5 --- 25 pupils

3. Split Classes

    a. The administration and faculty at each building will design a written plan yearly of how support will be provided to split classrooms when they exist in all curriculum areas. This plan will then be submitted to Teaching & Learning for approval and a copy to the PCEA President.

    b. The maximum number of students in split classes is three (3) less than the straight grades unless a higher number is necessary to avoid exceeding the Board class size mandate.

4. Secondary Schools

    a. Grades 6-12 --- 30 pupils
    b. Alternative Education Classes --- 20 pupils
    c. The number of students should not exceed existing facilities and work stations.

5. All Schools

    a. The ratio of students to Counselors should normally be 300 - 1.
    b. The ratio of students to Nurses should be as per the State Department of Education recommended guidelines.
    c. Special Services and Special Services Staffing should be as provided by Michigan Law.
    d. Special Education and Consultant class sizes and caseloads should be in accordance with recommended State standards.

6. Because the teacher-pupil ratio is an important aspect of an effective education program, the parties agree that the Board, or its designated representative, shall, within five (5) business days of receiving a request, share with the Association representatives a report of the enrollment within buildings and between buildings to reconcile inequities between teaching loads for all teachers.

7. To the extent possible, in the high school and middle school, all classes of the same course shall be balanced as to student load. In the elementary school, all classes of the same grade level in each building shall be balanced as to student load. To the extent possible, this shall be done prior to the first class meeting or as soon thereafter as possible. The Employer shall provide the Union a listing of individual class sizes at all schools.

8. The goal for remedial class size shall be a limit of twenty (20) students.

B. Overage Compensation

Secondary

1. Secondary teachers (Grades 6-12) who serve as the Teacher of Record shall be eligible for additional compensation when their total semester student enrollment average exceeds the established thresholds outlined below:

    a. A secondary teacher whose student enrollment average exceeds 160 students for the semester shall qualify for overage compensation.

    b. For teachers of Grades 6-12 Band, Music, Orchestra, and Physical Education, the student enrollment average must exceed 300 students for the semester to qualify for overage compensation. Classes supported by additional adult support, such as a class paraprofessional, are excluded from the teacher's class average.

    c. Students enrolled in co-taught classes shall be excluded from the calculation of a teacher's semester student average and do not count toward the overage thresholds. Overage will then be calculated based on eligible students divided by eligible classes. For example, one co-taught class reduces eligible classes to four, so the threshold for overage would then be 128 total students.

    d. Compensation Rate: Eligible teachers shall receive an overage stipend of $1.00 per day, per student over the designated threshold (160 or 300, respectively) for the duration of that semester. Formula:

        {(Semester Student Average) - (Threshold)} X $1.00 X (Total Days in Semester)

    e. Calculation Date: The final student enrollment average and corresponding stipend shall be calculated on the Friday immediately preceding the end of the semester.

    f. Overage compensation stipends shall be processed and paid in the February 25th pay period and in the June 25th pay period.

Elementary

1. Total elementary class sizes for all K-5 classes will be based on a weighted count. The formula for establishing the weighted count will be determined by the Office of Student Services and the PCEA president. All K-5 classroom teachers shall be provided with their weighted class size no later than the first official count day of the year. The current formula will be utilized until a new formula is determined.

2. Any elementary (K-5) class reaching a weighted count of 32 or more students will be provided with overage compensation or a classroom paraprofessional.
    a. If a teacher selects to have a classroom paraprofessional, the number of hours with the paraprofessional will be determined based on the weighted class size.

Class Size	Para. Time (hrs./day)
32	2.0 hrs
33	2.5 hrs
34+	3.0 hrs

b. Paraprofessional time shall be assigned or reassigned on two (2) count dates. Those dates are:

i. The first official student October count day of the school year.

ii. The last work day in January.

The paraprofessional(s) will be placed in the classroom as quickly as possible thereafter.

c. A paraprofessional, once assigned, shall continue to be assigned for the duration of the count period.

3. On each official student count date a teacher may elect, in lieu of paraprofessional time, to be compensated based on $9.00 per hour of paraprofessional time the teacher is entitled to receive multiplied by the hours until the next count date. If a paraprofessional is selected for overage at the first eligibility, teachers can elect money instead for the second eligibility or continue the paraprofessional but not the opposite. This compensation shall be paid at the end of each count period, with payments to be received by the teacher no later than February 25th and June 25th of each year. (EX: A 5th grade class with 32 students would get 2 hours per day X $9.00 per hour X the number of days until the next count date).

C. Teachers with large class sizes may appeal for relief to a Joint Union-Administration Committee comprised of three (3) Union representatives and three (3) administrators. Where a decision cannot be reached, the Superintendent will decide. The decision of the Superintendent is appealable to the Board of Education, whose decision will be final.

D. The following governs the inclusion of disabled/medically fragile students into the regular classroom environment.

1. No teacher shall be required to perform procedures for disabled /medically fragile students such as suctioning, catheterizing or attending to the personal hygiene needs of the student(s).

2. Upon teacher request, additional assistance, such as reduced class size and/or additional personnel, shall be provided in all-inclusive education classrooms in order to accommodate increased individualized attention for the disabled student(s) and for all students in the program. The decision of how much, and what type of assistance, will be made by a committee of three (3) Union representatives and three (3) administrators. Where a decision cannot be reached, the Superintendent will decide. The decision of the Superintendent is appealable to the Board of Education, whose decision will be final.

E. STUDENT TRANSFER

P-CCS & PCEA realize that students may need to be transferred from one class to another for many different reasons and student confidentiality is a factor. Teaching & Learning will develop a process for this. This process will be explained at all building staff meetings K-12. After ten (10) student days of instruction before a student is moved a meeting will be held with both the teacher receiving and the teacher losing the student and administrator who activated this change. The teachers will receive a written explanation for the change of class for the student.

If a student transfer is requested after four (4) weeks of student instruction then the PCEA President will be notified and will join the meeting if requested by any of the parties involved. If a final agreement is not reached then administration will decide on the move for the student.

ARTICLE VIII

MENTORING

A. MENTORING

1. For the first three (3) years of their employment in classroom teaching, a teacher shall be assigned, pursuant to the procedure below, by the school in which they teach to a master teacher, college professor or retired master teacher who will serve as mentor to the teacher. New to district teacher with teaching experience will receive a mentor for one (1) school year. A tenured teacher on an IDP will receive a mentor. If compensation is offered by the Board, all mentors will be paid at the same rate.

2. The mentor(s) shall provide professional support and guidance to the teacher.

3. Mentors shall be appointed as follows:

    a. Participation as a mentor shall be voluntary.

    b. Mentors will be assigned on an individual basis to a teacher.

    c. The Association shall be notified of teachers who require a mentor and the building location.

    d. The mentor(s) for each building shall be selected by the building principal and their selection will be final and not appealable unless the appointment is not voluntary. The building representative will be consulted as to the match of mentor/teacher prior to final appointment of the mentor. Among the factors to be considered, by way of illustration and not limitation, by the principal in the appointment of the mentor with the teacher are: certification and qualification (certification major and/or experience teaching that particular subject matter within the last three years).

    e. The mentor/probationary teacher assignment shall be reviewed by the pair and the principal after the first month and at the end of each school year. Any of the three, (mentor, teacher or principal) can terminate the arrangement after thirty days with notice to the other two.

    f. A mentor check list and mentor contact time log will be provided to each mentor at the beginning of each year. This contact log will be turned into the building administrator at the end of the year.

    g. Mentors will be required to attend two (2) hours of training offered by the District if not attended in the last three (3) years. Training will be offered at different times during beginning of the school year.

    h. Mentors must be tenured teachers.

4. Each mentor/teacher team will be allowed to use up to five (5) mentor days over the three (3) years with no more than two (2) mentor days in any one year. Use of these days will be determined by the mentor.

    a. Neither the mentor nor the teacher shall be permitted to participate in any matter

related to the evaluation of the other. Further, the mentor shall not be called as a witness in any grievance or administrative hearing involving the evaluation or work performance of the teacher to whom they have been a mentor. In addition, the teacher shall not be called as a witness in any grievance or administrative hearing involving the evaluation of work performance of the mentor, if applicable.

b. The district will provide an Induction Program for all teachers in their first year of their teaching career. Attendance will be mandatory.

c. All new teachers to the district will be required to attend up to a six-hour orientation session in August before teachers report.

ARTICLE IX

TEACHER'S RIGHTS AND RESPONSIBILITIES

A. BOARD SUPPORT OF TEACHERS IN PERFORMANCE OF DUTIES

1. The Board recognizes its responsibility to continue to give reasonable support and assistance to all teachers with respect to the maintenance of control and discipline in the classroom.

2. The Board acknowledges that exceptional children require special education by specifically certified teachers. Therefore, the Board agrees to continue to seek methods of expanding appropriate programs to serve such children.

3. Any case of assault upon a teacher shall be promptly reported to the Board or its designated representative. The Board will provide legal counsel to advise the teacher of their rights and obligations with respect to such assault. The Board shall promptly render all reasonable assistance to the teacher in connection with the handling of the incident by law enforcement and judicial authorities, providing the teacher signs a complaint against the person involved.

4. Time lost resulting from an assault, subsequent injury and/or court procedure shall not be charged against the teacher unless they are adjudged guilty in a court of competent jurisdiction.

5. The Board will continue to carry Workers' Compensation Insurance coverage for all teachers in the manner required by the Laws of Michigan. Insurance carriers are to be selected by the Board.

6. Although first aid is not the major responsibility of teachers, the courts have ruled that teachers are expected to act as a reasonable, prudent person, which may include first aid, and make every reasonable effort to secure assistance. No teacher will be required to administer any medication prescribed for a student.

7. No teacher shall be required to transport any child for any reason except when the teacher, contrary to local school procedures, keeps the child after school without making adequate provision for transportation. In this type of situation the teacher will be required to stay with the child until transportation is assured.

8. The Board shall continue to provide, in sufficient quantity, special and protective clothing and safety devices as required by law or by the nature of the teaching assignment (to be determined by the District Safety Committee), furnished and uniformly used throughout the school system and shall provide for the maintaining or replacement of such articles.

9. It is recognized that discipline problems are less likely to occur in classes where a high level of

student interest is maintained. It is likewise recognized that when discipline problems occur; they may most constructively be dealt with by encouragement, praise and emphasis upon the child's desirable characteristics. In situations where a teacher has exhausted all positive avenues for correcting a specific discipline problem, the student in question may be removed from class and referred to the building administrator responsible for student discipline along with a written description of the problem and corrective measures previously attempted. Every effort shall be made to have communication between the teacher and administrator occur before the student is readmitted to class.

The administrator shall, upon receiving this written request of the referring teacher, submit within five (5) school days a written reply to the referring teacher stating a course of action taken to correct the discipline problem.

10. Corporal punishment means the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline. Corporal punishment is not legal in Michigan. Teachers shall not use or threaten to use corporal punishment. Anyone found to be engaging in such behavior will be subject to disciplinary action, up to and including termination.

11. Teachers may use, but are not obligated to use, reasonable physical force upon a pupil as necessary to maintain order and control in a school-related setting for the purpose of providing an environment conducive to safety and learning. In maintaining that order and control, the person may use physical force upon a pupil as may be necessary for one (1) or more of the following:

    a. To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district or public-school academy functions within a school or at a school-related activity, if that pupil has refused to comply with a request to refrain from further disruptive acts.

    b. For self-defense or the defense of another.

    c. To prevent a pupil from inflicting harm on himself or herself.

    d. To quell a disturbance that threatens physical injury to any person.

    e. To obtain possession of a weapon or other dangerous object upon or within the control of a pupil.

    f. To protect property.

12. The Board may adopt rules and regulations not in conflict with the terms of this Agreement.

13. A teacher shall be entitled to have present a representative of the Association for any disciplinary action. Disciplinary action will not be effectuated until the teacher has had the opportunity to request the presence of an Association representative.

14. The Association recognizes that abuses of sick leave or other leaves, chronic absence or tardiness, or willful deficiencies in professional performance by a teacher, reflect adversely upon the teaching profession and create undesirable conditions in the school system and may constitute failure on the part of the teacher to carry out their contractual responsibilities. The Association will use its best efforts to correct breaches of professional behavior by a teacher and in appropriate cases, may institute proceedings against the offending teacher.

B. PERSONAL AND PRIVATE LIFE

1. The personal and private life of any teacher is not within the appropriate concern of attention of the Board as long as it is consistent with the high standards which the teaching profession has set.

2. No restriction, other than that of good judgment, is placed upon the freedom of teachers to use their own time for gainful employment or other activities insofar as it does not interfere with satisfactory performance of their school duties.

C. MONITORING

All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. The use of closed-circuit television, public address or audio system and similar devices shall not be used without the full knowledge and consent of the teacher. In no case shall a student record and/or video record classroom conversation without the consent of the teacher.

D. REVIEW OF PERSONNEL FILE

1. Each teacher shall have the right, upon request, to review the contents of their own personnel file maintained at the individual's school or at the Administration Building. A representative of the Association may, at the teacher's request, accompany the teacher in such review. The review will be made in the presence of the administrator responsible for the safekeeping of such files.

   Privileged information such as confidential credentials and related personal references normally sought at the time of employment are specifically exempted from such review. The administrator shall, in the presence of the teacher's authorized representative, remove such credentials and confidential reports from the file prior to a review of the file by the teacher.

2. All communications including evaluations by Plymouth-Canton administrators, commendations and validated complaints directed toward the teacher which are to be included in the official personnel file, maintained in the Administration Building, shall be called to the teacher's attention at the time of such inclusion, and shall be initialed and dated by the teacher or their authorized representative, for the sole purpose of substantiating its inclusion.

   If the teacher declines to initial the communication, it shall be placed in the teacher's file, and the Association President shall be informed in writing.

E. BOARD POLICIES AND PROCEDURES

Every employee of the school district is expected to adhere to Board policies and procedures. Board policies shall be made available for review online and through the building administrator.

ARTICLE X

CHANGE OF ASSIGNMENT/TRANSFERS

A. CHANGE OF ASSIGNMENT – ADMINISTRATIVE POSITIONS

1. Whenever a vacancy in any administrative position in the district shall occur, the Superintendent, or their designee shall make a general announcement of the vacancy

throughout the school system and shall post a position description in all of the buildings.

2. The Superintendent, or their designee, shall acknowledge receipt of all requests for consideration and shall inform the staff member as soon as possible as to the disposition of that request.

B. TEACHING ASSIGNMENTS, TRANSFERS, AND POSTINGS

1. A teacher who desires a change in grade and/or subject assignments in their own building shall file a written request with their building principal.

2. In arranging schedules for teachers who are assigned to more than one school, an effort will be made to limit the amount of inter-school travel. Such teachers shall be notified of any change in their schedules as soon as practicable.

C. TEACHER PLACEMENT

1. Decisions regarding the placement and/or assignment of teachers shall be made on the basis of the best interest of the District as well as the certification, experience, and performance for each respective teacher.

   The Superintendent or designee shall determine teacher placement based on qualifications (as defined by the District, which shall include but not be limited to state and federal requirements such as certification, endorsements, etc.), the academic needs and best interest of District students, and the District's educational program. Teacher preference(s) may also be considered. At all times, the District shall strive to place the most effective and qualified teachers in assignments aligned with student and District needs.

2. "Placement" shall mean and include the filling of vacancies, voluntary and involuntary transfers, job sharing, and any decision which results in the placement of a teacher in an assignment deemed by the District to be a teaching assignment; "vacancy" shall mean and include any unoccupied position to be filled by the Board, after all other positions have been filled by District assignments, transfers, or recalls, in the manner and to the extent determined by the District as appropriate.

3. For purposes of this administrative regulation, "teacher" includes individuals whose employment is regulated by the Tenure Act, including certain school administrators (individuals with teaching certificates as defined by the Teacher Certification Code), who are assigned to positions within the District for which the Michigan Department of Education (MDE) requires a teaching certificate. Individuals who do not possess teaching certificates but are serving a probationary period under the Tenure Act are also considered a "teacher" for purposes of this policy. Individuals who may possess a teaching certificate but are assigned to a position for which a certificate is not required, are not subject to this policy or its implementing regulations (e.g., school social workers, school psychologists, school nurses, occupational therapists, etc.).

4. Insofar as possible, teachers will be assigned to teach in their area of specialization, and teachers' desires and opinions will be taken into consideration regarding changes in assignment in the various grades, but all placement and assignment decisions are within the discretion of the district. All decisions pursuant thereto shall be final.

5. Since pupils are entitled to be taught by teachers who are working within their area of competence, teachers shall not be assigned and position, except in accordance with all state and federal laws and regulations regarding certification and qualification requirements.

6. The district may amend, revise or set additional qualifications, certifications or endorsements for open/vacant positions as they become open/vacant.

7. The School District will determine the number of positions needed for each school year.
8. The School District will determine the qualifications/certifications for each position, in compliance with relevant law.

9. Notice of changes in certification(s), endorsement(s) or qualifications(s) shall be conducted as follows:

    a. By March 15, of each school year, teachers who intend to secure additional endorsement(s), certification(s) or additional qualification(s), shall notify the Human Resources Department in writing and include the change sought, the university involved, or training involved, and the expected completion date.

    b. By the last teacher workday of that school year, any teacher who has submitted a written intent as set forth in subsection (a) above, shall supply the Human Resources Department with written proof from the teacher certification office of the university or training entity that all work has been completed by such date, and if required, that recommendation by the university will be made to the Michigan Department of Education and Certification Office to be effective by the beginning of the subsequent school year.

    c. In the case of certification(s) and endorsement(s), prior to the first teacher workday of the subsequent school year, the teacher must present to the personnel office an official certificate indicating any such change in certification or endorsement.

10. Any teacher to whom the District has an obligation to increase up to their original FTE must notify the Human Resources Department by March 15 of the year prior to placement.

D. TRANSFERS

1. Teachers shall be notified in writing of any changes in their assignments for the ensuing school year, including the schools to which they will be assigned, the grades and/or subjects that they will teach and any special or unusual classes or assignments that they will have, as soon as practicable and under normal circumstances not later than July 15, provided that in the event of a change in circumstances or conditions subsequent to August 1 (e.g. resignation) such assignments may be changed as required to meet the situation. The teacher shall be informed of the reasons for any changes that become necessary after August 1.

2. Staff who wish to transfer will submit a Voluntary Transfer Request using the online form between the first Monday in April through the last Friday in April. The Voluntary Transfer Request shall contain all of the employee's current certification and any other information the employee may wish to share regarding their education and experience. Each employee will be permitted to submit up to three (3) choices, however these choices may be as broad or narrow as the individual wishes. This list of requestors will be held confidential until the vacancies have been identified.

3. The Human Resources Department will match requests with vacancies as follows:

    Human Resources will screen the transfer requesters. A requester may, at the discretion of the Employer, be disqualified for voluntary transfer based on the following criteria:

    a. currently working under an IDP; or
    b. received less than effective markings on the most recent evaluation; or

c. has been disciplined (corrective action) within the past 24 months; or
d. is returning from a leave of absence that delays or interrupts a scheduled evaluation; or
e. the FTE would increase beyond the district's obligation to the teacher.

4. The list of staff requesting a position, who have passed the screening, will be submitted to the principal for review. When there are more than three (3) candidates who have passed the screening for a position, the principal will interview at least three (3) candidates from the transfer list for consideration. If the principal selects one of the interviewed candidates, the selected candidate must either accept or decline the offer. If they decline the offer, they will be removed from the transfer list/process for the remainder of the year.

    a. Each administrator will only have access to the names of candidates interested in the vacancy within their building. Principals will conduct informal interviews with transfer candidates for consideration. There will not, however, be a requirement to hire.
    b. Current administrators of transfer candidates will only be notified upon candidate selection. Candidates must be in good standing to transfer (i.e. Effective evaluation, no discipline).
    c. If, after the screening and placement of other requestors, there are only one or two requestors remaining for a position, HR will submit those names to the principal for consideration, but the principal may request that HR post the position through the normal process.

5. Building reconfigurations, based on enrollment changes which necessitate reassignments, may include the transferred employee. Any other reassignment must align with the individual employee transfer request or be required by the current contract language.

6. Each employee who has applied for a vacancy shall be notified in writing of either acceptance or rejection of the request as soon as possible after the decision on such a request is made. In case of rejection, the employee shall be entitled to a reason.

    a. Any employee granted a transfer will be notified by June 30th of each year.

    b. After the June 30th deadline, candidates who were not selected through the transfer process must apply for an open position and go through the interview process for consideration.

7. By August 7th of each year, unless applying for a non-classroom position, teachers would not be eligible to transfer or apply to an open position.

8. The Human Resource Department shall make the final decisions on all requests for voluntary transfer.

9. When it is determined that an involuntary transfer of a teacher is in the best interest of the District, the teacher shall be notified as soon as possible and may upon request be given the reasons for said transfer.

10. Any teacher who has been involuntarily transferred will be given consideration for return to the position from which they were involuntarily transferred when it becomes vacant, subject to the following:

a. The involuntary transfer was not for disciplinary reasons.

b. The teacher must have been rated as Effective in the position they were involuntarily transferred from for the school year directly preceding the involuntary transfer.

c. A written request to return to the position from which the involuntary transfer was made was filed with the Human Resources office by March 15 each year.

d. All required certification and qualifications for that position have been maintained.

12. A teacher returning from a leave of absence shall be offered a position commensurate with their training, experience and certification. A specific position in a specific school cannot be guaranteed on return from a leave of absence, but reasonable effort shall be made to return the teacher to their original position.
13. When the leave of absence expires during a school year, every effort shall be made to place the teacher in an appropriate position as soon as such a position is available. Such teachers shall be offered a position following a leave of absence not later than the beginning of the next following school year.

14. The School District is not required to involuntarily transfer a tenured teacher to create vacancy for a probationary teacher.

15. The School District is not required to place a teacher in a subject not taught for the last five (5) years.

16. The School District may assign teachers to multiple departments, consistent with certification.

E. RELIEF FROM SUBSTITUTE RESPONSIBILITY

1. Teachers shall not be required to assume the responsibilities of absent teachers.

2. However, the parties acknowledge that the District has the right to assign teachers to cover classes for which a substitute teacher is not available through the substitute system. If there are insufficient volunteers in a building to cover absences, a rotation list, by period, will be established. This list will include all professional staff. This rotation list shall be public and shared with staff at the beginning of the school year. Every attempt will be made to rotate through this list; however, the parties acknowledge that the District has the final right of assignment.

3. In situations where a classroom teacher is assigned to cover a classroom during their regularly scheduled planning period, the teacher will either earn credit towards a sick day or be paid based on the following formula:

    a. Daily substitute teacher rate, divided by six (6), multiplied by 2. (Example: If the daily rate is $160 per day, the formula would be $160 / 6 X 2 = $53.33 for the period.)

4. Each teacher asked to cover an unfilled classroom for 50 minutes or longer will be paid a minimum of one planning period rate as outlined above.

5. A teacher who wishes credit towards sick time rather than payment must notify the Human Resources Department and their principal by November 1st. This election may be changed one time by written request received prior to the start of the

second semester to be effective the second semester. Sick leave credit will be earned in one-half day increments with three (3) periods covered resulting in a half day.

6. If, due to insufficient substitutes, a class is not covered and it is decided to split the students for that day among other teachers, the teacher(s) who have the additional students will be given a prorated amount for each hour/period they have those students.

7. At the secondary level, if two teachers teach in the same classroom at the same time (i.e., a special ed. teacher and a regular ed. teacher) and one of the teachers is unavailable, the other teacher will receive the amount for each hour/period they do not have the co-teacher with them.

8. The Board and the Association agree that in no case shall the teacher be responsible for providing a substitute teacher. The Board agrees to make every reasonable effort to provide qualified substitute teachers when needed.

D. PROFESSIONAL CONFERENCES

In the belief that attendance at professional meetings is desirable to maintain and improve professional competence and proficiency and enhance the educational program of the school district, teachers shall be encouraged to participate in such meetings within budget limitations.

ARTICLE XI

NEGOTIATION PROCEDURES

A. The Board and the Association shall appoint their respective negotiation teams at their own discretion. The total number on each team shall not exceed seven (7) members and written notice indicating the number of participants on each team shall be exchanged by the Superintendent, or their designee, and the President of the Association at least three (3) days prior to a planned meeting.

B. If both parties concur, subcommittees (composed of members of both negotiating teams) may be appointed for the purpose of studying matters of mutual concern, such as the financial resources of the district, tentative budgetary requirements and allocations, trends in salary schedules and fringe benefits and other pertinent matters which affect the quality of Plymouth-Canton's educational program. The Board shall provide and make available to such subcommittees reasonable clerical assistance necessary to the performance of their duties.

C. The parties shall negotiate at times and places agreeable to both parties consistent with good faith practices. However, teacher members of the negotiating team shall be released from school duties in reasonable numbers and at reasonable times without loss of salary if it becomes necessary.

D. Proper areas of interest on the part of teachers include:

Teacher Rights
Teaching Hours
Teaching Conditions
Fair Practices
Overtime Pay
Duration of Agreement
Transfers
Vacancies and Promotions
Sick Leave
Leave Pay
Leave of Absence
Sabbatical Leave
Terminal Leave
Ins. Protection
Teacher Evaluation
Negotiation Procedures
Grievance Procedures
Non-teaching Assignments
Professional Compensation
Teaching Loads
Curriculum Development
Teaching Loads & Assignments

The above is not an exhaustive list of items subject to negotiation and items may be added or deleted with the consent of both parties.

E. If the parties mutually agree to modify or change this Agreement for the following year, it shall, by April 1, give written notice to this effect, said notice to specify the exact terms and provisions as they are proposed to be modified or changed. Thereafter, negotiations of such proposals will begin on or before April 15, unless another date is mutually agreed upon. Either party reserves the right to submit additional proposals or modifications on the basis of need.

F. Errors, omissions or the need for clarification, interpretation or adjustment of this Master Agreement may be corrected or adjusted with the mutual consent of representatives of the Board and the Education Association, subject to the ratification procedure of the PCEA Constitution.

G. It is hereby agreed by and between the parties that during the contract, the parties agree to use the solution group approach to address non-economic issues. This will allow for ongoing resolution to problem outside the pressure and contentiousness of negotiations. While it is recommended that a limit be placed on the number of issues addressed in a given year, there is no cap proposed. It is agreed by the parties that any recommendations, which affect the Master Agreement must be submitted to the negotiating teams for concurrence.

H. The parties will meet on the first school day of October, December, February and April. Parties have the right to determine their own team participants. Specific days and times will be agreed upon the first week of school. The parties may meet more often by mutual agreement.

I. The parties will acknowledge the problems that are raised as legitimate and will attempt, utilizing the IBB process, to find solutions to the problems.

J. If the parties mutually agree that the resolutions to a problem requires an addition or modification to the master agreement they are empowered to alter the contract, subject to ratification by the parties.

ARTICLE XII

EMPLOYMENT STANDARDS

The parties to this Agreement reaffirm the retention by the Board of the exclusive authority to select and employ new professional personnel in the school district. However, in keeping with the high standards of the community, the Board agrees to the following statement of policy in this regard.

A. To the extent possible, only teachers and nurses who possess the highest qualifications will be given consideration for employment in Plymouth-Canton Community Schools.

B. A teacher in the Plymouth-Canton Community Schools shall be the holder of at least a bachelor's degree from an accredited college or university. However, the Board may employ "vocationally certified" instructors not to exceed one percent (1%) of the bargaining unit, exclusive of Alternative Education teachers.

C. All teachers must hold Michigan Teachers' Certificates valid for their work assignment. Failure to have or keep such certificate shall invalidate the contract of such teacher.

D. Each teacher shall meet the highly qualified definition for each subject area in which the teacher is assigned, as needed or required, pursuant to the requirements mandated by the Every Student Succeeds Act (ESSA) legislation and the Michigan Department of Education regulations.

E. Preference in the employment of new teachers shall be given to those candidates with successful professional experience related to the assignment.

ARTICLE XIII

LEAVE POLICIES

The forms necessary and the basic policy for leaves appear in the Board Policy and Procedures Manual and have been agreed upon except that the following modifications and additions take precedence. The Board may require verification of eligibility for any leave provided herein.

A. SABBATICAL LEAVE

1. Professional employees who have been employed by the Plymouth-Canton Community Schools for a minimum of seven (7) consecutive years shall be eligible for a sabbatical leave. If granted the said employee shall be paid one half of their annual salary and full related fringe benefits.
2. A sabbatical leave shall be available to eligible professional personnel in order to provide an opportunity for professional improvement through formal study, research, writing and travel, or other types of experiences through which the general welfare of the Plymouth-Canton Community Schools will benefit.

    a. An applicant must hold a permanent type teaching certificate.

    b. Absence from service in the district for a period of not more than one year, under a leave of absence without pay granted by the Board for professional improvement or restoration of health, shall not be deemed a break in the continuity of service required in this section. Subsequent sabbatical leaves may be granted after eligibility has been re-established by service of an additional seven (7) years as a full-time employee.

    c. Applicant must agree to return to the service of the Plymouth-Canton Community Schools immediately upon termination of sabbatical leave and to continue in such service for a period of two (2) years, unless physical disability makes this impossible or there is mutual agreement to the contrary. A signed agreement in the form of a promissory note shall stipulate that the failure of the teacher to provide such service shall result in the obligation to reimburse the district a proportionate part of the salary paid to him/her during the sabbatical leave, determined by the fraction of the two (2) years not served following the leave.

3. Application shall be made to the sabbatical leave committee not later than February 1 for a leave beginning the first semester of a school year or October 1 for a leave beginning the second semester of a school year. Such application shall be accompanied by a detailed plan for the period of the sabbatical leave as outlined on the prescribed form and in accordance with the criteria listed on that form.

4. The sabbatical leave committee shall consist of two representatives of the Association and a principal. They shall prepare a priority listing of eligible candidates and recommend names for sabbatical leave appointments within 30 days of application deadlines to the Superintendent, or their designee, for Board approval. In recommending approval of an application the committee shall consider the date of application, the purpose of the leave, the seniority of service to the school system, the professional growth of the staff member, the potential benefit to the school system and other factors deemed pertinent by the

committee. The Board shall grant sabbatical leaves not to exceed two percent (2%) of the total teaching staff. Notice of the Board's decision shall be given the applicant within sixty (60) days of application deadlines.

5. A teacher, upon return from a sabbatical leave, shall be restored to their former position or to a position of like nature and status and shall be placed at the same position on the salary schedule as they would have been had they taught in the district during such period.

6. A sabbatical leave may be granted for a period of not less than one (1) full semester nor for more than two (2) full consecutive semesters.

7. The employee shall immediately request approval from the Superintendent, or their designee, for substantial change in the planned program of the leave as outlined in the approved application.

8. Each employee on a sabbatical leave shall submit a mid-point written report stating their progress and on returning from leave shall file a final written report with the Superintendent, or their designee, including the names of institutions attended, courses pursued, credits received, experience gained together with the applicant's appraisal of the professional value of the activities while on leave and the manner in which the knowledge and experience gained may be applied to the benefit of the school system.

9. The Board reserves the right to extend a sabbatical leave at full pay to an applicant on a special assignment for the Plymouth-Canton Community Schools provided the applicant guarantees to fulfill a four (4) year commitment immediately following their return.

B. UNPAID LEAVES

Eligibility for any kind of leave of absence except military leave shall be dependent upon a satisfactory record of at least two (2) years continuous employment.

1. A leave of absence of up to two (2) years shall be granted to any qualified teacher, upon application to the Superintendent, or their designee, for approval of the Board, for the purpose of participating in exchange teaching programs in other states, territories or countries; foreign or military teaching programs; the Peace Corps, Teacher's Corps or Job Corps as a full time participant in such program provided said teacher states their intention to return to the school system. Upon return from such leave a teacher shall be placed at the same position on the salary schedule as they would have been had they taught in the district during such period.

2. A leave of up to two (2) years for professional growth activities may be granted by the Superintendent, or their designee, with the approval of the Board of Education.

3. A leave of absence of up to two (2) years shall be granted to any qualified teacher, upon application, for the purpose of engaging in study at an accredited college or university reasonably related to their professional responsibilities.

   Upon approval of the Board of Education one-half increment or one full increment on the salary schedule may be granted provided the advanced study relates directly to a need in the Plymouth-Canton Community Schools; has specific approval of the Superintendent, or their designee, prior to the study being conducted; and, written evaluation by Plymouth-Canton Community School administrators indicates the study was conducted in a way that rendered a service to the school district during such period.

4. A military leave of absence, shall be granted to any teacher who shall be inducted or shall enlist for military duty in any branch of the Armed Forces of the United States. Upon return from such leave a teacher shall be placed at the same position on the salary schedule as they would have been had they taught in the district during such period.

   Any employee of the Plymouth-Canton Board of Education covered by this Agreement who is a member of the National Guard or any other reserve component of the Armed Forces of the United States will be entitled to a leave of absence without loss of time or vacation time during which they are engaged in the performance of official duty or training in this State or in the United States under competent orders. While on such leave they shall be paid an amount which when combined with their military pay would equal their regular salary not to exceed a total of ten working days in any one calendar year.

5. Upon the recommendation of a physician acceptable to both the qualified applicant and the Board, a health leave shall be granted up to a maximum of one (1) year plus any unfinished year. At the end of such leave the employee must either return or resign unless a special extension is recommended by the Superintendent, or their designee. When the employee's health permits their return, they shall so inform the Superintendent, or their designee, in writing and submit a statement from a physician certifying their fitness to return.

6. Notice of intention to return or resign must be sent in writing to the Superintendent, or their designee, by March 15 of the leave year. Failure to provide such notice shall be the equivalent of resignation.

7. While on leave an employee will maintain full continuing status and will maintain all employment rights held before leave was taken. However, fringe benefits will be provided only if the employee assumes the cost of premiums for such benefits.

8. The Board of Education shall grant a disability maternity leave of absence (LOA) to a member of the bargaining unit upon written request to the Human Resource Office sixty (60) days prior to the date of commencement of such leave. Said leave to be granted in accordance with the following:

   a. A prospective parent will commence their leave upon the birth of child, a time jointly determined by the teacher and their physician or adoptive agency or Probate Court. Likewise, the teacher may terminate the leave any time after the birth or adoption of the child upon thirty (30) days notice, provided that they are physically able to perform their teaching responsibilities.

   b. After the disability LOA, the initial leave period may be extended as a child care LOA for the duration of the unfinished school year when leave was granted, plus an additional year or two (2) consecutive semesters excluding a summer semester. Upon written request of the teacher and approval of the Board, the child care leave may be extended up to two (2) additional school years.

   c. In the event of the death of the child or other emergency, the leave of absence may be terminated upon seventy-two (72) hour notice by the teacher.

   d. In addition to the above provisions, the following options are available to expecting/adoptive teachers:

      i. **DISABILITY LOA**: A six (6) week to eight (8) week paid disability LOA, which would entail use of sick days (including 15 days automatically granted from the PCEA Sick Bank and the thirty (30) day extension policy) and/or request to borrow five (5) days from next year allotment of leave

days. If the disability LOA were for more than six weeks, the administration will request a doctor's statement on a regular basis, or request a second opinion, and

ii. **CHILD CARE LOA**: A teacher would be allowed a Child Care LOA for the balance of the school year and/or is entitled to an additional year, as per the Master Agreement, or

iii. **CHILD CARE SHORT TERM LOA** : A teacher who elects a Child Care short-term LOA pursuant to (1) above, shall be allowed an unpaid leave of up to one semester at the teacher's option, with a guarantee of their current position. If the leave is for more than one semester, then the teacher shall be placed in a comparable position, if available.

iv. **PARENTAL LOA**: A teacher who elects a Parental LOA shall be allowed to take six (6) weeks of paid time from their paid leave days bank, which shall include 15 days granted automatically to them from the PCEA Sick Bank, and may use the P-CCS Thirty (30) Day Emergency Bank and/or borrow five (5) days from next year allotment of leave days. This would be the non-birth parent making the request. Parental leave of six (6) weeks can be divided into two (2) discrete segments of at least one (1) week or taken all in one (1) consecutive block during the baby's first 12 months.

v. **ADOPTION LOA:** A teacher requesting a leave of absence (LOA) for adoption will be granted six (6) weeks of paid time. The teacher will use personal leave bank days, and shall have 15 days automatically granted from the PCEA Sick Bank, and may use the PCCS Thirty (30) Day Emergency Bank and or request five days from next year allotment of leave days. Adoption LOA can occur intermittently.

9. Upon written request of a teacher, a leave of absence may be granted by the Superintendent, or designee, with the approval of the Board of Education for other reasons including alternative career exploration, child adoption, or child care.

10. An employee returning from a leave of absence shall be offered a position commensurate with training, experience and certification. A specific position in a specific school cannot be guaranteed on return from a leave of absence, but reasonable effort shall be made to return the employee to original position.

11. When the leave of absence expires during a school year, every effort shall be made to place the employee in an appropriate position as soon as such a position is available. Employees shall be offered a position following a leave of absence not later than the beginning of the next following school year.

C. WORKERS' COMPENSATION

If a teacher is injured while at work and uses Workers' Compensation, they will use one (1) sick day for every two and a half (2.5) days on Workers' Compensation. This will offset the Workers' Compensation and keep their salary whole without a loss of income.

ARTICLE XIV

PROFESSIONAL COMPENSATION

A. The salaries and differential of employees covered by this Agreement and the eligibility requirements therefore, are set forth in pertinent part in Appendices A, B, C and D which are attached to and made a part of this Agreement. Also included in Appendix A are the schedules for the school year and various provisions for payments and deduction.

B. Full credit will be given for all teaching experience in the Plymouth-Canton Community Schools, except substituting. Additional years of credit for outside teaching experience may be recommended at the discretion of the administration. One (1) full semester, at least ninety (90) days of teaching inclusive of excused absences, shall be credited as one-half year on the salary schedule. Teachers who are allowed half-year credit shall be placed on the appropriate step on the salary schedule.

However, teachers hired within the first six (6) weeks of a semester will be given full credit for a semester on the salary schedule.

The Superintendent, or their designee, may recommend credit for other than public school or college teaching experience, if, in their opinion, it contributes to the qualifications of the teacher for a particular assignment. This could include military service, Peace Corps, VISTA and other job related experience, which would be in the same field as the teaching area assigned and a direct relationship exists. Ordinarily this would be work, which may be required for vocational certification. Any decision regarding related work experience shall be subject to review at the request of the Association or an individual teacher. However, the Superintendent's, or their designee's, decision on related experience shall be final.

This section relating to previous experience credit shall be effective only for all newly hired teachers following the ratification date of this Agreement and shall not be retroactive in any respect to teachers presently employed by the Board.

C. Teachers on an unpaid leave of absence of forty-five (45) school days or less in one school year shall receive full credit on the salary schedule for the year. Teachers on an unpaid leave of absence of forty-six (46) workdays through one hundred and twenty (120) workdays in one school year will receive one semester credit on the salary schedule. Teachers on an unpaid leave of one hundred and twenty one (121) workdays or longer in one school year will not receive credit on the salary schedule.

D. All full and part time teachers will advance a full step on the salary schedule every school year. Teachers who are initially employed during the 31st to the 120th days of the school year will receive one semester credit on the salary schedule. Those teachers employed after the 120th day will remain on the same salary schedule for the following school year.

ARTICLE XV

COPY OF AGREEMENT

The Board and Association will have available and provide to all parties concerned, upon request, copies of this Agreement. The cost of such shall be borne equally by the Association and the Board. Format and supplier to be mutually agreed upon. A digital copy of this agreement will be provided to all PCEA members upon ratification.

ARTICLE XVI

CONFORMITY TO LAW - SAVING CLAUSE

If any provision of this Agreement is or shall at any time be contrary to law, then such provision shall not be applicable or performed or enforced, except to the extent permitted by law.

In the event that any provision of this Agreement is or shall at any time be contrary to law, all other provisions of this Agreement shall continue in effect.

ARTICLE XVII

CONTRACTUAL OBLIGATIONS

The Board and the Association subscribe to the principle that differences shall be resolved by appropriate and peaceful means, in keeping with the high standards of the profession, without interruption of the school program. Accordingly, the Association agrees that during the term of this Agreement it shall not direct, instigate, participate in, encourage, or support any strike against the Board by any teacher or group of teachers.

ARTICLE XVIII

ACADEMIC FREEDOM

The Board recognizes and respects the right of citizens to make suggestions for the improvement of public schools but maintains that no group can deny academic freedom to educators. The Board recognizes that the education profession has both the right and the responsibility to insist that children must be free to learn and teachers free to teach broad areas of knowledge, including those considered controversial. The teacher recognizes that the student has the right and freedom to form opinions or conclusions on the factual information presented on both sides of a controversial issues, and further, that the teacher will refrain from indoctrinating the student with their own predetermined opinion on the issue.

A. Therefore, academic freedom shall be guaranteed to teachers and no special limitations shall be placed upon study, investigation, presenting and interpreting facts and ideas concerning man, human society, the physical and biological world and other branches of learning subject to accepted standards of professional responsibility set forth in the Code of Ethics of the Education Profession.

B. Whenever any group or individual brings charges against a teacher concerning the teacher's freedom to teach, or whenever any teacher faces charges made by any group or individual for violating either the letter or spirit of this Article, or for abusing the right guaranteed under the Article in any respect, that teacher is entitled to "due process under the law," of which shall include at least:

    1. Reasonable notice of the charge.

    2. Specific notice of the charges or charge so that they may be able to defend against and rebut such allegations.

    3. The names comprising the group or the name of the individual bringing the charges or charge.

    4. The right to be represented by legal counsel.

    5. The right and opportunity to rebut charges at an impartial hearing.

6. The right and opportunity to rebut them in a competent court of law, if the teacher's future employment is threatened, due to or related in any way to the charges or charge brought against that teacher by any group or individual.

ARTICLE XIX

STAFF SENIORITY, REDUCTION AND RECALL

A. All leaves of absence shall not be an interruption of seniority.

Teachers will receive one (1) year of seniority for each year the teacher is employed or on an approved leave of absence.

If a person resigns, or otherwise leaves the employment of the district other than on an approved leave of absence, and subsequently returns, they will be entitled to reinstatement of their previous earned seniority if:

1. Written notice is received by Human Resources Department from the teacher by July 1st of the year of the termination,
2. The teacher does not terminate their employment prior to the end of a school year, and
3. They are re-employed by the district prior to the beginning of the school year which begins three (3) years after the termination date.

If any of the above three (3) conditions are not met, seniority will be computed from the first day they report to work after returning to the employ of the Board. (e.g., written notice of termination is received June 1, 1996, to be effective at the end of the 1995-96 school year and the teacher is rehired by the district August 15, 1999. The teacher will receive previously earned seniority).

Part-time employees will receive a full day of seniority for each day worked. If the assignment is for a full school year, regardless of the schedule, the teacher will receive a full year of seniority.

It is understood that these seniority provisions have no impact on any provision affecting salary including but not limited to salary step placement or longevity.

B. A seniority list shall be compiled each school year. This list shall take into account the actual or projected days of seniority to the end of each school year, and a finalized listing, with any corrections, shall be available by May 1st of each year. All teachers shall be ranked on the list computed from the first day they reported to work as a member of the bargaining unit.

In determining layoff or recall for any subsequent school year, this projected and corrected May 1st list shall prevail and be the effective list used for the full subsequent year, and shall remain as the seniority standing for employees until the new list is projected and/or finalized.

Nurses shall have a separate seniority list. All layoffs and recall of school nurses shall be by seniority.

C. In the circumstances of more than one individual teacher with the same number of service years defined as seniority in Article XIX, Section H, the individuals so affected will participate in a drawing, by lot, to determine position on the seniority list. The Human Resources Department will notify the Association and teacher so affected in writing of the date, place and time of the drawing. The drawing shall be conducted openly and at a time and place which will reasonably allow affected teachers and PCEA representatives to be in attendance.

D. Certified positions will be posted after teachers to whom the District has an employment obligation, consistent with certification, have been placed. Postings will be for at least five (5) work days. The

Human Resources Administrator shall be responsible for these postings. Postings shall be sent to each building principal, the PCEA Chairperson in each building, and the PCEA President. The posting shall include, at a minimum, the subject assignment, if applicable, and qualifications. Any special education vacancy which arises after the first day of the second semester, may be filled by a long-term substitute teacher. Any general education vacancy which arises after April 1st may be filled by a long-term substitute teacher.

TEACHER PERSONNEL DECISIONS

A. It is understood by the parties that a reduction in staff may be required in the event of a financial emergency, a significant reduction in student enrollment, or a significant reduction in funding. However, nothing in this Article precludes the District from making reductions in personnel or programs at any time.

B. Personnel decisions, including layoff, recall, placement, and the filling of vacancies, shall be made on the basis of the best needs of the District, as well as the certification, qualifications, and effectiveness of each respective teacher:

4. Length of service or tenure shall not be the sole factor in personnel decisions. Length of service or tenure may be used as a tiebreaker if a decision regarding reduction in staff or recall of two (2) or more teachers and all other factors distinguishing those teachers from each other are equal.
5. Qualifications shall be defined to include, but not be limited to, an individual's: areas of certification, level of degree attained, type of degree attained (major, minor, or area(s) of focus), relevant previous experience, grade level of relevant experience, relevant classes or training, previous ratings, effectiveness and overall performance as a teacher, and previous disciplinary history, or any other further factors stated in this Article which places conditions upon decisions regarding reduction in staff or recall.

C. Generally, reduction in staff occur in the following order (Lay-off Order); however, other factors listed herein may be considered when teachers have the same evaluation rating:

1. Teachers rated Needing Support on their most recent Year-End Performance Evaluation.

2. Teachers rated Developing on their most recent Year-End Performance Evaluation, provided there are qualified, certified teachers rated Effective or Highly Effective to assume the remaining positions/assignments.

3. Teachers rated Effective on their most recent Year-End Performance Evaluation, provided there are qualified, certified teachers rated Highly Effective to assume the remaining positions/assignments.

D. Recall of all teachers shall be in the reverse order of lay-off; i.e., those laid off last will be recalled first, provided, however, that a teacher in order to be recalled, shall be certified and qualified as herein set forth to teach the specific area for which she or he is being recalled.

E. Notice of recall will be provided to those affected in writing.

1. It shall be the responsibility of each teacher to notify the District of any change of address.

2. The notice shall include the deadline for acceptance, the date the employee must return to work, the position and work location to which the teacher is to report.

3. The teacher must deliver to the District written notice of acceptance by the date specified in the notice.

4. The teacher must deliver to the District written notice of acceptance of recall by the date specified in the notice. The deadline for acceptance may not be less than ten (10) calendar days after the notice of recall is mailed or delivered in person.

5. The teacher must report for work by the date specified in the notice.

6. Failure to respond within the ten (10) day period will end the employee's seniority rights, except that a teacher who is sick shall notify the Board of their intent to return as soon as possible, and from the date of their notifying the Board, shall be deemed to be on sick leave. A substitute shall be hired in their place until they return from sick leave.

F. No new teacher shall be hired in a subject area until all laid off teachers, who are highly qualified, from that subject area have been recalled or decline the opening.

G. No new teachers shall be hired in a subject area before teachers who are laid off from other subject areas who may be qualified, and who possess the necessary certification, are recalled or decline the opening.

H. Layoff is defined to mean a staffing reduction for economic or administrative reasons, such as in response to economic necessity, decreased enrollment, program changes, territorial changes, and other operating conditions. The term layoff includes removal from payroll with no employment rights, other than retention of seniority status and recall rights as noted above. Such rights shall extend through the duration of this Agreement.

I. Seniority for full or part time professional staff shall be defined as total years of contractual certified service to the Plymouth-Canton Community Schools as defined by the Association recognition clause in Article I computed from the first day they reported for work. The District shall not use seniority as the sole factor in personnel decisions. However, seniority may be used as a tiebreaker in personnel decisions involving two (2) or more teachers and all other effectiveness factors distinguishing those teachers from each other are equal.

ARTICLE XX

EXTENDED SCHOOL YEAR

A. The salaries, if differentials, of teachers in the Extended School Year (ESY) Program in the Plymouth-Canton Community Schools shall be provided in Appendix A, B, C and D, with the following stipulations:

1. The anniversary date of each employee in the ESY program shall be the opening school day of the program of each year for salary, retirement, fringe benefits, leave benefits, tenure provisions, vacations, transfers and assignments.

2. Teachers shall have the opportunity to work more than the total contract days listed in the regular school calendar.

3. All instructional work beyond the school year as listed in the calendar and school day as defined in Article VI shall be prorated on a per diem basis and shall be paid at a prorated per diem rate of the teacher’s annual salary for each extra day worked.

4. Assignments in excess of the teacher’s regular assignment shall be voluntary, and shall be paid as stipulated in A-3, cited above.

B. The ESY Program shall have all leave days prorated per the existing Agreement leave clause cited on the previous page (i.e., probationary teachers one (1) extra leave day for every 18.5 additional days of work; tenure teachers, one (1) extra leave day for every 15.5 additional days of work, tenure teachers with five (5) years of service one (1) extra leave day for every 12.0 additional days work).

C. Building space to be used during the summer months for classes, library, study hall, teacher preparation time, administration and similar purposes shall be so selected or environmentally controlled as to provide for comfort and health with respect to temperature, humidity, ventilation and lighting as provided in (Act 306, Public Acts of 1937 as amended), the Michigan Department of Education School Plant Planning Handbook (1975) Physical Environment of the Building (IV, Pages 39-45, 57-59).

D. Adequate supplies, materials, equipment and in-service training shall be provided all staff which enter the ESY program.

E. TSY Plymouth-Canton staff members shall be given priority status as daily substitutes in the ESY program at the daily substitute rate.

Teachers to be considered for the above duties must declare their intention in writing to the Human Resources Department.

TSY, ESY or laid off Plymouth-Canton staff members shall be given priority status to temporarily replace regular ESY staff members while they are on vacation (i.e., summer periods or 3-week breaks). These teachers shall be paid their per diem rate of pay.

ESY off-track teachers shall not be called as daily substitutes unless they have previously volunteered in writing to substitute.

F. When necessary, and on a schedule determined by mutual agreement of the individual teacher and building principal involved, up to twelve (12) additional hours per track vacation period shall be granted for the purpose of setting up and taking down. These shall be in excess of in-service time and shall be paid at the teacher's per diem rate of pay. It is understood that the number of hours agreed upon may be less than twelve (12). Six (6) hours of set up/take down time shall be considered one school day.

G. Teachers and administrators of an ESY building will work together to establish guidelines and to implement the program in the building.

ARTICLE XXI

MISCELLANEOUS

A. MEETINGS

The representatives of the Association and the Board shall meet monthly on an informal basis to discuss problems of mutual concern.

B. BOARD POLICIES AND PROCEDURES

All existing Board Policies and Procedures concerning those persons covered by this Agreement, if not changed in this Agreement, shall remain in effect and no change will be made in any way during the term of this Agreement without negotiation with the Association.

If conflict exists between old and new policies, which affect teachers, old policies and procedures will prevail until they are resolved by mutual agreement.

This does not apply to any Board Policies or Procedures which relate to items that are prohibited subjects of bargaining pursuant to MCL 423.215(3).

C. JURY DUTY

An employee called for jury service or subpoenaed as a witness will be granted leave with full pay. However, the money earned as a juror less receipt supported parking fees shall be turned in to the business office. The employee shall retain the money received for mileage.

D. CALENDAR ADJUSTMENT

In the event there is a state law requirement to make up pupil count days lost for emergency school closing, a Joint Committee of Association and Administration, six persons (6), shall be convened to adjust the calendar in order to meet State Law Requirements.

E. CHANGES

On all items sought to be negotiated, this contract represents the entire agreement of terms and working conditions between the parties for the duration of this Agreement. There shall be no changes in these provisions without mutual agreement between the parties.

It is noted and understood that the reorganization of this new document by the consolidation of the past Letters of Understanding, past Extension Adjustments, Agreements, Articles and Section Headings and interpretations, are not intended by this document to change any language, interpretations, or practices, except as specifically and previously agreed to in negotiations.

ARTICLE XXII

STAFF PARTICIPATION: CURRICULUM DEVELOPMENT, INCREASING INSTRUCTIONAL EFFECTIVENESS, SCHOOL IMPROVEMENT AND MICHIGAN SCHOOL ACCOUNTABILITY

A. The Board of Education and the Association recognize the importance of staff participation in the process(es) of curriculum development; increasing instructional effectiveness through such avenues as staff development and in-service training; and, school improvement planning, including issues related to Michigan School Accountability.

B. The parties further recognize that change is a constant and thus influences the nature of teaching and learning. Therefore, a commitment to increased effectiveness regarding instructional programs and services is a mutual responsibility of the school district and the instructional staff. Such commitment can best be carried out in a climate that continues, supports and assures the opportunity for staff involvement.

C. Staff participation is strongly encouraged. While the decision to accept the invitation to participate in matters of curriculum development; increasing instructional effectiveness; and school improvement is voluntary outside the contractually required work hours, the opportunity for such involvement will continue to be provided at the district and building level. Neither participation nor non-participation in these areas shall be a criterion for evaluation, discipline or discharge.

D. For schools that achieve Michigan School Accountability, an agreed upon merited sum will be distributed to each teacher in the building.

ARTICLE XXIII

TEACHER EVALUATION

A. The performance of all teachers, both probationary and tenured, shall receive at least a year-end evaluation. Notwithstanding anything contained in this Article, all evaluations shall be conducted pursuant to current state law.

B. Evaluation of a teacher in relation to their assignment is a continuing process and shall be conducted by an administrator who is a qualified evaluator(s). Each observation by the Evaluator(s) shall be made in person. All formal monitoring or observation(s) of the teacher shall be conducted openly and with the knowledge of the teacher. This does not necessitate prior arrangement with the teacher.

C. All teachers, with the collaboration of administration, shall set professional improvement goals for the school year, including developing two goals, focused on student growth, created to support reaching the goals established within the building school improvement plan. All goals should be mutually developed and agreed upon; however, for probationary teachers or teachers on an IDP, the administrator may establish one or more specific goals, including student growth goals, to be used in the evaluation of a teacher.

   At least one of the student growth goals shall be developed and identified, in collaboration with the administrator, to allow for quantitative measurement of student growth with regard to one or more of the objective metrics provided within the P-CCS Metrics Options. The second student growth goal shall be developed and identified in collaboration with the members of the teacher's professional learning community and shall include one (1) or more of the P-CCS Metrics Options.

   For elementary classroom teachers, it is appropriate that the student growth goals reflect progress in one (1) or two (2) of the core subject areas, but are not required to reflect progress in all four core areas.

D. Prior to the commencement of the evaluation process, those Evaluator(s) who have responsibility for evaluating teachers shall schedule and hold a Pre-Evaluation Conference for the purpose of reviewing the evaluation process and procedures. Further, the Evaluator(s) will collaborate and develop the teacher's respective professional improvement goals.

E. At the end of the school year, each teacher shall be assigned a year-end performance evaluation rating ("Year-End Evaluation") of one of the following:

   1. Effective, or
   2. Developing, or
   3. Needing Support.

F. The year-end performance evaluation rating shall be based upon a holistic assessment and evaluation of the evaluation criteria. In order to be rated effective, a teacher must, at a minimum, do the following: demonstrate significant student growth; demonstrate mastery of the subject they teach; implement rigorous lesson plans; set clear expectations for student behavior; monitor and respond to behavior in respectful/effective manner; develop learning activities that are highly suitable, engaging, challenging, with differentiation for all students; use assessment results to plan for future instruction; support school improvement plan; take active leadership to facilitate the effective implementation of the school improvement plan; use technology in a consistent manner to support instructional goals.

G. A teacher may receive an overall performance evaluation effectiveness label of Needing Support if:

   1. The teacher receives an Ineffective/Needing Support rating in any evaluation domain;

2. The teacher's deficient performance (in the judgment of the Evaluator(s)) is so pervasive that it substantially interferes with the teacher's ability to perform their responsibilities as an educator, regardless of the evaluation ratings in any other evaluation domain.

F. Absent exceptional circumstances, as determined solely by the Chief Human Resource Officer, a teacher shall not receive an overall year-end performance evaluation effectiveness label of Effective during an academic year in which the teacher exhibits one (1) or more of the following: incurring excessive absences or absences in violation of District attendance policies; excluding absences allowed pursuant to state or federal law or district approved absences; being placed on and continuing on an individualized development plan ("IDP") for a reason other than being a probationary teacher; and failing to improve performance in any category under which an IDP is established.

G. Teachers who go on excused leaves of absence prior to the 60th day of the school year and do not return during the school year shall receive an evaluation rating of "incomplete."

H. The Year-End Evaluation shall be completed using the Evaluation Tool and Form approved by the Board of Education and will be based upon an assessment of the following evaluation criteria ("Criteria"):

1. Individual performance shall consist of but is not limited to all of the following:

    a. Evidence of student growth. Beginning the 2024-2025 school year, 20% of the year-end evaluation shall be based on student growth and assessment data or student learning objectives metrics as defined by MCL 380.1249(6)(a).

    b. The teacher's demonstrated pedagogical skills, including at least a special determination concerning the teacher's knowledge of his or her subject area and the ability to impart that knowledge through planning, delivering, rigorous content, checking for and building higher-level understanding, differentiating, and managing a classroom; and consistent preparation to maximize instructional time.

    c. The teacher's management of the classroom, manner and efficacy of disciplining pupils, rapport with parents and other teachers, and ability to withstand the strain of teaching.

    d. The teacher's attendance and disciplinary record, if any.

2. Significant, relevant accomplishments and contributions. This factor shall be based on whether the individual contributes to the overall performance of the school by making clear, significant, relevant contributions above the normal expectations for an individual in his or her peer group and having demonstrated a record of exceptional performance.

3. Relevant special training. This factor shall be based on completion of relevant training other than the professional development or continuing education that is required by the employer or by state law, and integration of that training into instruction in a meaningful way.

I. In addition to the Criteria measuring effectiveness, the Year-End Evaluation for a probationary teacher shall include an assessment of the teacher's progress in meeting the goals of his or her IDP.

J. In addition to the Criteria measuring effectiveness, the Year-End Evaluation for a tenure teacher on an IDP will be based on multiple classroom observations (observations must be at least 15 minutes in duration, but may be longer as set forth in the P-CCS Teacher Evaluation Process, and one observation may be unscheduled) and shall include an assessment of the

teacher's progress in meeting the goals of their IDP. Teachers shall be observed at least twice during the school year.

K. Teacher evaluations prepared by the Evaluator(s) shall not be limited to the observations of the classroom visitations/observations, but may also include all aspects of the teacher as a professional staff member. Any observation of a teacher that is used in an evaluation shall be documented and provided to the teacher at the final conference.

L. Lesson plans communicating objective(s), connection to standard(s) and other aspects of any lesson prior to being observed or following an observation, if requested, must be submitted to the Evaluator(s) within one day of the request.

M. The observation shall include a review of the teacher's lesson plan, the state curriculum standard being used in the lesson, and pupil engagement in the lesson Beginning July 1, 2024, these items must be discussed during a post-observation meeting between the school administrator conducting the observation and the teacher, which should occur before the administrator provides written feedback of the observation. It is desirable that if practicable the post-observation meeting occurs within 10 school days of the observation.

The administrator will provide feedback after the observations within thirty (30) days of the observation and should provide preliminary suggestions for improvement. Beginning July 1, 2024, feedback must be provided in writing within thirty (30) calendar days and should provide preliminary suggestions for improvement.

N. Each teacher and administrator shall meet for a Post Evaluation Conference prior to the last work day in May to discuss the results of the annual year-end evaluation. Goals should be reviewed and discussed during the Post Evaluation Conference. The final teacher evaluation must include a final summative rating.

O. The District will provide a mid-year progress report for every teacher who is in the first year of probation or has received a rating of needing support or developing on the most recent year-end evaluation. The mid-year progress report may be based on two or more classroom observations completed no later than the first workday in February. It shall supplement and not replace the annual year-end evaluation. The mid-year report shall:

1. Be aligned with the teacher's individualized development plan;
2. Include specific performance goals and any recommended training for the remainder of the school year, as well as a written improvement plan developed in consultation with the teacher that incorporates the goals and training.

P. A mentor or coach shall be assigned to a teacher required to receive mid-year progress reports.

Q. Any probationary teacher and any tenure teacher who receives an evaluation rating of needing support, or developing on their Year-End Evaluation and who the District wishes to retain shall be provided with an IDP developed by the Evaluator(s) with a specific focus. The IDP will include a purpose, and a set of goals that will assist in improving effectiveness for the next school year. The purpose will include the specific rationale for implementation, including statements of concern. The goals will list a detailed plan for the teacher, as well as, support given by the administrator.

An IDP resulting from a Needing Support Year-End Evaluation rating shall require that the teacher make progress towards the individual development goals of the IDP within a specific time period, as set by the evaluator(s). In no event shall the IDP as provided hereunder, exceed 180 days. Nothing contained herein shall preclude the District or evaluator(s) from placing a teacher on an IDP at any time that an issue or concern regarding the performance of a teacher occurs.

R. After July 1, 2024, if a tenured teacher is rated as needing support, the teacher must be provided related to review of the evaluation, including a written response, the ability to request mediation by a

mediator trained in K-12 mediation, and when appropriate, utilization of the grievance process or binding arbitration as set out in MCL 380.1248.

The option to request mediation is available only to a tenured teacher that has requested a review of the evaluation by the Superintendent, has received a written response regarding the Superintendent's findings, and such response did not resolve the matter. The option to utilize the grievance process or binding arbitration is available only to a tenured teacher who receives 2 consecutive ratings of needing support.

S. A teacher who is rated as highly effective (before July 1, 2024) or effective (after July 1, 2024) on his or her 3 (three) most recent consecutive year-end evaluations may receive a year-end evaluation triennially which includes an observation cycle.

T. A tenured teacher who is not rated highly effective (before July 1, 2024) or effective (after July 1, 2024) shall return to year-end evaluations.

U. As of July 1, 2024, the following apply: Evaluations and feedback concerning the evaluation must be provided in writing to the teacher; if a written evaluation is not provided, the teacher is deemed effective; if required by circumstances described in MCL 380.1249, a teacher must be designated as unevaluated; and if a teacher receives an unevaluated designation, the teacher's rating from the immediately prior school year must be used.

V. After July 1, 2024, the student growth requirement shall be twenty percent (20%) of the evaluation rating and require decisions about the use of growth and assessments or school or student learning objectives. School or student learning objectives are defined by law: measurable long-term academic goals informed by available data that a SLO must be approved by the principal, teacher, and/or teacher team sets at the beginning of the school year for all students. The other eighty percent (80%) must be objective criteria. Performance evaluation must take into account student growth plus assessment data plus school or student learning objective metrics.

W. The District shall not assign a student to be taught in the same subject area for two (2) consecutive years by a teacher who has been rated as needing support on the teacher's two (2) most recent annual year-end evaluations. If the District is unable to comply with this and plans to assign a student to be taught in the same subject area for two (2) consecutive years by a teacher who has been rated as needing support on the teacher's two (2) most recent year-end evaluations, the Board will notify the affected student's parent/legal guardian in writing not later than July 15 preceding the beginning of the school year in which the student is assigned to the teacher. The notification shall include an explanation as to why it cannot comply. After July 1, 2024, if a teacher requests a review of the teacher's evaluation under the amendments to the statute, the Board must not issue the notification until the review process is complete.

ARTICLE XXIV

TEACHER DISCIPLINE

Whenever it becomes necessary to discipline a member of the staff, the Superintendent shall utilize related procedures described in the current negotiated agreement and the following principles and procedures.

A teacher may only be discharged, demoted or otherwise disciplined for a reason that is set forth in MCL 38.101 (1) , currently not arbitrary or capricious. If the statute is amended the standard will be incorporated herein as allowed by law. In all instances, discipline, discharge and demotion shall occur in accordance with the statutory requirements under the Teacher Tenure Act and the Revised School Code.

A. Except as otherwise provided within MCL 38.101a of the Teachers' Tenure Act, the discharge, demotion or discipline of any Staff Member may be made only for a reason that is not arbitrary or capricious.

B. Oral or written notice will be given by the administration to the Staff Member of any incident, complaint, or charge that may form the basis for the investigation and any potential disciplinary action.

C. If the complaint alleges child abuse or neglect, the matter shall be reported to Child Protective Services.

D. The Staff Member shall be provided with written notice of the time, date, and location of the meeting to provide the Staff Member with an opportunity to respond.

E. A Staff Member represented by an exclusive bargaining agent under the Public Employment Relations Act shall, upon request, be entitled to union representation at any investigative meeting that the Staff Member reasonably believes could result in disciplinary action.

F. The Superintendent (or designee) is authorized to place a Staff Member on paid administrative leave pending the completion of a disciplinary investigation of the alleged or suspected offense, infraction or misconduct. Administrative leave under this provision is not regarded as a disciplinary measure or penalty.

G. If it is determined that the Staff Member has engaged in an offense, infraction, misconduct, or other behavior warranting discipline, the administration's decision as to the level of discipline shall be guided by principles including but not limited to the following:

    1. The adequacy and credibility of the evidence derived from investigation.

    2. The seriousness of the offense, infraction or misconduct.

    3. The Staff Member's prior disciplinary and/or employment record

    4. The existence of any relevant aggravating or mitigating factors.

H. Disciplinary measures may include but are not limited to: oral warning, written warning, written reprimand, paid or unpaid suspension, and discharge. Nothing in this regulation shall require that the disciplinary measures identified herein be applied progressively or sequentially. The District reserves the right, in its sole discretion, to apply disciplinary sanctions it deems appropriate to the specific set of circumstances or facts.

I. The full grievance process outlined in Article V of this agreement is to be applied for all discipline through Section V.2.E.c, the Superintendent level. Only suspensions of 2 days or more without pay shall be eligible for binding arbitration as described in section V.2.E.d.

ARTICLE XXV

DUES/PAC PAYROLL DEDUCTION

A. Under JANUS v. AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES, COUNCIL 31, ET AL. Neither an agency fee nor any other payment to the Association may be deducted from a nonmembers' wages, nor may any other attempt be made to collect such a payment unless the employee affirmatively consents in writing to pay. If the employee consents to the payroll deduction in writing the following procedures apply.

B. This Article shall become effective on August 1 of the year the Association notifies the Employer of its intent to implement payroll deduction of Association dues, assessments, and/or political action committee (PAC) contributions for all locals affiliated with the Michigan Education Association.

C. Any bargaining unit employee may voluntarily become a member of the Association. A member of the Association or an employee who has applied for membership may sign and deliver to the Association a signed form authorizing the payroll deduction of dues, assessments, and/or contributions to the Association and/or its PAC. Said authorization if received in a hard copy signed form or an electronically signed form provided by the Association shall be accepted and processed by the Employer.

   The Employer shall process payroll deduction forms received from members within 10 (ten) days, when practicable, of receipt. Such authorizations shall continue in effect from year-to-year unless revoked in writing by the member under procedures administered by the Association.

   Pursuant to such authorization, the Employer shall deduct one-eighteenth (1/18th) of total dues, assessments, and/or contributions from the regular salary check of the bargaining unit member each month for nine (9) months, beginning in the first paycheck in October and ending in the second paycheck in June of each year. The per pay deduction amount shall be calculated and remitted to the District by the Association.

   After October 10th, to have a deduction begin on the next payroll of the month the Association must notify the District by the end of the regular pay cycle for that month, which is typically seven (7) calendar days before the pay date.

   If the payroll deduction amounts change within the course of any school year, the Association shall provide to the Employer a payroll change form for any affected member to apply within 10 (ten) days, when practicable, of receipt to any remaining pays per the deduction schedule defined above.

D. Upon receipt of authorized payroll deductions for Association dues, assessments, and contributions to the Association and/or its PAC, the Employer shall transmit these payments to the Michigan Education Association via provided ACH within 10 days, when practicable, of when the payroll deduction took place.

   Accompanying the distribution of payments will be a separate report for each bargaining unit indicating the specific categorical (dues, MEA assessment, MEA-PAC/NEA Fund for Children) amounts attributable to each employee with the employee's name, employee ID number (if applicable), payroll ID number (if different than employee ID). The Association will provide an Excel template for the ease of reporting this information. This Association-specific report shall be provided

via email to the Association within 10-days, when practicable, as an Excel attachment. It is desirable to have both the ACH payment and the Excel attachment sent on the same day.

E. In the event of any legal action against the Employer brought in a court or a complaint in any administrative agency because it complied with this Article, the Association agrees to defend, indemnify and hold harmless the Employer and its Board of Education , employees, agents or representatives in such action, at its own expense and through its own counsel, The Association also agrees that in any action so defended, it will indemnify and hold harmless the Employer and its Board of Education , employees, agents or representatives in such action, from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a consequence of the Employer's compliance with this Article provided:

1. The Employer gives timely notice as soon as practicable after being served of such action to the Association and permits the Association intervention as a party as allowed by law if it so desires and

2. The Employer Cooperates with the Association and its counsel in securing and giving evidence, obtaining witnesses, and making relevant information available at both trial and appellate levels as required by law and

3. The Association shall have complete authority to compromise and settle all claims which it defends under this section after giving written notice to the employer.

ARTICLE XXVI

DURATION

This Agreement and each of its provisions shall be effective as of August 25, 2026 and shall continue in full force and effect until August 15, 2029.

Negotiations for a subsequent agreement will commence at least ninety (90) days prior to the expiration of this Agreement.

Except as provided in the paragraph above, neither party shall demand any modification to any provision of the Agreement except by mutual agreement. Parties agree to proof the contract within 4 weeks of the receipt of the draft.

This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

IN WITNESS WHEREOF, the party hereunto set their hands and seals this 25th day of August 2026.

Plymouth-Canton Education Association

James Lockwood

James Lockwood, P-CEA President

Seth Furlow

Seth Furlow, MEA UniServ Director

Louis Haddad

Louis Haddad

Charles Hameline

Charles Hameline

Isabelle Gasparovic

Isabelle Gasparovic

Dannon McGuire

Dannon McGuire

Christine Rushlow

Christine Rushlow

Jamie Lewis

Jamie Lewis

Plymouth-Canton Community Schools

Abdul Madyun

Abdul Madyun, Chief HR Officer

Lisa Anglin

Dr. Lisa Anglin, Executive Director of HR

Jill Minnick

Jill Minnick, Chief Finance and Operations Officer

Jennifer Curry

Jennifer Curry, Chief Academic Officer

David Comsa

David Comsa, Legal Counsel

APPENDIX A

WAGE SCALE

2026–2027 TEACHER SALARY

One Full Step — 2026-27

STEP	BA	MA	MA+30
1	$50,045	$52,968	$54,218
1.5	$51,505	$54,433	$55,683
2	$52,745	$55,897	$57,147
2.5	$53,986	$57,361	$58,611
3	$55,225	$58,825	$60,075
3.5	$56,466	$60,290	$61,540
4	$57,706	$61,753	$63,003
4.5	$58,946	$63,218	$64,468
5	$60,186	$64,681	$65,931
5.5	$61,426	$66,145	$67,395
6	$62,667	$67,611	$68,861
6.5	$63,906	$69,074	$70,324
7	$65,147	$70,538	$71,788
7.5	$66,388	$72,003	$73,253
8	$67,627	$73,467	$74,717
8.5	$68,867	$74,931	$76,181
9	$70,108	$76,394	$77,644
9.5	$71,347	$77,859	$79,109
10	$81,891	$82,500	$84,000
10.5	$83,119	$86,417	$87,917
11	$84,348	$90,333	$91,833
11.5	—	$94,250	$95,750
12	—	$98,167	$99,667
12.5	—	$102,083	$103,583
13	—	$106,000	$107,500

2027–2028 TEACHER SALARY

One Full Step — 2027-28

STEP	BA	MA	MA+30
1	$51,546	$54,557	$55,845
1.5	$53,050	$56,066	$57,353
2	$54,327	$57,574	$58,861
2.5	$55,606	$59,082	$60,369
3	$56,882	$60,590	$61,877
3.5	$58,160	$62,099	$63,386
4	$59,437	$63,606	$64,893
4.5	$60,714	$65,115	$66,402
5	$61,992	$66,621	$67,909
5.5	$63,269	$68,129	$69,417
6	$64,547	$69,639	$70,927
6.5	$65,823	$71,146	$72,434
7	$67,101	$72,654	$73,942
7.5	$68,380	$74,163	$75,451
8	$69,656	$75,671	$76,959
8.5	$70,933	$77,179	$78,466
9	$72,211	$78,686	$79,973
9.5	$73,487	$80,195	$81,482
10	$84,348	$84,975	$86,520
10.5	$85,613	$89,010	$90,555
11	$86,878	$93,043	$94,588
11.5	—	$97,078	$98,623
12	—	$101,112	$102,657
12.5	—	$105,145	$106,690
13	—	$110,000	$111,557

*Bargaining unit members who have been continuously employed, including being on a contractually granted leave of absence, since December 2010 that will *not* be at the top of their salary scale at the beginning of the 2026-2027 school year after receiving the full step increase will be moved to the top of their salary scale to begin the 2026-2027 school year.

All staff who work in an ancillary position listed below shall be compensated under the MA30 lane of the collective bargaining agreement wage scale, as long as they have demonstared to the District that they have a valid Masters Degree from an accredited institution, regardless of the number of graduate credit hours were required to obtain said degree.

The list below is not exhasutive. If a new position is created that is not reflected below, and in order to fill this position a Masters Degree is required, the employee hired to fill this role shall also be placed on the appropriate step within the MA30 lane of the wage scale.

Psychologist
Social Worker
Occupational Therapist
Speech and Language Intervention
Physical Therapist

2026-2027

- New wage scale
- All employees move up 1 full step*

2027-2028

- Full step for all employees
- 3% increase to all steps on BA, Steps 1-12 on MA/MA30
- 3.78% Increase to Step 13 on MA/MA30

2028-2029

Wage Reopener—Salaries Only

Early Childhood Teachers	
Step	**step increase in 26-27 and 27-28**
Step 1	$22.10
Step 2	$22.70
Step 3	$23.33
Step 4	$23.61
Step 5	$24.08
Step 6	$24.56
Step 7	$25.05
Step 8	$25.55

Salary Schedule - Fringe Benefits

All school district nurses shall be entitled to all fringe benefits as outlined in the Master Agreement.

A. HEALTH PROGRAM

The Board reserves the right to select the third party administrator and to bid prescription drug rider. The district will notify PCEA leadership of bid opening dates to allow PCEA representatives to attend the yearly bid opening meeting.

For the 2026-2027 school year and beyond, the plan year for all medical plans is changing from September – August to January – December. This change will require a new open enrollment that will occur sometime in the fall of 2026 for the new plan year starting January 1, 2027.

For medical benefit eligible employees covered by this agreement not electing medical coverage, a cash in lieu of medical benefit payment.

Cash In Lieu: $2,000 up to 320 members.

If insurance opt outs surpass 320 members, the parties will meet to reassess value and determine if a new bracket should be added.

Paid in two installments annually, first pay date in December and first pay date in June.

1. The Plymouth-Canton Community Schools agrees to adhere to the hard cap provision set forth in PA152. The district will pay for health care expenditures, not including any employer contribution to an HSA, each year not to exceed the hard cap limits set forth in PA152, for all full-time employees. Employees who are insured through the district program will contribute the amount that exceeds the hard cap limit. These contributions will be payroll deducted. *See Appendix H for details.*
2. Personnel hired prior to the opening of school will be covered as of the date of school opening. Those hired after school has begun will be covered the first day of employment following such employment provided proper application in writing has been made in advance.

3. All health coverage plans will include uncapped annual and lifetime outpatient mental health coverage.
4. A Flexible Spending Account for employee contributions has been established to include medical related expenses and dependent care expenses in accordance with the I.R.S. regulations.
5. The Board will offer teachers an opportunity to enroll in Short Term Disability coverage. Cost of this coverage and any associated fees will be the responsibility of the employee and will be processed through a payroll deduction plan on a post-tax basis. Employees may enroll at any time.
6. The school district shall offer a Section 125 POP (Premium only Plan)
7. A standing healthcare committee shall be developed beginning with the 2024-2025 school year. The committee shall include the PCEA president, the MEA UniServ Director, two appointees from the PCEA membership, the Chief Human Resources Officer, and three (3) administrative appointees. The committee shall meet quarterly to discuss, in part, trends in costs, plan utilization, rate changes, plan year, 2011 PA 152, special revenue fund reserves, and coverages. The committee shall review formal cost proposals from Michigan Education Special Services Association, as well as any additional quotes obtained by the District, on an annual basis.

   The above healthcare committee shall review and discuss plan options, plan year, and proposals from carriers, including Michigan Education Special Services Association, to recommend a comprehensive health plan.

B. DENTAL PROGRAM

1. Plymouth-Canton Community Schools' Board of Education shall pay the cost of dental coverage up to full family coverage. *See Appendix H for details.*

2. Dental coverage will begin on the first day of the month following employment.

C. LONG-TERM DISABILITY PROGRAM

For all persons covered by this Agreement, the Board agrees to pay one-hundred percent (100%) of the cost of an income protection insurance policy which shall provide sixty-six and two-thirds (66- 2/3%) percent of gross earnings, after a ninety (90) calendar day waiting period, less any amounts paid or payable under Worker's Compensation Insurance and full disability benefits received from Social Security and Retirement Benefits limited by the express terms of an insurance policy presently in force in the school district. This shall include the following maximum monthly benefits: $4,500.

Long-term disability insurance coverage will begin on the first day of the month following employment.

The board will pay six (6) months of health insurance for teachers on long-term disability beyond the twelve (12) weeks of Family Medical Leave Act (FMLA).

D. VISION PROGRAM

The Board agrees to pay vision coverage (VSP2 or equivalent) for all persons covered by this agreement on an internal and external coordination of benefits basis. Vision program coverage will begin on the first day of the month following employment. *See Appendix H for details.*

E. LIFE INSURANCE

The Board agrees to pay Term Life Insurance coverage.

Employees will have the option to enroll in additional voluntary life insurance with the premiums to be paid through payroll deduction on a post-tax basis.

F. CREDIT HOURS

The Board agrees to pay annually for each semester hour of credit earned at an accredited college or university an amount of $30 per semester hour.

1. Semester hours earned after the Bachelor Degree + 18 hours, to a limit of twelve (12) hours, after receipt of a current valid provisional teaching certificate.

2. Semester hours earned after the Master's Degree, or which have been taken simultaneously with semester hours which result in the grant of the Master Degree, to a limit of thirty (30) hours.

   Credit must be a part of a program toward a higher degree, must be taken in a field of study directly related to their teaching assignment, or, must have the approval of the Superintendent, or their designee. Teachers must have their official transcripts in the Superintendent's, or their designee's, office not later than October 31 in order to receive salary credit for the year. Qualifications for payment on an advance salary schedule shall result in such change at a semester point, upon evidence of completion.

   Additional semester hours credit over those previously approved shall have been completed after the effective date of the previous collective bargaining agreement between the parties.

G. COLLEGE TUITION

The Board agrees to pay the tuition for college credit hours beyond the M.A. + thirty (30) if the application for approval is signed by the Superintendent, or their designee.

H. PAID LEAVE DAYS

1. The Board agrees to grant paid leave days for the purpose of illness of the teacher or an immediate family member, bereavement, religious holiday, and personal business each year.

2. A personal illness day is a day for personal illness or medical appointment which prohibits an employee from reporting to work.

3. A family illness day is a day for family illness or medical appointment which prohibits an employee from reporting to work.

4. Immediate family members for family illness shall be defined as spouse, mother, father, child, step-mother, step-father, step-child, siblings, mother/father/daughter/son-in-law, grandparents, or any other individual for whom the teacher is legal guardian.

5. First and second year probationary teachers shall be granted 10 days per year. Third, fourth- and fifth-year teachers shall be granted 12 days per year. Teachers with six or more years of service in the Plymouth-Canton Community Schools shall be granted 15 days per year. This time will be prorated for teachers who take unpaid leave days based on the number of days on payroll divided by the number of total work days that year multiplied by the number of days the teacher is entitled to receive.

6. All Personal Business days are deducted from the accumulated paid leave bank of the teacher.

7. Leave policy to include accumulative to 180 days.

8. Summer school teachers will not receive leave time for their teaching, but may use their accumulated sick leave bank on a fractional-day charge.

I. PERSONAL BUSINESS DAY

Four of the allotted paid leave days may be used as personal business days each year. These days do not require approval to use, except under certain conditions as outlined in the section below.

1. Requesting Personal Business Days

    a. Teachers should request a personal business day at least three (3) work days in advance, except in emergencies.

    b. Personal business days cannot be taken immediately before or after school holidays, vacation periods, or summer break. Special permission will be granted for attending weddings, graduations, moving a child/dependent to college/university, or at the discretion of the Human Resources Department. The decision is final.

    c. Requests for leave days before or after holidays or vacation must be made five workdays in advance. These requests are subject to approval and will result in unpaid leave

2. Specific Conditions

    a. Personal business days can be approved by the Human Resources Department for use during the first five (5) days of the school year for specific reasons (weddings, graduations, moving a child to college) or at the discretion of the Human Resources Department. This decision is final.

    b. No personal business days are granted on the first day students are in class. If an exception is made for a covered reason, it will be unpaid.

    c. During the first five (5) days of school, with five (5) working days' notice, up to 15 requests for personal business days can be approved on a first-come, first-served basis, depending on substitute availability. Additional requests may be approved at the discretion of the Human Resources Department. The decision is final.

3. PCEA Personal Business Day Bank

    a. PCEA Personal Business Day Bank cannot be used immediately before or after school holidays, vacation periods, or summer break.

    b. After using their allotted personal business days, teachers can apply for additional days from the PCEA Personal Business Day Bank to use for legitimate personal business that cannot be conducted outside of the regular school day.

    c. Teachers contribute half a day from their leave bank to a collective PCEA Personal Business Day Bank, up to a maximum of 500 days.

    d. If the bank falls below 100 days, teachers shall contribute additional days.

4. Once in a Career Paid Leave Day(s)

    After using their allotted personal business days, teachers can apply for up to ten (10) additional days from their own paid leave bank to be converted to personal business days. The request must be made to the Human Resources Department for approval at least ten

(10) business days in advance. This request shall only be allowed once ever in the career of a teacher.

J. RELIGIOUS HOLIDAY

The following guidelines will be followed as it pertains a teacher's request to use personal leave days on religious holidays.

1. Teachers who request an absence on an acknowledged religious holiday, must record in the attendance system five (5) days in advance of the absence.
2. If there are questions or concerns, the Human Resources Administrator or designee may contact the employee for clarifying information.
3. Absences used for observance of religious holidays will be deducted from the teacher's paid leave bank; however, these absences will not constitute a personal business day as provided in the Master Agreement.

K. RETIREMENT ALLOWANCE

In appreciation for services to the school district, a retirement payment of one hundred dollars ($100) per year of service, to the District, shall be paid upon retirement, provided the teacher shall have been employed in the school district for at least ten (10) years and is eligible and has made application with the Michigan Office of Retirement Services OR is a member of the Defined Contribution Plan. Payment will be made upon evidence that application has been made with reasonable assurance that the retiring teacher qualifies. This is for bona fide retirement and does not apply to other separations.

L. VOLUNTARY RETIREMENT COMPENSATION

Any teacher who retires shall be given a Voluntary Retirement Compensation pay of $7,500. This payment is in addition to other retirement benefit payments specified.

A teacher must have ten (10) years of teaching experience in P-CCS to be eligible for the benefits described in this section, submit a written resignation letter via email to the District, explicitly stating that they are retiring, and specify the effective date of their retirement in that letter.

Retirement means the teacher must make application for benefits under the MPSERS (Michigan Public School Employee Retirement Services) OR be a member of the Defined Contribution Plan, with reasonable assurance that the employee qualifies and cannot service the Plymouth-Canton Community Schools in any future paying capacity without the approval of the Superintendent. This section applies to bona fide retirement and does not apply to other separations or conditions that are not purely voluntary in nature.

M. 403(b) SPECIAL PAY PLAN

Plymouth-Canton Community Schools, the employer, has adopted a 403(b) special pay plan. Therefore, the following items currently in P-CCS/PCEA Master Agreement, voluntary retirement compensations, retirement allowance, and any other "special pays" (tax qualified and retirement severance pays) will be paid through Plymouth-Canton Community Schools 403(b) Special Pay Plan.

For those employees participating in the 403(b) plan, who are less than 55 years of age in the year

of separation of service, will have 60 days from the day of 403(b) special pay payment to be held harmless. The 403(b) special pay plan allows for a "hold harmless" provision for those under 55 years of age who liquidate their account. The plan sponsor, Plymouth-Canton Community Schools, will make the individual whole with regard to the IRS penalty of 10% on the special pay plan distribution amount.

N. 20 PAY / 24 PAY PLAN

All contract teachers will be paid on a twenty-four (24) pay plan extending for a twelve (12) month period. Teachers may exercise the option of being paid on a twenty (20) pay plan extending for a ten-month period, if they sign such an option form prior to August 15. Option will be on a continued basis unless changed by the employee by the proper time limitation. Pay dates will be scheduled for the tenth (10^{th}) and twenty-fifth (25^{th}) of each month. If any of these dates falls on a Saturday, Sunday or banking day, the pay date will be on the first previous banking day.

Should legislation change the starting date of the school year, upon the enactment of the new legislation, the parties agree to re-open discussions regarding the pay plan and pay dates.

All members of the PCEA will participate in a direct deposit program with any financial institution(s) of their choice.

O. PAYROLL DEDUCTION

The Board agrees to continue to make voluntary payroll deductions from the salaries of teachers according to existing practices, and any other, as approved by the administration, including Credit Union, U.S. Savings Bonds, Tax Sheltered Annuities and Community Fund.

Commencing January 1, 2009, IRS rules and regulations place the responsibility on the school district of monitoring all 403(b) carriers and school district employees to ensure compliance with IRS guidelines. To assist the parties in this process, a third-party administrator (TPA) has been selected.

All current 403(b) providers (including flow through providers) that sign an information sharing agreement will be allowed to continue as vendors. The district will provide the PCEA with the plan document or its successor prior to any adoption of the same.

The parties further understand and agree that the regulations regarding the administration of the 403(b) plan continues to evolve, and it is the intent of the parties to comply with all legal requirements. A joint committee with representatives from the administration and from the PCEA will evaluate and recommend changed to the current plan and/or vendors at least once a year.

Roth 403(b) and 457 tax-deferred retirement plans will be available to employees.

P. LONGEVITY PAY

The teacher longevity stipend will be as follows:

For 2026-2027 – 2028-2029 School Years:

Beginning the 11th year of teaching in the district, a stipend $500.00 annually, until-

Beginning the 16th year of teaching in the district, a stipend $1,300.00 annually, until-

Beginning the 21st year of teaching in the district, a stipend of $1,800.00 annually, until-

Beginning the 26th year of teaching in the district, a stipend of $2,300.00 annually, until -

Beginning the 31st year of teaching in the district, a stipend of $2,800.00 annuall.

Teachers whose date of hire falls prior to January 1st shall receive their longevity pay on the second pay period in September. Teachers whose hire date is January 1st or later shall receive longevity pay in January.

For purposes of longevity determination only, any unpaid leaves of absence that are one full school year will not count toward the accumulation of the longevity stipend.

Q. FAMILY MEDICAL LEAVE ACT (FMLA)

1. Statutory FMLA: Teachers are entitled to leave under the Family and Medical Leave Act (FMLA) in accordance with federal law. Nothing in this section shall be interpreted to expand or modify statutory FMLA eligibility requirements.
2. Contractual Medical Leave: Beyond the minimum requirements of the FMLA, the parties agree that a tenured teacher scheduled to work at least 900 hours (approximately 0.7 FTE) shall be eligible for a Contractual Medical Leave.
3. Concurrency: Any leave taken under this section that also qualifies as FMLA leave shall run concurrently with the teacher's statutory FMLA entitlement. Contractual Medical Leave shall provide the same protections and benefits as provided by the FMLA for the duration of the leave.
4. Eligibility Calculations: For the purpose of determining eligibility for Contractual Medical Leave, actual hours worked shall be counted toward the 900-hour requirement. Unpaid absences shall not count toward eligibility.

R. PCEA SICK BANK

It is hereby agreed by and between the Plymouth-Canton Board of Education and the Plymouth-Canton Education Association as follows:

1. Teachers with 166 to 180 days in their personal leave banks at the beginning of each school year will donate only those newly loaded days which total in excess of over 180 days to the PCEA sick bank. If the bank falls below 500 days, the PCEA has the right to assess individual contributions from its members to whatever extent is needed.

2. A sick bank committee will govern the use of the bank. The committee will consist of two (2) individuals appointed by the Human Resources Administrator and two (2) individuals appointed by the PCEA President. The committee will convene whenever a request by a teacher is made for use of days from the bank. The request must be in writing by the teacher

to the Human Resources Administrator with a copy to the PCEA President. The committee will make its decision by secret ballot vote. A majority of the committee must approve all use of bank days and the decision of the committee shall be final.

3. Requests will be considered for catastrophic situations which are sudden, unexpected, or of a long-term nature. The bank is not intended to remove the obligation and expectation that sick leave is to be used only as needed and that each teacher must be accountable for the amount of sick time they may have accumulated. The committee will consider requests for use of the bank provided:

    a) The personal sick leave accumulation and 30-day extension will be exhausted.

    b) Use of the bank days will cease when the teacher becomes eligible for long-term disability coverage.

4. Teachers who deplete their paid leave bank may write a letter to the PCEA President and the PCCS Human Resources Administrator and request a loan of five (5) sick days. These days will be granted with the teacher repaying all five (5) days back to the PCEA sick bank from their new allotment of sick days the following school year.

5. In exceptional individual circumstances, the sick bank committee will meet to discuss potential reasonable exceptions to access days not specifically covered in the above paragraphs. The decision of access will not be subject to the grievance procedure.

6. Any bargaining unit member taking an approved Parental Leave, Disability Maternity Leave, or Adoption Leave pursuant to Article XIII shall be granted fifteen (15) days from the PCEA Sick Bank. The Sick Bank Committee shall process the request administratively and such requests shall not be subject to committee approval or denial.

7. Recognizing that educators in their first years of employment have had limited opportunity to accumulate paid leave, bargaining unit members in their first three (3) years of employment with the District may apply for up to ten (10) days per school year from the PCEA Sick Bank after exhausting all accumulated sick leave and personal business leave. Requests under this provision shall be reviewed by the Sick Bank Committee. No member shall receive more than ten (10) Sick Bank days per school year under this provision.

S. SPECIAL EDUCATION LONGEVITY PAYMENT

1. Eligibility
   Bargaining unit members assigned full-time to an Act 18-funded self-contained special education classroom, as designated by the District's Student Services Department, shall be eligible for the longevity stipend described below.

2. Longevity Stipend

   Effective with the 2026-2027 school year, eligible bargaining unit members shall receive an annual longevity stipend based on their consecutive years of service in eligible assignments as follows:

Consecutive Years in Eligible Assignment	Annual Stipend
Completion of one (1) year	$2,000
Completion of three (3) years	$3,500
Completion of five (5) or more years	$5,000

The maximum annual longevity stipend shall be $5,000.

3. Service Credit

   a. Longevity shall be calculated based on consecutive years of service in one (1) or more eligible assignments within Plymouth-Canton Community Schools.

   b. Effective for the 2026-2027 school year, employees with three (3) or more years of prior service in eligible assignments shall be placed at the three-year stipend level and shall advance thereafter based on continued service in eligible assignments.

   c. A break in service from an eligible assignment of one (1) full school year or more shall reset the employee's longevity calculation, unless otherwise mutually agreed to by the District and the Association.

4. Proration

   An employee who is assigned to or removed from an eligible assignment during the school year shall receive a prorated stipend based on the portion of the work year served in the eligible assignment.

5. Additional Compensation

   The longevity stipend provided in this section shall be paid in addition to all other compensation, including but not limited to salary schedule placement, Schedule B stipends, Schedule C stipends, and any other contractual compensation.

6. Funding Contingency

   The longevity stipend established by this section is contingent upon the continued availability of Act 18 categorical funding provided through Wayne RESA. Should such funding be reduced, discontinued, or otherwise become unavailable, the District's obligation to pay the stipend shall cease at the conclusion of the fiscal year in which the funding reduction or elimination occurs.

T. SPECIAL EDUCATION ENDORSEMENT REIMBURSEMENT PROGRAM

1. Purpose

   The District shall provide reimbursement for approved costs associated with obtaining a special education endorsement in order to increase the number of qualified special education teachers within the District.

2. Eligibility

   A bargaining unit member who agrees to accept and serve in a special education teaching assignment while completing the requirements for a special education endorsement may apply for reimbursement under this section.

   Participation in the program shall require prior approval by the District. In reviewing applications, the District may consider staffing needs, program needs, employee qualifications, performance evaluations, and other relevant factors. District decisions regarding approval or denial of participation shall be final and shall not be subject to the grievance procedure.

3. Reimbursable Expenses

   The District shall reimburse approved participants for reasonable and necessary costs associated with obtaining a special education endorsement, including:

   Tuition;
   Required fees; and
   Required course materials.

   To receive reimbursement, the employee must submit documentation of payment, receipts, and proof of successful course completion within sixty (60) calendar days of the expense being incurred or course completion, whichever is later.

   Reimbursement shall be made following verification of the required documentation by the District.

4. Service Commitment

   A bargaining unit member who receives reimbursement under this section and subsequently obtains a special education endorsement shall remain employed by the District in a special education teaching assignment for a period of five (5) years following endorsement completion.

5. Repayment Obligation

   An employee who voluntarily resigns from District employment or voluntarily transfers out of a special education teaching assignment before completing the five-year service commitment shall repay a prorated portion of the reimbursement received.

   The repayment amount shall be calculated as follows:

   Repayment Amount = Total Reimbursement Received × (Months Remaining in Service Commitment ÷ 60)

   No repayment shall be required if:

   1. The employee is involuntarily separated from employment;
   2. The District reassigns the employee from a special education teaching assignment; or
   3. The employee is unable to continue employment for reasons otherwise approved by the District.

6. Assignment Rights

   Obtaining a special education endorsement shall not guarantee assignment to a special education teaching position. Assignment and placement decisions shall remain the sole responsibility of the District, consistent with this Agreement.

7. Funding

   The reimbursement program established by this section shall be subject to available funding. The District reserves the right to suspend acceptance of new participants when funding is unavailable.

8. Tax Liability

   Any reimbursement provided under this section shall be subject to applicable federal and state tax laws and regulations.

U. SHARED TIME PROGRAM

Shared Time teachers are defined as those employees employed to teach in the Shared Time Program.

The following provisions shall apply to these teachers.

1. Each Shared Time teacher will be paid at the hourly rate equal to 84% of the BA Step 1 per diem hourly rate for each class period taught. Adequate travel time will be incorporated into the teacher's schedule. Individuals will not be paid for travel time between separate buildings assignments.

2. Shared time teachers will work the calendar year as determined by the schools involved in the Shared Time Program.

3. If required in-service is provided, Shared Time teachers will be paid at their hourly teaching rate for time spent in attendance. Shared Time teachers will receive the number of professional development hours as required by the State of Michigan. These hours will be used throughout the year based on the shared time calendar. All activities must be approved in advance by the Shared Time administrator.

4. Shared Time teachers will accrue seniority in the Shared Time Program. Shared Time teachers will not accrue seniority in the K-12 program.

5. The District will provide a seniority list of the Shared Time teachers by May 1st of each school year. The list will include each Shared Time teacher's date of hire, certification(s), and FTE Status.

6. Shared Time teachers will be given on a yearly basis the following hours of sick time. This bank includes sick time, personal business, and bereavement. Beginning with the first fiscal year of employment, Shared Time teachers will earn paid sick leave of 6 hours for each month of service to a max of 60 hours prorated to hours worked per week (see chart below). Shared Time teachers may bank unused sick time up to 200 hours. An employee hired the first (1st) through the fifteenth (15th) day of the month will earn 6 hours (prorated) for that month. An employee hired after the fifteenth (15th) day of the month will earn ½ of the hours (prorated) for that month.

Hours Taught Per Week	Sick Time Earned	Hours Earned/Month
25+	60 Hours	5 hours
20-24	50 Hours	4 hours
15-19	40 Hours	3 hours
10-14	30 hours	2 hours
5-9	10 Hours	1 hour
Less than 5	0 Hours	0 hours

7. Shared Time teachers will be paid their hourly rate for scheduled classes that are canceled by the sending school. Teachers will be expected to report for an alternative assignment.

8. When Shared Time teachers are required to attend activities outside of their scheduled workday, payment for time spent will be based on the established hourly rate. Such activities may include, but are not limited to Open House, scheduled Parent/Teacher conferences, meetings with or at sending schools, etc. All activities must be approved in advance by the Shared Time administrator.
9. Shared Time Teachers who work 20 or more hours shall be eligible for single-subscriber health care benefits which are available to other PCEA members pursuant to Appendix H of the collective bargaining agreement between the board and PCEA. Shared Time Teachers who work 30 or more hours shall be eligible to purchase dependent coverage.

POLICY STATEMENTS for APPENDICES B and C

A. It is agreed that the building principal or their designee, after conferring with other necessary persons within the building, will declare positions open. All Appendix B positions will be posted with the minimum qualifications listed for the position.

B. It is agreed that teachers holding positions listed or referred to on B and C appendices in order to maintain them on a continuous basis in subsequent years need not reapply for these positions provided that the assigned duties are performed satisfactorily and that no substantial evidence to the contrary is presented by the supervising administrator prior to June 30TH. Should any teacher not wishing to hold their current B and C assignment in the following year, notification of same must be given to the supervising administrator.

C. The appropriate administrator has the responsibility to see that the assigned duties are performed satisfactorily.

D. Any duties and responsibilities of Schedule B and C positions shall be considered supplemental assignments and shall be performed outside of the regular duties of their teaching assignment.

E. A P-CCS teacher who meets the posted qualifications of the vacancy and is equal to non-staff applicants, shall be given preference over non-staff members. A staff member is an individual who is employed in a regular teaching assignment within the district, excluding Appendices B and C positions, ad hoc positions, and per diem positions.

F. All P-CCS teachers who apply for an Appendix B position will be interviewed. If a P-CCS Teacher applies for a coaching assignment and meets the minimum qualifications as posted, that member will be hired. If more than one member applies for a coaching position, the decision will be made by the administrator in charge of the program. Teachers not hired for any Appendix B position will be provided with the reason(s) for their denial.

G. Except for good causes (i.e., participation, available money, qualified teacher, etc.) all assignments of the B and C appendices will be filled.

H. Any changes whatsoever must be approved by the Human Resources Administrator and President of PCEA.

APPENDIX B

A. Each position in Appendix B has been assigned a percentage of BA Step 1 rate.

1. Current positions with a current rate greater than the percentage rate will continue to receive their current rate until the amount of the percentage rate exceeds their current rate or until the person resigns from the position.

B. For high school athletic positions only, the coach would receive the listed rate for the first five years in the position. Beginning the 6th year in one area (sport), the coach would receive an additional 1%. Beginning the 11th year in one area (sport) they would receive an additional 1.5%.

- Tier 1 1-5 years percentage rate
- Tier 2 6-10 years =percentage rate + 1%
- Tier 3 11+ years =percentage rate + 1.5%

C. For middle school athletic positions only, the coach would receive the listed rate for the first five years in the position. Beginning the 6th year in one area (sport), the coach would receive an additional .5%. Beginning the 11th year in one area (sport) they would receive an additional .75%. Effective 2026/27 school year, coaches will be placed on the correct longevity tier based on current coaching tenure.

- Tier 1 1-5 years = percentage rate
- Tier 2 6-10 years = percentage rate + .5%
- Tier 3 11+ years = percentage rate + .75%

For middle school athletic positions only coaches will be compensated based on the percentage rate.

D. NO person may hold the Head and Assistant positions in the same activity.

E. Guidelines for establishing position on the salary schedule for riders shall include, but not be limited to the following:

1. Job description
2. Length of assignment
3. Vacation time involved
4. Equipment responsibility
5. Students involved
6. Scouting assignments
7. Level of community participation/response
8. Off-season preparation
9. Health and safety responsibility (training)
10. Legal liability
11. Time beyond contractual day
12. Training or certification in area

F. The Board and Association agree that the various categories and positions for extracurricular activities may need to be updated and corrected.

1. The parties agree that a Joint Committee of not more than three (3) persons appointed by the Association and three (3) persons appointed by the administration shall review all the categories and positions. Any recommended adjustment of Appendix B and C by the committee shall be made no later than April 1 of the school year prior to implementation.

2. At a building level K-12, if an Appendix B position is not currently active, the building chairs

and building principal, and/or their designee, shall meet and come to agreement to reassign designated funds to other positions, not listed.

G. In regards to riders for extra duty stipends, the following is understood:

1. All known rider assignments for extracurricular duties of a yearly nature, shall be distributed and determined by October 1 of the school year.

2. Such signed riders must be submitted to the Human Resources Department no later than October 7.

3. Payment of such riders shall be by lump sum of any retroactive adjustment and the balance shall then appear as a regular prorated amount in paychecks for the balance of the year, beginning with the last pay in October.

4. It is our commitment to hold to these dates and deadlines barring any uncontrollable or unforeseen circumstances.

Appendix B
P-CEP Athletic Program

Sport	Position	Percentage Rate	# Positions
B Basketball	Head Varsity (1)	10.25%	3.00
B Basketball	Junior Varsity (1)	7.25%	3.00
B Basketball	9th Grade (1)	7.25%	3.00
B Cross Country	Head Varsity (1)	9.25%	3.00
B Cross Country	Varsity Assistant (1)	6.25%	3.00
B Cross Country-contingent	Varsity Assistant-contingent (50-75 part)	6.25%	3.00
B Golf	Head Varsity (1)	9.25%	3.00
B Ice Hockey	Head Varsity (1)	10.25%	3.00
B Ice Hockey	Assistant Varsity (1)	7.25%	3.00
B Lacrosse	Head Varsity (1)	9.25%	3.00
B Lacrosse	Junior Varsity (1)	6.25%	3.00
B Soccer	Head Varsity (1)	9.25%	3.00
B Soccer	Junior Varsity (1)	7.25%	3.00
B Soccer	9th Grade (1)	6.25%	3.00
B Swim/Dive	Head Varsity (1)	10.25%	3.00
B Swim/Dive	Asst./Diving (1)	7.25%	3.00
B Swim/Dive	Varsity Assistant (1)	7.25%	3.00
B Swim/Dive-contingent	Varsity Assistant-contingent (50-75 part)	7.25%	3.00
B Tennis	Head Varsity (1)	9.25%	3.00
B Tennis	Varsity Assistant (1)	6.25%	3.00
B Tennis-contingent	Varsity Assistant-contingent (50-75 part)	6.25%	3.00
B Track & Field	Head Varsity (1)	9.25%	3.00
B Track & Field	Varsity Assistant (1)	6.25%	3.00
B Track & Field	Track/Assistant (1)	6.25%	3.00
B Track & Field	Varsity Asst. PV (split B/G) (.5)	3.25%	1.50
B Track & Field-contingent	Varsity Assistant-contingent (75-100 part)	6.25%	3.00

B Volleyball	Head Varsity (1)	9.25%	3.00
B Volleyball JV or 9th grade	Junior Varsity or Freshman (1)	7.25%	3.00
Baseball	Head Varsity (1)	9.25%	3.00
Baseball	Junior Varsity (1)	6.25%	3.00
Baseball	9th Grade (1)	6.25%	3.00
Bowling (B&G)	Head Varsity (B&G)	9.25%	3.00
Competitive Cheer	Head Varsity	10.25%	3.00
Competitive Pom	Head Varsity (1)	10.25%	3.00
Football	Head Varsity (1)	12.25%	3.00
Football	Varsity Assistant-Canton HS (5)	7.25%	5.00
Football	Varsity Assistant-Plymouth HS (5)	7.25%	5.00
Football	Varsity Assistant-Salem HS (5)	7.25%	5.00
Football	9th Grade (1)	7.25%	3.00
Football	9th Grade/JV Head (1)	7.25%	3.00
Field Hockey	Head Varsity (1) for PCEP	9.25%	1.00
Field Hockey	Assistant Varsity (1) for PCEP	7.25%	1.00
G Basketball	Head Varsity (1)	10.25%	3.00
G Basketball	Junior Varsity (1)	7.25%	3.00
G Basketball	9th Grade (1)	7.25%	3.00
G Cross Country	Head Varsity (1)	9.25%	3.00
G Cross Country	Varsity Assistant (1)	6.25%	3.00
G Cross Country-contingent	Varsity Assistant-contingent (50-75 part)	6.25%	3.00
G Flag Football	Head Varsity (1) for PCEP	9.25%	1.00
G Flag Football	Assistant Varsity (1) for PCEP	7.25%	1.00
G Golf	Head Varsity (1)	9.25%	3.00
G Ice Hockey	Head Varsity (1.0) for PCEP	10.25%	1.00
G Ice Hockey	Assistant Varsity (1.0) for PCEP	7.25%	1.00
G Lacrosse	Head Varsity (1)	9.25%	3.00
G Lacrosse	Junior Varsity (1)	6.25%	3.00
G Soccer	Head Varsity (1)	9.25%	3.00
G Soccer	Junior Varsity (1)	7.25%	3.00
G Soccer	9th Grade (1)	6.25%	3.00
G Swim/Dive	Head Varsity (1)	10.25%	3.00
G Swim/Dive	Asst./Diving (1)	7.25%	3.00
G Swim/Dive	Varsity Assistant (1)	7.25%	3.00
G Swim/Dive-contingent	Varsity Assistant-contingent (50-75 part)	7.25%	3.00
G Tennis	Head Varsity (1)	9.25%	3.00
G Tennis	Junior Varsity (1)	6.25%	3.00
G Tennis-contingent	Varsity Assistant-contingent (50-75 part)	6.25%	3.00
G Track & Field	Head Varsity (1)	9.25%	3.00
G Track & Field	Varsity Assistant (1)	6.25%	3.00
G Track & Field	Track/Assistant (1)	6.25%	3.00
G Track & Field	Varsity Asst. PV (split B/G) (.5)	3.25%	1.50
G Track & Field-contingent	Varsity Assistant-contingent (75-100 part)	6.25%	3.00
G Volleyball	Head Varsity (1)	9.25%	3.00

G Volleyball	JV or 9th grade (2 per HS)	7.25%	6.00
Gymnastics	Head Varsity (1)	10.25%	3.00
Gymnastics	Varsity Assistant (1)	7.25%	3.00
Sideline Cheer	Head Varsity (1)	5.25%	3.00
Sideline Pom	Head Varsity (1)	5.25%	3.00
Softball	Head Varsity (1)	9.25%	3.00
Softball	Junior Varsity (1)	6.25%	3.00
Unified Sports-PCEP	Head Coach (1)	9.25%	1.00
Unified Sports-PCEP	Assistant (1)	6.25%	1.00
Wrestling	Head Varsity (1)	10.25%	3.00
Wrestling	Varsity Assistant (1)	7.25%	3.00
Wrestling-contingent	Varsity Assistant-contingent (50-75 part)	7.25%	3.00

Longevity P-CEP Athletic Program

Tier 1	1 - 5 Years = Percentage Rate
Tier 2	6 - 10 Years = Percentage Rate + 1%
Tier 3	10+ Years = Percentage Rate + 1.5%

Non-Cut Sport Additional - Swim, Cross Country, Wrestling, Tennis
50 - 75 Participants = 1 additional assistant
75 - 100 Participants = 2 additional assistants

Non-Cut Sport Additional - Track and Field
75 - 100 Participants = 1 additional assistant
100 - 125 Participants = 2 additional assistants
125+ Participants = 3 additional assistants

Appendix B
Middle School Athletic Program

Sport	Percentage Rate	# Positions
G Basketball Coach	4.25%	5.00
B Basketball Coach	4.25%	5.00
Coed Swimming Coach	4.25%	15.00
Coed Swimming Coach- contingent additional (above ratio 25:1)	4.25%	
Coed Diving Coach	4.25%	5.00
G Volleyball Coach	4.25%	5.00
B Volleyball Coach	4.25%	5.00
Coed Track Coach	4.25%	15.00
Coed Track Coach- contingent additional (above ratio 40:1)	4.25%	
Coed Wrestling Coach	4.25%	5.00
Coed Wrestling Coach- contingent additional (above ratio 25:1)	4.25%	
Coed Cross Country Coach	4.25%	10.00
Coed Cross Country Coach- contingent additional (above ratio 50:1)	4.25%	

Longevity for MS Athletic Program	
Tier 1	
1-5 Years	Percentage Rate
Tier 2	
6-10 Years	Rate + 0.5%
Tier 3	
10+ Years	Rate + 0.75%

Appendix B
Activities Riders

P-CEP Activities	Percentage Rate	# Positions
Marching Band – PCEP	12.00%	3
Assistant Marching Band Dir. – PCEP	5.25%	6
Color Guard Director	8.25%	1
Color Guard Assistant Director	5.25	1
Drama - Director Park Players- PCEP	10.25%	1
Drama - Associate Director Park Players- PCEP	8.25%	1
Drama- Park Players Assistants	5.25%	4
National Honors Society Advisor – PCEP	10.25%	3
Congress Leader-Canton, Plymouth, Salem	11.25%	3
Instrumental Music - PCEP	8.25%	3
E Sports - PCEP	3.25%	1
Powerlifting - PCEP	3.25%	1
Robotics Advisor – PCEP	10.50%	1
Assistant Robotics Advisor- PCEP	5.25%	2
Orchestra - PCEP	8.25%	1
Jazz band – PCEP	8.25%	1
Winter Percussion- PCEP	8.25%	1
Vocal Music - PCEP	8.25%	2
Class Sponsor - 12th Grade - Canton, Plymouth, Salem	1.25%	3
Class Sponsor - 11th Grade - Canton, Plymouth, Salem	1.25%	3
Class Sponsor - 10th Grade - Canton, Plymouth, Salem	1.25%	3
Class Sponsor - 9th Grade - Canton, Plymouth, Salem	1.25%	3
PEP BAND - PCEP	2.25%	3
Debate -PCEP	3.25%	3
Model UN – PCEP	3.25%	1
DECA - Canton, Plymouth, Salem	3.25%	3
HOSA- PCEP	3.25%	2
Forensics - PCEP	3.25%	1
Science Olympiad Advisor- Canton, Plymouth, Salem	3.25%	3
Math Olympiad Advisor- Canton, Plymouth, Salem	3.25%	3
Mock Trial- Canton, Plymouth, Salem	3.25%	3
Gourmet Club-PCEP	3.25%	2
Quiz Bowl- PCEP	2.25%	1
Diversity Council-PCEP	2.25%	1
Key Club- PCEP	3.25%	2
University of Michigan Summer Youth Dialogues Advisor	1.75%	1
Business Professionals of America- PCEP	2.25%	1
Link Crew Coordinator (Canton, Plymouth, Salem)	9.25%	3
PCEP Activities Coordinator	3.25%	1

Starkweather Activities		
Key Club – Starkweather	1.75%	1
Middle Activities	Percentage Rate	Positions
Athletic Liaison-MS	6.25%	5
Student Activity Director – MS	3.25%	5
Vocal – MS	3.25%	5
Band – MS	3.25%	5
Orchestra – MS	3.25%	3
Drama – MS	2.50%	5
Student Publication-MS	3.25%	5
National Junior Honors Society Advisor – MS	6.25%	5
Robotics-MS	2.25%	5
Science Olympiad Advisor – MS	2.25%	5
Math Counts Advisor-MS	2.25%	5
eSports – MS	3.25%	5
Overnight Trip Coordinator	1.00%	10
Overnight Trip Coordinator – contingent 4+ nights	.50%	
WEB	6.25%	5
Elementary Activities		
Elementary Enhancement Leaders	3.50%	14
Overnight Trip Coordinator	1.00%	14
Robotics	2.25%	14
Student Publications	2.25%	14
Music Performance (minimum of two after hours)	1.50%	10

In addition to Appendix B, sponsors of clubs and activities at our K-12 buildings will be compensated at a flat rate of $500 per year, provided that the club or activity has met the activity requirements and guidelines established. The maximum number of clubs at the elementary and middle schools will be determined by figuring one (1) club for every 100 students enrolled at each school. Each school shall have stipends for no fewer than 7 clubs per year**.** In the event the number of clubs in a school is less than the minimum number, the stipends may be combined providing larger club status guidelines have been met as determined by the appropriate administrator and/or their designee and the PCEA building chairs.

At the elementary and middle school levels, the number of clubs will be as follows based on student enrollment after the first official count day of the year:

- 1-699 Students: 7 clubs
- 700-799 Students: 8 clubs
- 800-899 Students: 9 clubs
- 900-999 Students: 10 clubs

The list of clubs will be reviewed and maintained on a yearly basis. A full list of approved clubs and activities will also be maintained with the PCEA President and in the Human Resources Department. New clubs will be added after the general requirements are met.

APPENDIX C

A. The elementary school representative leaders will receive a yearly stipend of $2,200. The following areas will have one representative/leader per building: Young 5's-2nd Grade, 3rd-5th grade. The following areas will have one representative/leader per district: Art, Innovation, Media, Music, and Physical Education.

   The middle school representative leaders will receive a yearly stipend of $2,200. The following areas will have one representative/leader per building: Language Arts, Social Studies, Math, Science, Practical Arts, and M.S. Building Support.

   The high school representative leaders will receive a yearly stipend of $2,200. The following areas are part of this agreement: Life Management Education, World Language, Mathematics, English, Counseling, Physical Education, Social Studies, Art Education, Career and Technical Education, Journey/Growth Program, Science, and Special Education.

   Up to 10 District Special Education Representative Leaders, as determined by the Special Education Standing Committee, will be paid a yearly stipend of $2,200.

   All School Representative Leader positions shall be posted with the minimum qualifications for the position and require an application process. Release time for curriculum activities may be approved by the building principal.

B. The district shall maintain two (2) mentor/induction program coordinators, one at the elementary level and one at the secondary level. The mentor/induction program coordinators will receive a yearly stipend of $4,000.

C. Teachers who are assigned to an extra class will receive 20% of their contract.

Extra Pay Items—Miscellaneous Rate Sheet

Category	Task	Rate	Time	Notes
Supervision	Class Sub Coverage	$53.33	class period	$1.07 / minute for Starkweather class rate. Daily Premier Sub rate, divided by six (6), multiplied by 2. (Example: If the daily rate is $160.00 per day, the formula would be $160.00 / 6 X 2 = $53.33 for the period.)
	After-school chaperone	$40.00	per event	
	AM/ PM Duty	$15.00	per event	20 min per event
	Breakfast Duty	$15.00	per event	
	Lunch Duty/ Lunch Academic Support/ Lunch Detention	$30.00	per lunch	
	Detention (AM/ PM)	$35.00	per event	Saturday Detention = $105
	Overnight Curricular School Trip Chaperone	$60.00	per night	For staff chaperones not already provided for in the collective bargaining agreement.
	K-8 Special Beyond the School Day Event Stipend	$2,500.00	per building	Each school will receive a special event stipend of $2500 per school year. The stipend is capped at $200 for any one event and $600 for any one individual per year per school. The stipend will be allocated at the discretion of the principal for the planning and coordination of events not already provided for in the collective bargaining agreement.
Professional Learning	Voluntary PD attendance outside of work hours	$25.00	per hour	
	Required PD attendance outside of work hours	per diem	per hour	
	Curriculum Development outside of regular workday	$40.00	per hour	
	PD Facilitation/ Presentation outside of regular workday	$45.00	per hour	
	Preparation for PD Facilitation/ Presentation occurring during the regular workday	$40.00	per hour	Number of preparation hours can be up to the number of presentation hours
Educational Support	Kindergarten Orientation/ Initial Assessment	$45.00	per hour	
	Summer School/ Academy Teaching	$45.00	per hour	
	Title 1/ Grant Funded Academic Tutoring	$30.00	per hour	
	Assessment/ Test Proctoring outside of regular work day	$30.00	per hour	
	Family Involvement/ Orientation Meetings	$30.00	per hour	Excluding contracted responsibilities such as, but not limited to, Open House or Parent-Teacher Conferences
	Attending student focused meetings during planning period, beyond 10 per year. Not including discipline, evaluation, or IDP meetings.	$53.33	per planning period	For special education teachers, this is beyond the conference comp time listed in the contract.
	All of the above require prior written approval			

APPENDIX D

A. All teachers who perform assignments in excess of the regular school calendar and the normal teaching load as set forth in Article VI, Section H, will be paid at their per diem rate of pay (their base salary). Their per diem rate will be divided by six and a half (6.5) hours to determine an hourly rate. Teachers shall not be paid their per diem hourly rate for already established rates of pay for specific duties such as professional development, curriculum work, etc. which can be found in the miscellaneous rate sheet maintained by the payroll department of the district**.**

The hourly rate for all teachers shall be determined using the following formula:

(Contract salary) / (total teacher work days) / (6.5 hrs.)

APPENDIX E

PCEA TEMPORARY CONTRACT DEVIATION REQUEST FORM

Identified below is the process by which a PCEA temporary contract deviation may be accomplished. Each requirement must be met unless indicated otherwise.

1. In order to accomplish a building/department wide change that requires a deviation to the collective bargaining agreement, at least 75% of that building/department staff must agree by a secret ballot vote administered by the building/department administrator and a teacher designated by that building/department.

2. If the requisite 75% approve the recommended change, the recommendation must be submitted to the Continuous Improvement Committee (CIC) by submitting a copy of the attached form, including any minority reports, to the PCEA President and the Human Resources Administrator. The CIC:

    a. Shall consist of five (5) PCEA members appointed by the PCEA President and five (5) administrators appointed by the Board or its designee.

    b. Shall be limited to contractual issues only, and

    c. Shall be authorized, without ratification by its constituencies, to make and implement waivers to the collective bargaining agreement subject to the procedures identified in paragraph 3 below.

3. When a building/department level change, approved per the above, is submitted to the CIC at least 80% of the CIC cannot object to the plan in order for it to be implemented. The CIC shall:

    a. Review the plan for contract implications,

    b. Determine the required contract waivers,

    c. Approve, reject or request modifications of the proposal, and

    d. Oversee building/department level implementation of approved plans subject to the limitations in this process.

4. Each request for a temporary contract deviation must include:

    a. The attached Contract Deviation Request Form,

    b. The evaluation process of the requested deviation, and

    c. The requested length of time the deviation will be effect before it will be reviewed by the CIC.

It is understood that any and all contract deviations are individual deviations to the contract applicable only to that building/department. Approval of the contract deviation does not set a precedent nor establish a practice for future contract deviation requests of a similar or different name.

PCEA TEMPORARY CONTRACT DEVIATION
REQUEST FORM

BUILDING _____ ☐ New

DATE SUBMITTED _____ ☐ Renewal

STATEMENT OF DEVIATION:

MASTER AGREEMENT LANGUAGE AFFECTED BY DEVIATION:

ARTICLE _____ START DATE: _____

PAGE # _____ END DATE: _____

Decision making process by building ☐ YES ☐ NO

Consensus _____

RATIONALE FOR DEVIATION:

CRITERIA: A. What positive student outcome sought by this deviation?

B. What School Improvement goal and objectives are addressed by this deviation.

MINORITY VIEW:

BUILDING OUTCOME	**CIC COMMITTEE OUTCOME**
DECISION: _____ # OF YES VOTES	DECISION: _____ # OF YES VOTES
_____ # OF NO VOTES	_____ # OF NO VOTES
	Duration of Deviation _____
_____	_____
School Improvement Representative Date Building	CIC Representative Date
	CIC Co-Chairperson Date

APPENDIX F

GRIEVANCE REPORT FORM

Plymouth-Canton Education Association, MEA/NEA **Grievance No.**

At each Step submit two (2) copies for signature and acknowledgement of receipt. One (1) copy remains with the administrator; the other copy with the Association's Grievance Committee.

Building	Assignment	Name of Grievant

STEP ONE

A. DATE CAUSE OF GRIEVANCE OCCURRED:
   -
B. CONTRACT VIOLATION:
   - Article _____Section _____ Number _____Page _____
   -
C. STATEMENT OF GRIEVANCE:
   -
D. RELIEF SOUGHT:
   -

_____ _____
SIGNATURE OF GRIEVANT DATE

_____ _____
GRIEVANCE CHAIR DATE

_____ _____
GRIEVANCE CHAIR DATE

Delivered to the Administrator within 25 days of occurrence. DATE:_____

RECEIVED BY ADMINISTRATOR:_____

STEP TWO

Meeting with Administrator held: DATE:_____

RESPONSE (within 5 days of meeting): • GRANTED • DENIED • RESPONSE ATTACHED

_____ _____
SIGNATURE OF ADMINISTRATOR DATE

STEP THREE

Delivered to the Superintendent or designee (within 15 days of disposition). DATE :_____

Hearing with Superintendent or designee held. DATE:_____

Response: • GRANTED • DENIED • RESPONSE ATTACHED

_____ _____
SIGNATURE OF SUPERINTENDENT or DESIGNEE DATE

STEP FOUR

ASSOCIATION DECISION TO FILE FOR ARBITRATION.

_____ _____
SIGNATURE OF GRIEVANCE CHAIR DATE

_____ _____
SIGNATURE OF GRIEVANCE CHAIR DATE

APPENDIX G

SCHOOL IMPROVEMENT

A. The following school improvement process shall follow the Collaborative School Improvement Process model, including its assumptions and process, and the following will be in place:

1. Teachers shall comprise a majority of any school improvement team. The teacher representatives on the building level School Improvement Team will be elected by the teachers at that building.
2. The membership on the building level school improvement team will be revolving so that one-half of the team will be replaced at least every two years.
3. In order to accomplish a building wide change, at least 75% of the staff must agree.
4. Participation on a building school improvement team is voluntary and shall not be part of teacher's evaluation or otherwise be used to discipline teachers.

B. Continuous Improvement Committee

1. Membership on the CIC shall be 5 PCEA members appointed by its President, 5 Administrators appointed by the Superintendent. The CIC shall be limited in its jurisdiction to contractual issues only and shall not be considered a PA 25 committee. The CIC shall be authorized, without ratification by its constituencies, to make and implement waivers to the collective bargaining agreement subject to the conditions of (I) above.
2. When a building level change, approved by the building subject to (A) above, is submitted to the CIC, it shall:
    a. Review the plan for contract implications,
    b. Determine required contract waivers,
    c. Approve, reject or request modification of the proposal,
    d. Oversee building level implementation of approved plans subject to the limitations in (B.1) above.
3. At least 80% of the CIC cannot object to the plan in order for it to be implemented.

The parties acknowledge that the Collaborative School Improvement Process model is a first step towards the training of staff in site based decision-making.

APPENDIX H

Benefit Summary Sheet

Eligibility Period: None

HEALTH INSURANCE

Company: **Blue Cross Blue Shield**
Telephone: 1-800-637-2227 (claims & I.D. cards)
Internet address: www.bcbsm.com
Outside of Michigan: 1-800-810-BLUE (to locate an out of state provider)
Group: 71711

B*enefits*:

(SEE ATTACHED SHEET FOR PLAN CHOICE 1*, 2*, 3*, 4*, 5, 6, 6A, HSA 1 or HSA 2, HMO 1 or HMO 2)

*Plans 1-4 have been closed and will not accept any new enrollees. Members currently enrolled in Plans 1-4 can remain in their current plan or enroll in any plan that is 5 or higher.

Employee Cost: Amount above hard cap set by PA 152
Effective: Date of hire/end of eligibility period
Open Enrollment: November to be effective January 1
(Only time to enroll or add dependents if not done at the time of the event)
Benefit Year: January – December

Cash In Lieu: $2,000 up to 320 members
if insurance opt outs surpass 320 members, the parties will meet to reassess value and determine if a new bracket should be added.

For HSA eligible plans, members can choose to have a portion of their deductible frontload by the District to be repaid through payroll deductions in equal installments throughout the school year. The frontloading will occur in two installments, in January and July, and be equal to 25% of the deductible total for each installment

DENTAL INSURANCE

Company: BCBS Blue Dental PPO (www.mibluedentist.com)
Telephone: 1-888-826-8152
Group: #71757
Open Enrollment: May to be effective September 1
(Only time to enroll or add dependents, if not done at the time of the event.)
Effective: 1st of the month after date of hire

Benefits: 100/80/80 or 100/90/80/80 if dental PPO is used.
$2,000 annual max (Effective 10/1/21)
$2,000 lifetime ortho max (Effective 10/1/21)
Benefit year: September – August

LIFE INSURANCE

Company: CIGNA
FLX963665
Effective: End of eligibility period

Benefit: $40,000 Term Life (Effective 9-1-21)

LONG TERM DISABILITY

Company:	CIGNA
Group:	LK62601 - Class 1
Effective:	1st of the month after date of hire
Benefit:	90 calendar day qualifying period 66 2/3% of monthly salary, $6500 mo. Max

VISION INSURANCE

Company:	NVA (National Vision Administrators)
Telephone:	1-800-672-7723
Group:	8662
Open Enrollment:	November to be effective January 1 (One time to enroll or add dependents, if not done at the time of the event.)
Effective:	1st of the month after date of hire

BENEFITS	IN-NETWORK	OUT-OF-NETWORK
EXAM	Covered 100%	Up to $75
LENSES	Standard Glass or Plastic Covered 100%	Single Vision Up to $100 Bi-Focal Up to $100 Tri-Focal Up to $125 Lenticular Up to $125
LENS OPTIONS	Progressives (Standard) 100% Progressives (Premium) 100%	N/A N/A
FRAME	Covered up to $75 (20% discount off remaining balance over $75 allowance)	Up to $75
CONTACT LENSES	Up to $150 Retail Allowance (15% discount (Conventional) or 10% discount (Disposable) off remaining balance over $150)	Up to $150

Benefit year: January - December

EMPLOYEE ASSISTANCE PROGRAM

Company:	ULLIANCE
Telephone:	1-800-448-8326
	www.lifeadvisor.com

FINANCIAL ASSISTANCE PROGRAM

Company:	Your Money Line
Telephone:	1-833-890-4077
	yourmoneyline.com/pccsk12

FLEXIBLE SPENDING ACCOUNT

Company:	HealthEquity	Plan Year: September -- August
Telephone:	1-866-346-5800	

1/1/25

Plymouth Canton Community Schools

Plan Offering - TEACHERS

JANUARY 1, 2027 - DECEMBER 31, 2027

BCBS COMMUNITY BLUE PPO	Plan Choice #1 (FSA Compatible)		Plan Choice #2 (FSA Compatible)		Plan Choice #3 (FSA Compatible)		Plan Choice #4 (FSA Compatible)		Plan Choice #5 (FSA Compatible)		Plan Choice #6 (FSA Compatible)	
Plan Design	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
Deductible (Single/Family)	$100 / $200	$250 / $500	$500 / $1,000	$1,000/$2,000	$600 / $1,000	$1,000/$2,000	$1,250/$2,500	$2,500/$5,000	$1,450/$2,900	$2,900/$5,800	$2,000/$4,000	$4,000/$8,000
Office Visit / Urgent Care	$20 copay	70% after deductible	$20 copay	70% after deductible	$20 copay	60% after deductible	$30 copay	80% after deductible	$15 Office Visit/$40 Urgent Care	70% after deductible	$30 Office Visit/$80 Urgent Care	60% after deductible
Emergency Room	$100 copay (waived if injury or if admitted)	$100 copay (waived if injury or if admitted)	$100 copay (waived if injury or if admitted)	$100 copay (waived if injury or if admitted)	$150 copay (waived if injury or if admitted)	$150 copay (waived if injury or if admitted)	$150 copay (waived if injury or if admitted)	$150 copay (waived if injury or if admitted)	$150 copay (waived if injury or if admitted)	$150 copay (waived if injury or if admitted)	$250 copay (waived if injury or if admitted)	$250 copay (waived if injury or if admitted)
Preventive Care	100% (not subject to deductible)	Not Covered	100% (not subject to deductible)	Not Covered	100% (not subject to deductible)	Not Covered	100% (not subject to deductible)	Not Covered	100% (not subject to deductible)	Not Covered	100% (not subject to deductible)	Not Covered
Coinsurance	90% after deductible	70% after deductible	90% after deductible	70% after deductible	80% after deductible	60% after deductible	100% after deductible	80% after deductible	90% after deductible	70% after deductible	80% after deductible	60% after deductible
Coinsurance Maximum (Single/Family) Not Including	$500/$1,000	$1,500/$3,000	$1,000/$2,000	$2,000/$4,000	$1,500/$3,000	$3,000/$6,000	N/A	$3,000/$6,000	$1,000/$2,000	$2,000/$4,000	$1,500/$3,000	$3,000/$6,000
Prescription Drugs	$10 Generic $40 Brand $40 Non Preferred Brand (Mail Order x 1)	75% of approved amount; plus copays	$10 Generic $40 Brand $40 Non Preferred Brand (Mail Order x 2)	75% of approved amount; plus copays	$10 Generic $40 Brand $40 Non Preferred Brand (Mail Order x 2)	75% of approved amount; plus copays	$10 Generic $40 Brand $40 Non Preferred Brand (Mail Order x 2)	75% of approved amount; plus copays	$10 Generic $40 Brand $40 Non Preferred Brand (Mail Order x 2)	75% of approved amount; plus copays	$15 Generic $50 Brand 50% ($70 min/$100 max) Non Preferred Brand (Mail Order x 2)	75% of approved amount; plus copays
Out-of-Pocket Maximum In-Network includes applicable deductibles, coinsurance and copays. Out-of-Network excludes copays	$6,350 per member/$12,700 for 2 or more members per calendar year	$12,700 per member/$25,400 for 2 or more members per calendar year	$6,350 per member/$12,700 for 2 or more members per calendar year	$12,700 per member/$25,400 for 2 or more members per calendar year	$6,350 per member/$12,700 for 2 or more members per calendar year	$12,700 per member/$25,400 for 2 or more members per calendar year	$6,350 per member/$12,700 for 2 or more members per calendar year	$12,700 per member/$25,400 for 2 or more members per calendar year	$6,350 per member/$12,700 for 2 or more members per calendar year	$12,700 per member/$25,400 for 2 or more members per calendar year	$6,350 per member/$12,700 for 2 or more members per calendar year	$12,700 per member/$25,400 for 2 or more members per calendar year
	YEARLY PAYROLL DEDUCTION		YEARLY PAYROLL DEDUCTION		YEARLY PAYROLL DEDUCTION		YEARLY PAYROLL DEDUCTION		YEARLY PAYROLL DEDUCTION		YEARLY PAYROLL DEDUCTION	
Single	$9,255.60		$7,441.68		$6,341.28		$5,062.44		$3,899.52		$3,023.28	
2-Person	$17,842.44		$14,234.16		$12,030.84		$10,572.48		$8,153.52		$6,323.28	
Family	$25,740.96		$20,668.32		$17,639.04		$13,806.60		$10,643.76		$8,243.40	
	PER PAY DEDUCTION BEGINNING 1-10-27 (OVER 20 PAYS)		PER PAY DEDUCTION BEGINNING 1-10-27 (OVER 20 PAYS)		PER PAY DEDUCTION BEGINNING 1-10-27 (OVER 20 PAYS)		PER PAY DEDUCTION BEGINNING 1-10-27 (OVER 20 PAYS)		PER PAY DEDUCTION BEGINNING 1-10-27 (OVER 20 PAYS)		PER PAY DEDUCTION BEGINNING 1-10-27 (OVER 20 PAYS)	
Single	$462.78		$372.09		$317.07		$253.13		$194.98		$151.19	
2-Person	$892.13		$711.71		$601.55		$528.63		$407.68		$316.17	
Family	$1,287.05		$1,033.42		$881.96		$690.33		$532.19		$412.17	

JANUARY 1, 2027 - DECEMBER 31, 2027		
BCBS COMMUNITY BLUE PPO	Plan Choice #6A FSA Compatible	
Plan Design	In-Network	Out-of-Network
Deductible (Single/Family)	$2,000/$4,000	$4,000/$8,000
Office Visit / Urgent Care	$30 Office Visit/$60 Urgent Care (After Deductible)	60% after deductible
Emergency Room	$250 copay after deductible (waived if injury or if admitted)	$250 copay (waived if injury or if admitted)
Preventive Care	$0	Preventive Care
Coinsurance	80% after deductible	60% after deductible
Coinsurance Maximum (Single/Family) Not Including Deductible	$1,500/$3,000	$3,000/$6,000
Prescription Drugs (copays in network apply after deductible is met)	$15 Generic $50 Brand 50% ($70 min/$100 max) Non Preferred Brand (Mail Order x 2)	75% of approved amount; plus copays
Out-of-Pocket Maximum In-Network includes applicable deductibles, coinsurance and copays. Out-of-Network excludes copays	$6,350 per member/$12,700 for 2 or more members per calendar year	$12,700 per member/$25,400 for 2 or more members per calendar year
	YEARLY PAYROLL DEDUCTION	
Single	$1,592.64	
2-Person	$3,330.72	
Family	$4,341.12	
	PER PAY DEDUCTION BEGINNING 1-10-27 (OVER 20 PAYS)	
Single	$79.64	
2-Person	$166.54	
Family	$217.06	

JANUARY 1, 2027 - DECEMBER 31, 2027				
BCBS COMMUNITY BLUE PPO	Plan Choice #7 (BCBS HSA) HSA Compatible		Plan Choice #8 (BCBS HSA) HSA Compatible	
Plan Design	In-Network	Out-of-Network	In-Network	Out-of-Network
Deductible (Single/Family)	$2,000/$4,000	$4,000/$8,000	$2,600/$5,000	$5,000/$10,000
Office Visit / Urgent Care	80% after deductible	60% after deductible	80% after deductible	60% after deductible
Emergency Room	80% after deductible	60% after deductible	80% after deductible	60% after deductible
Preventive Care	100% (not subject to deductible)	Not Covered	100% (not subject to deductible)	Not Covered
Coinsurance	80% after deductible	80% after deductible	80% after deductible	80% after deductible
Coinsurance Maximum (Single/Family) Not Including Deductible	N/A	N/A	N/A	N/A
Prescription Drugs (copays for HSA plans apply after deductible is met)	$15 Generic $50 Brand 50% ($70 min/$100 max) Non Preferred Brand (Mail Order x 2)	75% of approved amount; plus copays	$15 Generic $50 Brand 50% ($70 min/$100 max) Non Preferred Brand (Mail Order x 2)	75% of approved amount; plus copays
Out-of-Pocket Maximum In-Network includes applicable deductibles, coinsurance and copays. Out-of-Network excludes copays	$3,000 per member/$6,000 for 2 or more members per calendar year	$6,000 per member/$12,000 for 2 or more members per calendar year	$4,000 per member/$8,000 for 2 or more members per calendar year	$8,000 per member/$16,000 for 2 or more members per calendar year
	YEARLY PAYROLL DEDUCTION		YEARLY PAYROLL DEDUCTION	
Single	$2,154.24		$1,708.32	
2-Person	$4,501.20		$3,572.52	
Family	$5,873.28		$4,661.76	
	PER PAY DEDUCTION BEGINNING 1/10/27 (OVER 20 PAYS)		PER PAY DEDUCTION BEGINNING 1-1-27 (OVER 20 PAYS)	
Single	$107.72		$85.42	
2-Person	$225.06		$178.63	
Family	$293.67		$233.09	

JANUARY 1, 2027 - DECEMBER 31, 2027		
BCBS BLUE CARE NETWORK HMO	Plan Choice #9 (BCN HMO) Compatible with FSA account	Plan Choice #10 (BCN HMO HSA) Compatible with HSA Account
Plan Design	In-Network	In-Network
Deductible (Single/Family)	$2,000/$4,000	$3,000 (need to meet before anything covered/$6,000 (2 or more members need to meet family deductible before anything is covered.
Office Visit / Urgent Care	$30 office visit/$65 urgent care copay	80% after deductible
Emergency Room	$300 copay (waived if injury or if admitted)	80% after deductible
Preventive Care	100% (not subject to deductible)	100% (not subject to deductible)
Coinsurance	80% after deductible	80% after deductible
Coinsurance Maximum (Single/Family) Not Including Deductible	$1,500 / $3,000	N/A
Prescription Drugs	$15 Generic $50 Brand 50% ($70 min/$100 max) Non Preferred Brand (Mail Order x 2)	$15 Generic after ded. $50 Brand after ded. 50% ($70 min/$100 max) Non Preferred Brand after ded. (Mail Order x 2)
Out-of-Pocket Maximum In-Network includes applicable deductibles, coinsurance and copays. Out-of-Network excludes copays	$6,350 per member/$12,700 for 2 or more members per calendar year	$4,000 per member/$8,000 for 2 or more members per calendar year
	YEARLY COST	YEARLY COST
Single	$2,245.44	$637.92
2-Person	$4,696.20	$1,329.60
Family	$6,122.16	$1,734.00
	PER PAY DEDUCTION BEGINNING 1/10/27 (OVER 20 PAYS)	PER PAY DEDUCTION BEGINNING 1-10-27 (OVER 20 PAYS)
Single	$112.28	$31.90
2-Person	$234.81	$66.48
Family	$306.11	$86.70

Plymouth-Canton Community Schools/PCEA

2026/27 Calendar

K-12 Full Day Teacher Set Up (No Students)	August 25, 2026
K-12 Full Day Professional Development (No Students)	August 26,2026
K-12 Half Day AM Professional Development (No Students)	August 27,2026
K-12 Half Day PM Teacher Set Up (No Students)	
K-12 Half Day AM Professional Development (No Students)	August 28,2026
K-12 Half Day PM Teacher Set Up (No Students)	
First Day for K-12 Students ½ Day AM	August 31,2026
K-12 ½ Day PM Teacher Set Up (No Students)	
Kdg. Student Only ½ Day AM	September 1 & 2 ,2026
Labor Day Break	September 4 – 7, 2026
K-12 Students ½ Day AM	October 30, 2026
K-12 PM Work Day	
K-12 Full Day Professional Development (No Students)	November 3, 2026
K-5 Students ½ Day AM	November 11 & 12, 2026
K-5 PM Parent-Teacher Conferences (No Students)	
Thanksgiving Break	November 25 – 27, 2026
K-5 Students ½ Day AM & ½ PM Records Day	December 9, 2026
Winter Break	December 21- January 1, 2027
Classes Resume	January 4, 2027
Grades 9-12 ½ Day AM Finals & ½ Day PM Work Day	January 13, 2027
6-12 Students ½ Day AM & PM Records Day (No Students)	January 14 & 15, 2027
MLK Holiday (No Staff or Students)	January 18, 2027
K-12 Full Day Professional Development (No Students)	January 19, 2027
K-12 Conference Comp. Day (No Staff or Students)	February 12, 2027
Mid-Winter Break (No Staff or Students)	February 15, 2027
K-12 Full Day Professional Development (No Students)	March 4, 2027
K-5 Students ½ Day AM & ½ PM Records Day	March 12, 2027
Spring Break	March 29 – April 2, 2027
Classes Resume	April 5, 2027
Grade 8 Testing AM & Grades 6-8 Students ½ Day PM	April 13, 2027
Grade 9-11 Testing AM ONLY	April 14, 2027
Grade 10-11 Testing AM & Grades 9-12 Students ½ Day PM	April 15, 2022
Memorial Day Weekend (No Staff or Students)	May 31, 2027
Grades 9-12 ½ Day AM Final Exams & ½ Day PM Work Day (No Students)	June 7, 2027
K-12 Students ½ Day AM	June 8 & 9, 2027
K-12 ½ Day PM Records Day (No Students)	

2026/27 Starkweather Calendar

Starkweather Calendar will deviate from the K-12 calendar in the following ways:

Q1: Monday, August 31, 2026 - Friday, October 30, 2026
- Monday 8/31: Schedule Pickup/Registration (No Students)
- Friday 10/30: Work Day (No Students)

Q2: Monday, November 2, 2026 - Friday, January 15, 2027
- Monday 11/2: Registration (No Students)
- Wednesday 1/13 and Thursday 1/14: Full Day for Staff and Students
- Friday 1/15: Records Day (No Students)

Q3: Monday, January 18, 2027 - Thursday March 25, 2027
- Wednesday 1/20: Registration (No Students)
- Thursday 3/25: Work Day (No Students)

Q4: Friday, March 26, 2027 - Wednesday, June 9, 2027
- Friday 3/26: Registration (No Students)
- Wednesday 4/14 and Thursday 4/15: Full Day for Students
- Monday 6/7 and Tuesday 6/8: Full Day for Staff and Students
- Wednesday 6/9: Records Day (No Students)

Plymouth-Canton Community Schools/PCEA

2027/28 Calendar

K-12 Full Day Teacher Set Up (No Students)	August 24, 2027
K-12 Full Day Professional Development (No Students)	August 25,2027
K-12 Half Day AM Professional Development (No Students)	August 26,2027
K-12 Half Day PM Teacher Set Up (No Students)	
K-12 Half Day AM Professional Development (No Students)	August 27,2027
K-12 Half Day PM Teacher Set Up (No Students)	
First Day for K-12 Students ½ Day AM	August 30,2027
K-12 ½ Day PM Teacher Set Up (No Students)	
Kdg. Student Only ½ Day AM	August 31 & September 1 ,2027
Labor Day Break	September 3 – 6, 2027
Fall Break	October 15 – 18, 2027
K-12 Students ½ Day AM	October 29, 2027
K-12 PM Work Day	
K-12 Full Day Professional Development (No Students)	November 2, 2027
K-5 Students ½ Day AM	November 10 & 11, 2027
K-5 PM Parent-Teacher Conferences (No Students)	
Thanksgiving Break	November 24 – 28, 2027
K-5 Students ½ Day AM & ½ PM Records Day	December 10, 2027
Winter Break	December 20- 31, 2028
Classes Resume	January 3, 2028
Grades 9-12 ½ Day AM Finals & ½ Day PM Work Day	January 12, 2028
6-12 Students ½ Day AM & PM Records Day (No Students)	January 13 & 14, 2028
MLK Holiday (No Staff or Students)	January 17, 2028
K-12 Full Day Professional Development (No Students)	January 18, 2028
K-12 Conference Comp. Day (No Staff or Students)	February 18, 2028
Mid-Winter Break (No Staff or Students)	February 21, 2028
K-12 Full Day Professional Development (No Students)	February 29, 2028
K-5 Students ½ Day AM & ½ PM Records Day	March 10, 2028
Spring Break	March 27 – 31, 2028
Classes Resume	April 3, 2028
Grade 8 Testing AM & Grades 6-8 Students ½ Day PM	April 11, 2028
Grade 9-11 Testing AM ONLY	April 12, 2028
Grade 10-11 Testing AM & Grades 9-12 Students ½ Day PM	April 13, 2028
Memorial Day Weekend (No Staff or Students)	May 29, 2028
Grades 9-12 ½ Day AM Final Exams & ½ Day PM Work Day (No Students)	June 7, 2028
K-12 Students ½ Day AM	June 8 & 9, 2028
K-12 ½ Day PM Records Day (No Students)	

2027/28 Starkweather Calendar

Starkweather Calendar will deviate from the K-12 calendar in the following ways:

Q1: Monday, August 30, 2027 - Friday, October 29, 2027
- Monday 8/30: Registration (No Students)
- Friday 10/29: Work Day (No Students)

Q2: Monday, November 1, 2027 - Wednesday, January 19, 2028
- Monday 11/1: Registration (No Students)
- Wednesday 1/12 - Friday 1/14: Full Day for Staff and Students
- Wednesday 1/19: Records Day (No Students)

Q3: Thursday, January 20, 2028 - Friday, March 24, 2028
- Thursday 1/20: Registration (No Students)
- Friday 3/24: Work Day (No Students)

Q4: Monday, April 3, 2028 - Friday, June 9, 2028
- Monday 4/3: Registration (No Students)
- Wednesday 4/12 and Thursday 4/13: Full Day for Staff and Students
- Wednesday 6/7 and Thursday 6/8: Full Day for Staff and Students
- Friday 6/9: Records Day (No Students)

APPENDIX I

CONTRACTUAL RIGHTS FOR ONLY ANCILLARY STAFF

The below provisions shall be read in addition to or in place of the terms already contained within 2024-2026 Agreement between the Plymouth-Canton Board of Education and the Plymouth-Canton Education Association, MEA/NEA.

The term "Teacher" as used in this Appendix shall be limited only to those members of the Plymouth-Canton Education Association, MEA/NEA, whose employment is **NOT** regulated by 1937 (Ex Sess) PA 4, MCL
38.71 to 38.191 or who are **NOT** teachers, as that term is defined in section 1 of article I of 1937 (Ex Sess) PA 4, MCL 38.7.

The following non-certified staff/positions are represented in this Appendix:

Psychologists
Social Workers
Nurses
Speech Pathologists
Counselors
Occupational Therapists
Physical Therapist

A. Article XXIV Preamble SHALL READ AS FOLLOWS:

1. No teacher shall be issued an oral warning, written reprimand, suspended, discharged or deprived of any compensation or professional advantage without just cause.

B. **ARTICLE IX, SECTION D, SHALL HAVE THE FOLLOWING INSERTED AS SUBSECTIONS (3) AND (4):**

1. Any derogatory materials to be included in a teacher's official personnel file shall be placed in the file within ninety (90) calendar days after the incident(s) occurred.

2. Materials in a teacher's personnel file may be removed upon their request in accordance with the following stipulations:

    a. After two (2) years of inclusion, the teacher may request the administrator to submit documentation that would negate any derogatory material included in the file, providing adequate changes have been demonstrated.

    b. If such adequate changes continue for an additional year, the derogatory material shall be removed from the teacher's personnel file.

    c. Derogatory materials that have been in the teacher's personnel file for three (3) years or more at the time of review may be removed without documentation and without the one (1) year waiting period, at the discretion of the building administrator and/or the Human Resources Administrator.

C. **ARTICLE XX, SHALL HAVE THE FOLLOWING SECTIONS ADDED AFTER SECTION A:**

1. Assignments within the ESY program shall be made on the basis of state certification and seniority in the Plymouth-Canton Community School System wherever possible. Teachers with the most seniority shall be given their choice of initial and/or open teaching and track assignments in their building, length of assignment, assignments of additional days of work beyond the days listed in the calendar and vacation periods, wherever possible.
2. No teacher shall be assigned into an ESY program without their consent except as outlined in this Section. Teachers shall be allowed to volunteer for an ESY assignment. If there are not enough volunteers to staff the ESY schools, then the Board may assign staff based upon seniority. Those teachers currently assigned to ESY schools, who elect not to teach in ESY shall be reassigned to existing openings by seniority. If there are no existing openings for which the teacher is certified then they may bump the lowest seniority teacher in the system in their field of certification.

D. **ARTICLE XXII, SHALL HAVE THE FOLLOWING SECTION ADDED AFTER SECTION B:**

1. Neither participation nor non-participation in these areas shall be a criterion for evaluation, discipline or discharge.

MEMORANDUM OF UNDERSTANDING
BETWEEN
PLYMOUTH-CANTON COMMUNITY SCHOOLS
AND
PLYMOUTH – CANTON EDUCATION ASSOCIATION

THIS MEMORANDUM OF UNDERSTANDING AND AGREEMENT (Agreement) is made by and between the Plymouth - Canton Community Schools (the "District") and the Plymouth – Canton Education Association (the "Association")

Master's Degree Wage Scale Movement

If a member of the Association earns a Master's Degree or higher, the following provisions govern how that employee is moved on the wage scales within the PCEA bargaining agreement:

1. **Less than 13 years of experience.** If the employee has less than 13 years of experience in Plymouth-Canton Community Schools, the employee shall move laterally from the BA scale to the same step on the MA scale. Any negotiated step increases shall then be applied, provided that notification and verification of the Master's Degree occurs by October 31 of the year the degree change occurred. For example, an employee on Step 7 of the BA scale with 7 years of District experience shall move to Step 7 of the MA scale, and then step on the MA scale if applicable.
2. **More than 13 years of experience, at the top of the BA scale.** If the employee has more than 13 years of experience and has reached the top of the BA scale, the employee shall be moved to the top of the MA scale. Notification and verification of degree completion must occur before October 31 for the change to take effect for the full school year.
3. **Late notification.** Any notification and verification of a degree change occurring after October 31 but before March 1 shall result in pay changes effective for the entirety of the second semester only. Any notification and verification after March 1 shall be applied for the following school year.

9-24-26 | 9/24/26

For the Association Date | For the District Date

MEMORANDUM OF UNDERSTANDING
Between
Plymouth-Canton Community Schools
and
Plymouth Canton Education Association

LETRS Training Stipend

This Memorandum of Understanding ("MOU") is entered into by and between PCCS and PCEA regarding compensation for employees participating in LETRS training.

1. **Eligibility**
   Beginning with LETRS Cohort 12 and continuing for all subsequent cohorts, bargaining unit members who successfully complete the optional LETRS training shall be eligible to receive a stipend pursuant to the terms of this agreement.
2. **LETRS for Elementary Educators**
   PCCS shall pay a stipend of Four Thousand Dollars ($4,000) to each eligible bargaining unit member upon successful completion of the LETRS training requirements.
3. **LETRS for Early Childhood Educators Stipend**
   PCCS shall pay a stipend of One Thousand Two Hundred Fifty Dollars ($1,250) to each eligible bargaining unit member upon successful completion of the LETRS for Early Childhood Educators training requirements.
4. **Funding Contingency**
   The parties acknowledge that the stipend outlined in this agreement is dependent upon continued grant funding at current levels. In the event grant funding is reduced, eliminated, or otherwise materially changed, PCCS reserves the right to cancel, modify, or renegotiate this agreement. Any such change shall be communicated to PCEA as soon as practicable.
5. **Duration**
   This MOU shall remain in effect unless modified or terminated by mutual agreement of the parties or due to changes in grant funding as described above.

For Plymouth-Canton Community Schools

Abdul Madjer

Date: 5/27/26

For Plymouth Canton Education Association

Date: 5-27-26

Agreed to on 6/19

MEMORANDUM OF UNDERSTANDING
Between
Plymouth-Canton Community Schools
and
The Plymouth-Canton Education Association

RE: Mentoring

This Memorandum of Understanding is entered into by and between Plymouth-Canton Community Schools ("District") and the Plymouth-Canton Education Association ("Association") regarding mentoring for teachers.

The parties agree as follows:

A. Mentoring Eligibility

Teachers shall qualify for a mentor under the following circumstances:

1. **Teachers in Their First Three Years of Classroom Teaching**
   A teacher in their first three (3) years of employment in classroom teaching shall be assigned, pursuant to the procedures below, to a master tenured teacher, college professor, or retired master teacher who will serve as mentor to the teacher for each of the three (3) years.

2. **Teachers New to the District**
   A teacher who is new to the District and has more than three (3) years of prior teaching experience shall receive a mentor for one (1) school year.

3. **Significant Change in Role or Job Description**
   A teacher who has a significant change in role or job description shall have the option of submitting a request to the Teaching and Learning Department for a mentor for one (1) year or for other appropriate support.

B. Mentor Compensation

Mentors may have up to a maximum of three (3) mentees.

1. **First-Year Teachers**
   Mentors supporting first-year teachers shall receive a stipend of one thousand dollars ($1,000.00).

2. **Second-Year Teachers**
   Mentors supporting second-year teachers shall receive a stipend of seven hundred dollars ($700.00).

3. **Third-Year Teachers, Experienced Teachers New to the District, or Teachers with a Significant Change in Role or Job Description**
   Mentors supporting third-year teachers, teachers with more than three (3) years

of experience in another district, or teachers with a significant change in role or job description shall receive a stipend of three hundred dollars ($300.00).

Example: A mentor assigned to one (1) first-year mentee and one (1) second-year mentee shall receive a mentoring stipend calculated as follows: $1,000.00 for the first-year mentee and $700.00 for the second-year mentee, for a total annual stipend of $1,700.00.

Stipends are intended to compensate mentors for responsibilities that extend beyond the contractual day, including but not limited to preparation for mentoring sessions, communication with mentees outside of the school day, participation in required mentor training, and completion of any required documentation.

C. Mentor Days and Release Time

Mentor days are intended to allow mentors and teachers to conduct classroom observations, coaching, collaborative planning, reflection, and other mentoring activities during the workday. Use of these days shall be determined by the mentor.

1. **Teachers in Their First Three Years of Teaching**
   If the teacher is in their first three (3) years of teaching, each mentor/teacher team shall be allowed to use up to five (5) mentor days over the three (3) years, with no more than two (2) mentor days in any one year.

2. **Mentor and Teacher in Different Buildings**
   If the mentor and new teacher are in different buildings, the mentor/teacher team shall be allowed to use up to nine (9) mentor days over the three (3) years, with no more than three (3) mentor days in any one year.

3. **Teachers with More Than Three Years of Experience**
   If the teacher has more than three (3) years of prior teaching experience, the mentor/teacher team shall be allowed to use up to two (2) mentor days.

4. **Teachers with a Significant Change in Role or Job Description**
   If the teacher has a mentor due to a significant change in role or job description, the mentor/teacher team shall be allowed to use up to two (2) mentor days.

D. Mentor Responsibilities

The mentor shall provide professional support and guidance to the teacher. Mentors are expected to attend and actively participate in the District's New Teacher Orientation, including meeting with assigned mentees, supporting onboarding activities, and assisting new teachers in understanding District expectations, curriculum, and professional responsibilities.

E. Appointment and Assignment of Mentors

Mentors shall be appointed as follows:

1. Participation as a mentor shall be voluntary.

2. Mentors must be tenured teachers.

3. Mentors will be assigned on an individual basis to a teacher and are expected to remain in the position for the duration of the mentorship period, unless the assignment is terminated pursuant to this MOU.

4. The Association shall be notified of teachers who require a mentor and the building location.

5. Tenured teachers who are interested in mentoring a new teacher shall submit a letter of intent to the Teaching and Learning Department by August 1 of each year. Selection of the mentor shall be at the discretion of the Teaching and Learning Department, with input from the building administrator, and does not need to be limited to those who submitted letters of intent.

6. Among some factors to be considered in the appointment of a mentor but not limited too: are certification, qualification, subject-area experience, grade-level experience, and recent experience teaching the applicable subject matter or assignment.

7. The mentor/mentee assignment shall be reviewed by the mentor, mentee, and principal after the first month and at the end of each school year. The mentor, mentee, or principal may terminate the arrangement after thirty (30) days with notice to the other two parties. If the assignment is terminated, the stipend shall be prorated.

F. Evaluation and Confidentiality Protections

Neither the mentor nor the teacher shall be permitted to participate in any matter related to the evaluation of the other.

Further, the mentor shall not be called as a witness in any grievance or administrative hearing involving the evaluation or work performance of the teacher to whom they have been assigned as a mentor.

In addition, the teacher shall not be called as a witness in any grievance or administrative hearing involving the evaluation or work performance of the mentor, if applicable.

G. Mentor Logs, Checklist, and SCECH Credit

A mentor checklist and mentor contact time log shall be provided to each mentor at the beginning of each year. A copy of both the log and checklist shall be submitted to the building administrator monthly.

The mentor log shall be submitted to the Teaching and Learning Department by May 31. Completion of the required logs shall allow the mentor and mentee to receive SCECH credit, up to maximum allowable by the MDE annually, if otherwise eligible.

H. Mentor Training

Mentors shall be required to attend two (2) hours of District-provided mentor training if they have not attended such training within the last three (3) years. Training shall be offered at different times near the beginning of the school year. Compensation for attendance at mentor training is included in the mentor stipend provided under this MOU.

I. New Teacher Induction and Orientation

The District shall provide a New Teacher Induction Program for all teachers in their first year of their teaching career. Attendance shall be mandatory. The PCEA will be invited to participate and present during the program.

All new teachers to the District shall be required to attend up to a six-hour orientation session in August before teachers report.

Teachers hired after the start of the school year shall be required to attend up to a three-hour orientation session. Additional sessions will be required.

J. Duration and Effect

This MOU shall become effective upon execution by the parties and shall remain in effect for the 2026-2027 school year. The parties shall meet before the expiration of this MOU to decide if this MOU will be continued beyond 2026-2027.

All other provisions of the collective bargaining agreement not modified by this MOU shall remain in full force and effect.

For the District:

Date: 8/4/26

For the Association:

Date: 8-4-26

MEMORANDUM OF UNDERSTANDING

Between
Plymouth Canton Community Schools
and
Plymouth Canton Education Association

The following understanding has been reached between representatives of the Plymouth-Canton Community Schools and the Plymouth Canton Education Association regarding multi-grade classrooms.

Section 1. Stipend Compensation

Any elementary classroom teacher assigned to teach a multi-grade classroom shall receive an annual stipend of $5,000. This stipend shall be paid in equal installments across regular pay periods for the duration of the multi-grade classroom assignment.

Section 2. Instructional Guidance Documents

The Teaching and Learning Department shall provide designated multi-grade classrooms with comprehensive guidance documents. These documents shall explicitly outline recommended methods, frameworks, and strategies for modifying and pacing the curriculum across the grades represented in the classroom.

Section 3. Optional Instructional Supports

Upon mutual agreement between the assigned staff member and building administration, additional support **may** be allocated to assist with the administration and instruction of the multi-grade classroom.**These optional supports may include, but are not limited to:**

- Academic Support Co-Teacher
- Additional Planning Time
- Paraprofessional Assistance (if available)

Any support provided does not need to be permanent, and can be provided on an ad-hoc basis. The duration of the identified support(s) will be determined by the classroom teacher and the building administrator.

For the District:
Abdul Madyun - PCCS Date: 8-12-26

For the Association:
James Lockwood - PCEA Date: 8-12-26

MEMORANDUM OF UNDERSTANDING

BETWEEN
PLYMOUTH-CANTON COMMUNITY SCHOOLS (PCCS)
AND THE
PLYMOUTH CANTON EDUCATION ASSOCIATION (PCEA)

This Memorandum of Understanding ("MOU") is entered into by and between the Plymouth-Canton Community Schools (hereinafter referred to as the "District" or "PCCS") and the Plymouth Canton Education Association (hereinafter referred to as the "Association" or "PCEA").

Shared Time Compensation

Effective with the 2026–2027 school year, Shared Time teachers shall be paid an hourly rate equal to 84% of the BA Step 1 hourly rate. For purposes of this paragraph, the BA Step 1 hourly rate shall be calculated in the same manner used by the District to determine hourly compensation for teachers. The Shared Time hourly rate shall automatically adjust whenever the BA Step 1 salary is increased. This formula is used solely to determine the Shared Time hourly rate and shall not place Shared Time teachers on the regular teacher salary schedule or create any entitlement to step advancement, lane movement, K-12 seniority, or other compensation rights not expressly provided in this Memorandum of Understanding.

Calculation Example (Based on 2026–2027 Salary Schedule)

Below is an illustrative calculation based on the 2026–2027 salary schedule parameters:

BA Step 1 Base Salary	$50,045
Daily Rate ($50,045 / 183 work days)	$273.47 per day
Standard Hourly Rate ($273.47 / 6.5 hours)	$42.07 per hour
Shared Time Rate Calculation (84% of $42.07)	$42.07 × 0.84
Final Shared Time Hourly Rate	**$35.34 per hour**

For Plymouth-Canton Community Schools

Date: 9/16/26

For Plymouth Canton Education Association

Date: 9-16-26