

Master Agreement

Between

The Jefferson School District

and

Jefferson Education Association

September 1, 2023 – June 30, 2025

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Agreement Preamble

Democratic Values. The parties seek to educate young people in the democratic tradition, to foster a recognition of individual freedom and social responsibility, to inspire meaningful awareness and respect for the Constitution and the Bill of Rights and to instill appreciation of values of individual personality. It is recognized that these democratic values can best be transmitted in an atmosphere which is free from censorship and artificial restraints upon free inquiry and learning, and in which academic freedom for the teacher and the student is encouraged.

Individual Freedom. Freedom of individual conscience, association and expression will be encouraged and fairness in procedures will be observed both to safeguard the legitimate interests of the schools and to exhibit, by appropriate examples, the basic objectives of a democratic society.

**Master Agreement
2023-2025
between
The Jefferson Schools Board of Education
and
The Jefferson Education Association**

This Agreement is entered into this 1st day of September, 2023, by and between the Jefferson Education Association, hereinafter called the “Association”, and the Board of Education of the Jefferson School District, Monroe County, Michigan, hereinafter called the “Board”. This agreement expires June 30, 2025

WITNESSETH:

WHEREAS, the Board and the Association, in accordance with the Public Employment Relations Act (Act 379 of the Michigan Public Act of 1965) have reached certain understandings with respect to rates of pay, hours of employment, and other terms and conditions of employment which they desire to confirm in agreement.

THEREFORE, it is hereby agreed as follows:

**Article 1
Recognition, Inclusions, Delimitations, Definitions**

- A. Recognition. The Board hereby recognizes the Association as the sole and exclusive bargaining representative, as defined in Section II of Act 379, Public Acts of Michigan, 1965, for Contracted and Certificated Teaching Personnel for purposes of collective bargaining in respect to rates of pay, hours of employment, and other employment conditions. The Board agrees not to negotiate with or recognize any teachers' organization other than the Association for the duration of this Agreement.
- B. Inclusions. Certificated and teacher personnel (tenure or probationary), with valid contracts signed by the Board’s authorized representative, who hold a teaching position or other certificated position with the Jefferson Schools, including counselors, certificated librarians, social workers, nurses, and speech pathologists, comprise the bargaining unit, whether on active duty or on bona fide leave of absence as expressed in this Agreement.
- C. Exclusions. Administrative or supervisory personnel are expressly excluded from the terms and conditions of the Agreement, i.e., Superintendent, Assistant Superintendent(s), Principal(s), Federal Projects Coordinator(s), Assistant Principal(s), Director(s) of Vocational Education, Athletic Director, and such other supervisory positions as expressed or intended within the meaning of the Public Employment Relations Act. Also, certified

- employees in the Adult/Community Education program, and certified employees in the R.O.T.C. program, are expressly excluded from the terms and conditions of the Agreement.
- D. Employee-Board Definitions. The term “employee” when used herein shall refer to those employees included in the bargaining unit as set forth in paragraph “B” above, and references to male employees shall also include female employees. The term “Board” when used herein shall refer to the Board of Education, Superintendent, and other central office administrators, principals, assistant principals, and all other supervisory personnel within the meaning of Act 379.
- E. ‘Tenure-in-position’ in non-classroom positions (Article IV, Section C 1 and C 2 of the Michigan Teacher Tenure Act, as revised) shall be denied to all employees employed in any position eligible for acquisition of such tenure-in-position. It is further agreed that individual contracts of employment specifically excluding acquisition of such tenure-in-position (and waiving any such tenure-in-position previously acquired under predecessor contracts of employment) shall be offered to all employees in positions eligible under law for tenure-in-position. No employee shall have tenure in any particular position.

Article 2

Rights of the Board

- A. Legal, Organizational, Operational. The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, all powers, rights, authority, duties and responsibilities conferred upon it and vested in it by the laws and constitution of the State of Michigan and of the United States provided that such rights and responsibilities not covered by Constitutional Law shall be exercised by the Board in conformity with the provisions of this Agreement, including the right:
1. Management/Control. To the executive management and administrative control of the school system and its properties and facilities, and the activities of its employees during the school day.
 2. Hiring. To hire all employees, subject to the provisions of the law, to determine their qualifications and the conditions of their continued employment, and to promote and transfer all such employees, or their dismissal or demotion.
 3. Instruction. To establish grades and approve courses for instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board.
 4. School Organization. To decide upon the organization of the school for instruction, the final selection of textbooks and other teaching materials, and the selection and use of teaching aids.

5. Teaching Conditions. To determine class schedules, the hours of instruction and the duties, responsibilities and assignments of teachers and other employees with respect to administrative and non-teaching activities, and the terms and conditions of employment within the frame-work of this Agreement.

B. Exercise Rights. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Michigan and the Constitution and laws of the United States.

Article 3 Association and Employee Rights

A. Legal. It is expressly understood that employees are endowed with all the rights and protections afforded by the laws, statutes and constitutions of the United States and the State of Michigan. Specifically, pursuant to the Michigan Public Employee Relations Act, the Board hereby agrees that every employee shall have the right freely to organize, join, and support the Association for the purpose of engaging in collective bargaining and negotiations, or to refrain from such activities. Accordingly, the Board agrees that it will in no way discourage, deprive or coerce any employee in the enjoyment of these rights.

Ethical. In recognition of duty to the teaching profession, employees will conduct themselves, both in their classrooms and communities, in accordance with the Code of Ethics of the Education Profession.

B. Meetings. The Association and its representatives shall have the right to meet in a designated area of a school building with the approval of the Building Principal, whose approval shall not be unreasonably withheld, and outside the normal school day for meetings, provided that when special custodial service is required, the Board may make a charge in accordance with Board policy.

C. Business Transaction. Duly authorized representatives of the Association and their respective affiliates shall be permitted to transact official Association business on school property during the regular school day, with the approval of the Principal, provided such business shall not interfere with or interrupt school operations or performance responsibilities. The Principal will ascertain the availability of staff members and assign an available room upon request where the conference may be held.

D. Equipment Use. The Association will be permitted to use school equipment, duplication equipment, telephones, and all types of audiovisual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay the cost of all materials

and supplies incident to such use. No equipment shall be removed from the school premises for the Association's use.

- E. Notices, Insignia. The Association will be permitted to post notices of its activities and matters of Association concern only on employee lounge bulletin boards. The Association may use the district mail service and employee mail boxes for official communications to employees. Employees may wear reasonable insignia pins or other identification of membership in the Association. Insignia may not be affixed to school property.

- F. Data Requests. The Board agrees to furnish to the Association within two (2) weeks, in response to reasonable written request, information concerning the financial resources of the district. Such information may include, but not necessarily be limited to: annual financial reports and audits, register of certificated personnel, tentative budgetary requirements and allocations, minutes of all public Board meetings, treasurer's reports, census and membership data, names and addresses of all employees, together with information which might reasonably be necessary for the Association to process any grievance or complaint.

- G. Program Change Notification. The Association shall be notified by the Board, whenever possible, of any new or modified fiscal, budgetary, or tax programs, construction programs, or major revisions of educational policy which are proposed, and the Association shall be given reasonable opportunity to consult with the Board with respect to said matters prior to final adoption.

- H. Board Agenda Notification. The Topic Agenda for Board meetings will be sent to the Association President at least two (2) days prior to the meeting date.

- I. Personnel Files. Employees shall have the right to review their personnel files, excluding confidential records such as, placement credentials, and letters of recommendation. The employee may be accompanied by an Association representative. No defamatory material, originating with the Jefferson Schools, may be placed in an employee's personnel file without allowing the employee an opportunity to file a response thereto, within 10 days, and said response shall become a part of said file.
 - 1. Any communication between the Administration and an employee, if it is to be placed in the employee's personnel file, will bear a notice of such intent.
 - 2. All communications to an employee will be dated and addressed to the individual to whom it is directed.
 - 3. The subject matter of communications will be listed on the memoranda.
 - 4. The distribution of all copies of communications will be listed at the bottom of such communications.

- J. Political Activities. Political activities of any employee seeking or holding office or campaigning for candidates shall be outside of school duty hours.

- K. Association Membership. Association membership shall be open to all employees regardless of race, creed, religion, color, gender, marital status, national origin, age or disability.
- L. Administering Provisions. The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be administered in a professional manner which is not arbitrary, capricious, or discriminatory and without regard to race, creed, religion, color, national origin, age, gender, marital status, or disability.
- M. Employees Children. Those employees who desire to have their children attend Jefferson Schools shall, upon application, have such children enrolled pending availability of space.
- N. Responsibility. A teacher's primary responsibilities are in his/her classroom or regular facility in which his/her basic assignment occurs. However, as an employee of the Board, he/she also has student responsibilities throughout the building and grounds during regular school hours at the place of his employment.
- O. Change of Assignments. The parties recognize that it is desirable, in making assignments, to consider the best interests of students and teachers. Requests for reassignment by teachers shall be made in writing to the Superintendent prior to April 15. The application shall set forth the reasons for the request, the position, the assignment, and the building. All such requests expire on the first day of the new school year, and are submitted only to notify the administration of teachers' desires in changing assignments.

Article 4
Payroll Deduction

- A. Other Deductions. The Board shall make payroll deductions upon written authorization from teachers for annuities, savings bonds, voluntary contributions, charitable contributions and other Board authorized deductions. There shall be a limit of six (6) approved annuity programs permitted in a payroll deduction program. All payroll deduction programs must be approved by the Board with written authorization of the teacher.
- B. Save Harmless. The Board shall not be liable for any errors or losses in the administration of this Article unless it is shown that the Board was negligent in the care and handling of monies involved.

Article 5
Teaching Hours and Class Loads

- A. Teachers shall be in the classroom, available for assignment, or engaged in other instructional or counseling responsibilities, no later than 15 minutes prior to class starting time in their assigned buildings. On-duty hours for all teachers shall be as follows: High School, 7:35-2:55; Middle School 7:25-2:45; Sodt Elementary & Early Childhood Center, 8:15-3:35; North Elementary School, 8:15-3:35. The administration reserves the right to adjust (without lengthening the on-duty hours) on-duty times for all teachers thirty (30) minutes in either direction.
- B. The normal daily teaching load in the school system shall not exceed five (5) hours and fifty five (55) minutes of pupil contact. Pupil contact is defined as:
1. actual teacher time in the classroom;
 2. the passing of classes;
 3. supervised study period.
- For Preschool-4 teachers, supervised time prior to and after the pupils' regular school program shall be considered pupil contact time. Exceptions to this contact time will be necessary in emergency situations.
- C. All teachers shall be entitled to a duty free uninterrupted lunch period, but in no event less than thirty (30) minutes.
- D. Preparation time for High School and Middle School staff shall be equal to the length of one class period in each respective building. Sodt and North Elementary Schools teachers shall use as preparation time, the entire class period in which their students are in Art, Music, Computer, or Physical Education with a minimum of three-hundred (300) minutes each week. Every reasonable effort to distribute this time throughout the week shall be made by the administration. When necessary, preferable schedules will be rotated on an annual basis.
- E. Teachers of Music, Art, Physical Education, Laboratory Sciences, Librarians, Speech Therapists, Reading Consultants, Visiting Teachers, Counselors, and Special Education Teachers, shall be provided relief and preparation time to the same extent as other teachers as scheduled by the building administrator. Every effort will be made to schedule planning time in twenty (20) minutes or greater blocks of time.
- F. All teachers shall be required to attend staff meetings, which may include the total building, grade or department, as scheduled through the administration. These meetings may be scheduled within the required work day. Any meetings scheduled outside the work day shall not exceed one (1) hour per month and shall be scheduled through the building principal.

G. Extra-Curricular Assignments. (Out of regular school hours)

1. All teachers may be assigned up to four (4) extra-curricular events per school year, inclusive of Open House and Parent Teacher Conferences. Events assigned in each building will be as equitably distributed as possible. Evening Parent Teacher Conferences and Open House will count towards the four (4) events. Assignments may vary among the buildings.
2. Examples of extra-curricular events include, but are not limited to: parent-teacher conferences, parent-teacher organization meetings, dance supervision, school program supervision, school program productions, open house programs, carnival activities, and supervision and duties associated with school athletic contests.
3. Teacher input will be considered when making extra-curricular assignments. Teachers will be expected to attend up to four (4) extra-curricular events.

There shall be no additional compensation for any time provided under this section.

Article 6
Special Student Programs

- A. Student Placement. The parties recognize that students having special physical, mental and emotional problems may require specialized instruction which will be provided in Resource Rooms. These students will be placed in regular classrooms according to rules set forth by the State Department of Education.
- B. Psychologist and Social Workers. School psychologists and social workers may be employed and assigned to our school district as provided by the Monroe County Intermediate School District.
- C. Referral. The Board of Education will provide appropriate assistance in referring emotionally disturbed students to the Monroe County Mental Health Clinic for the purpose of diagnosis and/or therapy, if recommended by the clinic.

Article 7
Teaching Conditions

A. Class Size. The Board agrees to take all reasonable and necessary steps to maintain class sizes at or below the following: Every effort will be made to maintain class size at or below stated numbers at the beginning of the school year.

Preschool.....	22
Young 5's.....	16
K.....	24
1-3.....	26
4-5.....	30
6-12.....	32
Elementary Art.....	same as class size numbers above
Secondary Art.....	32
Elementary Physical Education	same as class size numbers above
Secondary Physical Education.....	40
Elementary (Y5-4) Virtual.....	Per Schedule C-2
Secondary (5-12) Virtual.....	Per Schedule C-2

- Students from Speech and Resource Room Programs (including, but not limited to, resource rooms, co-taught classes, TC's) in grades Preschool-6 will be equitably distributed between and among general grade level classrooms.
- In grades 7-12, every attempt will be made to equally distribute special education students among the general education classrooms, but in each core academic classroom the total number of resource program students will be less than 35% of the total classroom enrollment.
- When regular classes exceed the stated class sizes for 15 days or more in grades Preschool, Y5's, and Kindergarten, employees will be compensated \$250 per student per marking period up to two (2) additional students per class.
- When regular classes exceed the stated class sizes for 15 days or more in grades 1-4, employees will be compensated \$250 per student per marking period up to three (3) additional students per class.
- When regular classes exceed the stated class sizes for 15 days or more in grades 5-12, employees will be compensated \$60 per student per class up to three (3) additional students per class per marking period.
- Special classes such as Choir and Band will, within reason, be exceptions to the stated number and percentages.
- If an employee's class size exceeds the stated number within the last five (5) days of the first, second, or third marking periods, those days will count toward the 15 days during the next marking period.
- Compensation for additional students will be provided no later than the second pay period following the end of the marking period.

Additional students will be offered on an equitable rotation, provided the class size does not exceed the stated number by two (2) students in Preschool, Y5's and Kindergarten, and three (3) students in grades 1-12. Prior to assigning an additional student to an employee, the building administrator will discuss the assignment with the employee. When regular class size exceeds the maximum numbers, excess students will be assigned to another classroom, or a new teacher will be hired.

- B. Equipment and Maintenance. The Board will keep all schools adequately equipped with all necessary machinery and supplies, and will properly maintain all buildings and such equipment and supplies as necessary. The parties will confer from time to time for the purpose of improving the selection and use of such educational equipment.
- C. Plant Maintenance. No employee or student shall be required to remain in a building for more than three (3) hours-due to lack of electricity, water, or extreme temperatures that fall below fifty-five (55) degrees or over ninety (90) degrees, or if the health of persons are endangered.
- D. Duplicating Facilities. The Board shall make available in each school word processing, duplicating and other necessary equipment and facilities for the use of the employees. These facilities and equipment will be made available on an equitable basis, and every effort will be made to ensure that employees' needs regarding the use of equipment and clerical staff time are met in a timely manner.
- E. Provisions. The Board shall provide:
 - 1. A separate and individual desk for each employee in the district.
 - 2. Suitable closet space that can be locked for each employee to store coats, overshoes and personal articles.
 - 3. Dry Erase space in every classroom.
 - 4. Copies, exclusively for each employee's use, of all texts used in each of the courses taught by the employee.
 - 5. Storage space in each classroom for instructional materials.
 - 6. Attendance supplies, dry erase markers, erasers, and other such materials required in daily teaching responsibilities.
 - 7. Smocks for art employees, one laboratory coat for laboratory science employees and shop coats for industrial arts employees shall be purchased every other year by the Board of Education.
 - 8. Laptop or portable computer

The cost of each uniform shall be determined by the Superintendent of Schools. Laundering and minor repairs shall be the employee's responsibility. Replacement of the coat shall be determined by the building principal. The original requisition for the protective clothing

and any replacement shall be made through the regular department budget approved by the building principal.

9. Two (2) drawers in a metal filing cabinet will be furnished for each employee in the district.
 10. Additional protective or safety equipment for an employee as required by the State will also be provided after approval by the Superintendent.
 11. Students will have their needs met in order to be able to perform their learning requirements by having proper educational materials and facilities.
- F. Paraprofessionals. When the Board agrees to employ paraprofessionals as conditions (Article 7A) and programs warrant:
1. The building Title I committee will consult the employee(s) about the use of paraprofessionals in their classroom, including the selection process and times pursuant to State and Federal Guidelines and Board regulations.
 2. The paraprofessional(s) shall work under the direction of the bargaining unit member (teacher) under the guidance of the principal. Performance evaluations shall be the responsibility of the principal, with input from respective employees.
- G. Facilities Use. The Board shall provide in each school adequate lunchroom, restroom, and lavatory facilities for employee use, and at least one room, appropriately furnished (with bulletin board) which shall be reserved as a faculty lounge. All future buildings will contain rooms and facilities as described above.
- H. Telephone. Telephone facilities will be made available to employees. All professional long distance phone calls shall be logged. Any personal calls shall be billed to the home phone.
- I. Vending Machines. Vending machines may be installed in employee workrooms and/or lunchrooms in schools.
- J. Parking. Adequate off street parking facilities shall be designated and maintained for staff use.
- K. Standardized Test Scoring. Employees will not be responsible for grading standardized tests administered as part of the district's testing program.
- L. Keys. Keys will be provided to all employees for the employee's lunchroom/planning area.
- M. Inclusion. The parties acknowledge the policy of least restrictive environment and the need for staff to participate in the I. E. P. meeting(s) which may initially place, or continue placement of a student in a general education classroom.

- N. All special needs of students such as suctioning, injections, catheterization, diapering, or other personal hygiene or medical needs shall not be the responsibility of the classroom employee except in life threatening circumstances. Volunteers from the employees may be sought to receive training in and assist in the care of students' medical needs.

Article 8
Instructional Improvement

A. Chairs.

1. Conditions: The Board approves the establishment of secondary department, elementary grade level chairs, and school improvement (SI) chairs for each building. The number of members and duties thereof shall be the responsibility of the Board and shall be established by Board Policy and not subject to the grievance procedure.
2. Selection: The following areas are offered as suggestions to the Board to consider for department/grade level representation:

High School (9-12)

English Language Arts (ELA)

Math

Science

Social Studies

Special Education

Guidance

Vocational Education

Special Subjects

Middle/School (5-8)

English Language Arts (ELA)

Math

Science

Social Studies

Special Education

Special Subjects

School Improvement

JHS

JMS

North

Sodt

Elementary (Preschool - 4)

Preschool, Young Fives

Kindergarten/Transition

Grade One

Grade Two

Grade Three

Grade Four

Special Education

3. Meeting Dates. Department/grade level/SI representatives will meet with teachers, in the respective areas which they represent, to consider improvements and/or changes in curriculum and other related matters as outlined by Board policy. Agendas shall be provided and minutes kept. Copies of both are to be provided to the building principals. There shall be a maximum of seven (7) meetings per school year, with a minimum of two (2) per semester.

B. Curriculum Study Committee

Employees shall be involved in developing and formulating the curriculum and shall serve on curriculum study committees.

1. Composition. The Board approves the establishment of a Curriculum Study Committee composed of interested employees and administrators. The duties thereof shall be the responsibility of the Board. Employees will be recommended by building principals to represent each building.

Elementary Level:

There shall be one (1) representative from each grade level.

<u>Buildings</u>	<u>Representatives</u>
North	Second, Third and Fourth Grade
Sodt	Preschool, Young Fives, Kindergarten and First Grade

Secondary Level:

A maximum of two (2) representatives from the subject area being studied.

- C. Compensation. Compensation for department/grade level/SI chairpersons, and Curriculum Study Representatives, shall be as listed in Schedule C 2.

Article 9

Qualifications and Assignments

- A. Extra Duty Assignments. Assignments in addition to the normal teaching schedule during the regular school year shall be with the consent of the employee. Employees in the bargaining unit will be given first consideration; appointments shall be made on the basis of total qualifications.
- B. Part-Time Employees. Any employee in the school system regularly assigned on a part time basis will be paid on a pro-rated basis on the proper step of the salary schedule. The hourly rate will be based upon a seven (7) hour work day which does not include a lunch hour. Pay will be issued to employees for actual pupil contact time plus fifteen (15) minutes preparation time for each pupil contact hour (60 minutes). The exception to the above pupil contact time will be Pre-School and Kindergarten where employees will be paid a full one half time basis (3 1/2 hours). An appropriate contract which will include the conditions of employment will be developed for the individual employee. Employees will know the classroom assignment each year, previous to signing their contract.

C. Shared Assignments (Part Time)

1. With the approval of the employer, two (2) employees may agree to share an assignment/position that otherwise would be performed/occupied by a single employee. A shared assignment is either:
 - a. Working one (1) semester during the school year, either first semester or second semester.
 - b. Working each day, but less than a full day. In elementary assignments, this would be teaching either morning or afternoon. In secondary assignments, it would mean having less than the normal assigned instructional periods per day.
 - c. Working less than five (5) days per week.
2. Each employee participating in a shared assignment shall be granted seniority on a pro-rated basis for the school year in which a shared assignment is in effect. Salary of employees with shared assignments shall be pro-rated.

For example:

- a. Shared assignments of working one (1) semester: 50% of full salary.
 - b. Shared assignment of working each day, morning or afternoon: 50% of full salary.
 - c. Shared assignment of working three (3) days per week: 60% of full salary.
3. Each employee participating in a shared assignment shall be credited with all of the pro-rated leave days provided bargaining unit members under Article 10, Sick Leave. Pro-rated insurance benefits as provided in Article 18 shall be provided all bargaining unit members who are working part or shared-time.
 4. Employees requesting shared assignments shall notify the employer in writing by April 1st. Renewals will be subject to Administrative approval. Requests must be submitted on the form as illustrated in this contract, Schedule I.
 5. Employees in shared time/part time assignments will be required to attend/work all in-services/staff development activities, staff meetings, Parent-Employee Conferences, records days, grade level meetings and extracurricular assignments without additional compensation.

- D. Ancillary staff may apply for any posted vacancy. The board will consider applicants on the basis of certification, qualification and seniority.

- E. Certified staff may apply for any posted vacancy. The Board will consider applicants on the basis of certification, qualifications and seniority.
- F. Change of Assignments. The parties recognize that it is desirable, in making assignments, to consider the best interests of students and teachers. Requests for reassignment by teachers shall be made in writing to the Superintendent prior to April 15. The application shall set forth the reasons for the request, the position, the assignment, and the building. All such requests expire on the first day of the new school year, and are submitted only to notify the administration of teachers' desires in changing assignments.

Article 10
Illness and Disability

A. Sick Leave Allowance.

1. At the beginning of the school year, each employee shall be credited with thirteen (13) days for use as annual sick leave allowance which shall be used for absences caused by illness or physical disability of the employee not covered by Worker's Compensation. However, in the event a probationary employee terminates employment in the system at the end of the first semester, payment for all sick days used beyond a maximum allowance of five (5) days will be deducted from the final pay settlement.
2. The unused portion of such allowance shall accumulate to a maximum of one hundred eighty (180) days. After June 30th, any unused sick days in excess of 180 days, shall be paid at a rate of fifty dollars (\$50.00) per day.
3. Upon retirement and receipt of final payroll detail from the State of Michigan, any accumulated sick days will be paid at the rate of fifty dollars (\$50.00) per day.

- B. Reporting Absence. Employees, reporting absence, shall notify as directed prior to:
- 6:00 a.m. - High School
 - 6:00 a.m. - Middle School
 - 6:30 a.m. – North & Sordt Elementary Schools

Once an employee has reported unavailability, it shall be the responsibility of the Administration to arrange for a substitute employee. An employee's sick leave allowance shall not be charged when school is not in session including, but not limited to the following reasons: inclement weather, Act of God days, any act or threat which causes school to close.

- C. Exhausted Leave Time. An employee who is unable to work because of a personal illness or disability and who has exhausted all sick leave available shall be granted a leave of

absence without pay for the duration of such illness or disability, up to two (2) years. (Renewable each semester in writing.)

- D. Injury (On Duty). Absence due to an on the job injury shall be charged to accumulated sick leave until the date that Worker's Compensation begins the weekly pay in lieu of the employee's contract salary. The employee's accumulated sick leave then shall be used to pay the difference between the Worker's Compensation weekly pay and the employee's regular contract pay until the accumulated sick leave has been exhausted. The employee will then receive the weekly compensation from the insurance carrier until he/she returns to work or the insurance obligation has been fulfilled according to the State Insurance Commission. Employees who are on Worker's Compensation shall be granted seniority during the period of the absence from duty for up to one calendar year. Accrual of seniority while on Worker's Compensation may be granted up to a maximum of twenty-four months at the discretion of the Board of Education.
- E. Accumulation Notification. At the beginning of each school year, the Board will notify each employee of the number of his/her accumulated sick days.
- F. Injury (Outside Employment). In the event an employee is injured as a result of outside employment (employment with an outside employer during the regular school year), said employee shall not receive sick day benefits.
- G. Continued Absence. The Administration has a right, after five (5) consecutive days or more of absence or a pattern of absenteeism, to have the employee's physical condition checked by a physician of the school's choosing to verify eligible disability.

Unless specifically approved by a doctor, which may be verified by the school's physician, any illness or disability leave can extend for only sixty (60) work days as provided by FMLA.

- H. Board Examination Request. The Board of Education shall have the right to direct a clinical examination, either physical, mental or both, at its expense, when in its estimation the health of an employee makes him/her unable to perform satisfactorily his/her assignment.

Article 11 Paid Leaves of Absence

- A. Personal Business Leave.
 - 1. There may be personal conditions or circumstances which may require employee absenteeism for other reasons. Such leave, not to be accumulated nor deducted from sick leave, may be used under the following conditions.

- a. Days Granted. All employees are entitled to three (3) days with full pay, per school year. Such days are in addition to sick leave but, if unused, will be added to employees' accumulated sick leave at the end of each school year. Reasons for the use of such personal days will be stated in writing when three (3) personal days are taken consecutively.
 - b. Leave Condition. This leave shall be used only for the purpose of conducting personal business which cannot normally be transacted on the weekend, after school hours, or during vacation periods. Personal business days may be taken for: Medical, Legal, Educational, Financial, or Domestic reasons.
 - c. Request Procedure. Employees desiring to use such a leave will submit their requests to the Principal, in writing, either via e-mail or the district-provided form, at least three (3) days in advance of the anticipated absence except in the cases of emergency; in such case, the employee shall submit their request as soon as possible. An employee's personal business leave shall not be charged when school is not in session including, but not limited to the following reasons: inclement weather, Act of God days, any act or threat which causes school to close.
 - d. Exclusions. Such leave shall not be used for non-essential affairs such as: working at a part-time job, or self-employment in a commercial enterprise, for hunting, fishing, shopping, or other forms of recreation. Such days of absence shall not occur immediately preceding or following a vacation period or holiday if avoidable.
 - e. Authorization. The request shall be approved or denied by the Superintendent or authorized agent and returned to the employee requesting the leave at least one (1) day prior to the requested day.
2. Additional Leave. The Superintendent may grant two (2) additional days chargeable to sick leave. All requests shall be channeled through the Building Principal.
 3. Violation, Consequences, and Penalties. An employee violating this Article shall be subject to a deduction of salary for days improperly used, and may be subject to disciplinary action.
- B. Judicial Leave. An employee called for jury duty or to give testimony before any judicial or administrative tribunal shall be compensated for the difference between the employee's pay and the jury duty pay.
 - C. Funeral Leave. All employees shall be granted funeral leave, with earned compensation for days the employee was scheduled to work, not deductible from the employee's sick leave allowance nor personal business leave. The days must be consecutive with and include the day of the funeral. Funeral leave shall be granted as follows:

1. A maximum of five (5) consecutive school days in the event of the death of the employee's spouse, children, step-children, mother, father, step-mother, step-father, brother, or sister.
2. A maximum of three (3) consecutive school days in the event of the death of the employee's mother-in-law, father-in-law, grandparents, or grandchildren.
3. A maximum of one (1) school day in the event of the death of the employee's aunt, uncle, sister-in-law, or brother-in-law.

Extenuating circumstances may warrant additional time. If granted, such additional time shall be deducted from to the employee's sick leave allowance or personal business leave.

D. Family Illness. Absence because of illness in the immediate family may be charged to sick leave for a limited period of time. The length of the leave shall be left to the discretion of the Superintendent or designee whose decision will be based on the seriousness of the occasion.

E. Association Leave. At the beginning of every school year, the Association shall have available twenty (20) days to be used by officers or agents of the JEA. The use of said days shall be at the discretion of the Association which agrees to notify the Board no less than forty-eight (48) hours in advance of such leave. Compensation shall be as follows:

Days 1 - 5	paid by the Board
Days 6 - 10	paid by the Association
Days 11 - 15	paid by the Board
Days 16 - 20	paid by the Association

The Association is responsible for all employee retirement costs.

F. Marriage. An employee who marries will be granted up to two (2) days of leave deducted taken from sick days.

G. Educational Leave. The Board may grant certified personnel a leave of one (1) year for professional study if the staff member has served Jefferson at least five (5) years. If twelve (12) semester hours of credit in a planned program appropriate to the employee's professional development have been earned each six (6) months of the leave, the staff member is eligible for the regular salary increment the following year. The staff member will receive 40% of his/her current salary and benefits. The form requesting approval from the Board must be submitted to the Superintendent by April 1. Employees applying for Educational Leave should use the Schedule F form.

If the employee does not return to Jefferson Schools, all pay and benefit costs shall be repaid to the Board. An employee must serve Jefferson Schools for three (3) years upon return or must repay one third (1/3) of the stipend for each year not on the payroll

- H. Notification. The Association shall be notified in writing of all leaves granted to unit members.

Article 12
Unpaid Leaves of Absence

- A. Military Leave. A military leave of absence may be granted to any employee of a military reserve unit in any branch of the armed forces of the United States. An employee in the military reserve who is assigned active or emergency duty during the regular contract year must notify the Superintendent, or his building principal, immediately upon his notification.
- B. Association Officers Leave. A leave of absence of up to two (2) years may be granted to any tenured teacher upon application for the purpose of serving as an officer of the Association or on its staff. Upon return from such leave, such teacher shall be placed at the same place of the salary schedule where he or she left.
- C. Public Office Leave. A leave of absence shall be granted for a period of up to two (2) years to any tenured teacher upon application for the purpose of campaigning for, or serving in, a public office. Upon the return from such leave, a teacher shall be placed at the same place on the salary schedule where he or she left.
- D. Child Care Leave.
1. The Board shall grant child care leave under the following conditions:
 - a. For teachers requesting leave any time within a given school year:
 - (1) The length of the leave shall be for at least the remainder of the marking period. Requests for leave must be submitted at least thirty (30) days prior to the commencement of the leave.
 - (2) One renewal may be granted, upon request, for any consecutive marking period(s). The request(s) must be made within three (3) weeks of the teacher's established return date. The request must be made in writing to the Superintendent of Schools.
 - b. For teachers requesting leave any time after the existing school year:
 - (1) The length of the leave shall be for the next marking period or longer, providing said leave is requested prior to July 1.
 - (2) One renewal may be granted, upon request, for a maximum of one (1) additional school year. The request must be made in writing to the Superintendent of Schools.

- c. All leaves granted under this section shall expire at the end of a marking period with the total leave not to exceed eight (8) marking periods.
 2. A written clearance by the teacher's physician stating that said teacher is physically able to resume classroom duties may be required prior to the teacher's return . The Board reserves the right for a teacher to be examined by a second physician of competence in the required area(s). Should the board's choice be objectionable for valid reasons, the Board will consider the selection of another physician.
 3. Any employee on leave shall not be employed elsewhere as a full-time employee. If so employed, the leave is void and therefore cancelled.
- E. Health Leave. If an employee is in need of a short leave of absence (one (1) to twelve (12) weeks) due to circumstances of health within his immediate family and/or personal health and/or disability, including maternity, the Superintendent may grant the unpaid leave.
- F. Personal Leave. If an employee is in need of a short leave of absence (one (1) to five (5) days) due to personal reasons, the Superintendent may grant the unpaid leave.
- G. Additional Leaves. The Board may grant unpaid leaves for reasons other than those above. The advantage to the School District will be a prime consideration. Renewal shall be at the discretion of the Board.
- H. Return From Leave.
 1. Any ancillary staff returning from health or personal leave shall return to his/her original position.
 2. The Board agrees that an ancillary staff returning from an unpaid leave including child care, other than a health leave or personal leave, granted under this Article, shall be entitled to reinstatement according to the following:
 - a. Full Time
 - (1) The returning ancillary staff will return to his/her original position if it has not been filled with a permanent employee.
 - (2) The returning ancillary staff will be entitled to replace the least-senior ancillary staff occupying a like or equal position for which the returning ancillary staff possesses certification, qualification and has greater seniority.
 - (3) An ancillary staff completing at least one-half (1/2) of the scheduled work days his/her last year shall be granted one (1) step increment upon his/her return.

b. Part Time

(1) A part time ancillary staff shall return to a like or equal part time position for which the returning ancillary staff possesses certification, qualification and has greater seniority.

(2) A part time ancillary staff that does not have a like or equal part time position available will be entitled to the next available vacancy for which the ancillary staff possesses certification, qualification and has greater seniority.

I. Notification. The Association shall be notified in writing of all leaves granted to unit members.

J. Family Medical Leave Act (FMLA). The Association and Administration will follow as per the federal guidelines and Board policy. Paid leave, where applicable, shall be concurrent with FMLA. If the employee, on his/her own volition, does not return upon expiration of FMLA, he/she shall reimburse the District the insurance premium contributions.

Article 13
Continuity of Operations

A. Resolution Dispute. Both parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year and the avoidance of disputes which threaten to interfere with such operations. Since the parties are establishing a comprehensive grievance procedure under which unresolved disputes may be settled by an impartial third party, the parties have removed the basic cause of work interruptions during the period of this Agreement. The Association accordingly agrees that it will not, during the period of this Agreement, directly or indirectly, engage in or assist in any strike, as defined by Section 1 of the Public Employment Relations Act.

B. Board Agreement. The Board agrees that it will not, during the period of the Agreement, directly or indirectly engage in or assist in any unfair labor practices as defined by Section 10 of the Public Employment Relations Act.

C. Acts of God. Nothing in this article shall require the Board to keep schools open in the event of severe and inclement weather or when otherwise presented by the Act of God. The school year may be extended as outlined by state law and regulations, and if extended shall be done so in accordance with the negotiated calendar. Such extension, if required, shall not entitle teachers to additional compensation.

Article 14
School Calendar

A. Compliance. The school calendar shall be followed as presented in Schedule A. There shall be no deviation from or change in the school calendar except by mutual agreement between

the Board and the Association, with the exception of the end dates of marking periods and first and second semesters.

- B. Record Days. Record days shall be provided as shown in Schedule A, Calendars. Any days provided shall be used for the completion of teacher records. Students shall be excused from attendance on these days.

- C. Contract Days. The calendar will show one hundred eighty (180) student days or portions thereof. The teachers' work year shall be one hundred eighty-three (183) days scheduled to meet 1098 hours and required days, less any authorized "forgiven" instructional time. The student days will be 180 and teachers' work year shall be 183 days scheduled to comply with state law, including 30 hours of professional development. Any such "forgiven" instructional time beyond the allowance set by Michigan Law and Department of Education regulations will be made up by students and teachers at the end of the school year or at other times as specified by the calendar. Teachers will not receive additional compensation for the makeup of such "forgiven" instructional time beyond the "forgiven" time provided for under Michigan Law and Department of Education regulations, but will receive their regular pay for any such days when such days are observed. New teachers shall be scheduled to work one (1) day more than returning teachers, as shown in the calendar.

By April 15th of each year, the hours needed to meet 1098 requirement will be evaluated to adjust our calendar. We will determine jointly how many extra hours have been accrued over the 1098 hours. Based on the number of hours needed to equal 1098, we may add/reduce days to the calendar to meet the 1098 hours, provided the minimum required days of instruction is fulfilled.

- D. State Requirements. All parties agree to meet the state requirements on teacher/student contact time concerning hours per year and days per year. If it becomes necessary to increase current teacher/student contact time to meet state requirements, the means for implementing said increase(s) shall be negotiated by the administration and the JEA.

Article 15

Professional Compensation

- A. Salary Schedule. The basic salary schedule is set forth in Schedule B.

- B. Experience Credit. The Superintendent may grant experience credit to newly employed employees. Credit may be given on the salary scale for each year of actual public school and/or private school teaching experience. The Superintendent or designee will meet with the Association President and another association rep, selected by the JEA President, to discuss step placement of newly hired bargaining unit employees on the salary schedule at no higher stop than any JEA employee with the same service time. In regards to CTE positions, experience credit may be given on the salary scale for each year of actual public

school and/or private school teaching experience. Non-teaching and/or industry related experience may be considered to place the employee at an industry competitive salary.

- C. Extra Duty. Extra duty assignments are set forth in Schedule C & C-2.
- D. Mileage Reimbursement. Employees required in the course of their work to drive personal automobiles from one school building to another shall receive a car allowance at the IRS' established rate per mile. The same allowance shall be given for the use of personal cars for authorized field trips or other business of the District. This does not constitute the leasing of an employee's vehicle.
- E. Teaching Overload. If an employee shall teach more than the normal teaching load as set forth in this article and is permanently assigned an additional class, he/she shall receive additional compensation by dividing into his/her base pay by five, six, or seven (depending upon the schedule of the school), per marking period.
- F. Additional Work Rate. The agreed hourly rate for an employee for additional hours beyond the normal school day and/or year shall be per teaching hour as follows:

Assignment

Curriculum Meeting(s) \$40.00

All hourly assignments must be made and approved by the Administration. Where applicable, employees that are needed for less than one (1) hour of employment will receive a pro-rated compensation.

- G. Hourly Substitutes. Hourly substitutes will be assigned by the Administrator, if the employee has an open period and is willing to assume the extra load. If more than one employee is available for duty during the period in question, the willingness and equitable distribution of the load will be considered. The rate shall be \$40.00 per class period that a teacher substitutes.

No additional compensation will be paid for classes that need to be split on an emergency basis and/or temporary basis (temporary meaning for up to one-half (1/2) day).

- H. Salary Lane Change Credit. As an employee moves from Lane 1 (BA) to Lane 2 (MA), he/she must have a Master's Degree from an accredited college or university in a program related to teaching, earned after completion of his/her teaching certificate. In order for an employee to move from Lane 2 to Lane 3, he/she must complete post-graduate hours from an accredited college or university. No hours will count towards a move into Lane 3 or Lane 4 unless the courses were taken after the completion of the Master's Degree.

All graduate programs or courses anticipated being taken for credit toward a salary schedule change shall be reviewed previously by the Superintendent.

Employees as of the 2015-2016 school year currently receiving compensation will be grandfathered in this section as stated below. Employees currently enrolled in a Double Masters, Specialist or Doctorate Degree program as of the 2015-2016 school year will be grandfathered in to receive additional compensation as stated below once completed. Paperwork must be on file in the Central Office for verification.

In addition to the listed salary in Lane 4, grandfathered employees meeting one of the following conditions shall receive a maximum annual salary addition as follows:

1. Hold two (2) Masters Degrees (minimum of sixty (60) graduate hours)
2. Hold a Specialist Degree
3. Hold an earned Doctorate Degree

Additional Salary

Meeting the Conditions \$1,800

For a lane change effective first semester, requests must be received by October 1st. For a lane change effective second semester, requests must be received by February 1st. Forms for requesting lane changes or additional compensation are available at the Superintendent's Office. Employees applying for Salary Lane Change Credit should use the Schedule G form.

I. The components of a full-time employee's work day are:

1. Actual pupil contact time as defined in Article 5;
2. Preparation time of one class period per day (Article 5);
3. On-duty, non-contact time of one (1) hour per day.

The total on-duty time for a full-time employee is seven (7) hours and twenty-five (25) minutes per day, as provided in Article 5.

Employees who share a full-time position, or who hold a part-time position, shall be required to be present and on duty according to the following formula:

1. The actual time required for his/her assigned pupil contact (hours);
2. Fifteen (15) minutes of preparation time for each pupil contact hour;
3. Non-contact time directly proportionate to his/her pupil contact time.

Example: 6 hour day - Employee load is 5 classes taught in a 6 period day

<u>Pay Scale</u>		<u>On-Duty Time Plus Prep of</u>
1 classes	20%	+15 minutes
2 classes	40%	+30 minutes
3 classes	60%	+45 minutes
4 classes	80%	+60 minutes

Example #1: An employee is assigned to teach two class periods.

1. 110 minutes (two class periods) contact time
2. Two class periods times 15 min. = 30 min. prep time
3. Two class periods worked = 110 min.
 $\frac{2}{3} \times 30 \text{ min. (non contact time)} = 20 \text{ min.}$
4. Next, add 1, 2, 3 above: $110 + 30 + 20 = 160 \text{ min. Total on duty time}$

Article 16 **Special Teaching Assignments**

Summer School. Assignments for Summer School Programs will be posted and filled on an annual basis by the Board. Teachers represented in this Agreement will first be offered assignments on the basis of certification, qualifications, and seniority. The rate of pay will be per teaching hour as follows:

<u>Salary</u>	
Summer School per Hour	\$40.00

There will be no compensation for preparation time.

Article 17 **Student Discipline and Employee Protection**

- A. Discipline Maintenance and Control. The Board recognizes its responsibility to give all reasonable support and assistance to employees with respect to the maintenance of control and discipline in the classroom. Whenever it appears that a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians or other professional persons, the Board will take reasonable steps to utilize such professional personnel as are available.

- B. Student Misbehavior. Employees shall first discuss daily problems with the child. If necessary, employees shall have a conference with the parent(s) before referring the student to the Administration for further action in day to day mischievous student conduct. An employee may send a pupil to the principal of the building when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation makes the continued presence of the student intolerable. In such cases, the employee will furnish the principal, as promptly as his teaching obligations will allow, full particulars of the incident.

Any student sent to the office for serious or continuous misbehavior will be allowed back to class only after a conference with the employee, the student, the student's counselor, and an Administrator; counselors are not included in the elementary student process. The student's parents will be notified of such meeting. Should such gross misbehavior persist, the student will be suspended from school until a parent meets with a Building Administrator.

Classroom teaching time shall be guarded against extreme behavioral disruptions, which include destructive behavior and violent acts towards staff and/or students. Upon documentation of three (3) physically aggressive acts within a classroom in a single marking period, and/or a classroom is evacuated three (3) times in a single marking period due to the unsafe behaviors of a student, that specific student shall not be allowed to return to said classroom until a plan for the safe reentry of the student has been approved by, at a minimum, the classroom teacher, building administrator, and district social worker. The parties agree that it is a combination of any three (3) physically aggressive acts and/or the classroom is evacuated three (3) times in a single marking period. This language is not intended to violate any student's rights according to law.

- C. Temporary Suspension. Temporary suspension of students from school may be imposed only by the Superintendent or his designated representative. School authorities will achieve correction of student behavior through counseling and interviews with the employee, child, and parents. Permanent exclusion from the school remains the sole right of the Board of Education.

- D. Assault or Abuse. Any case of assault upon an employee during the course of school business shall be promptly reported to the school's Principal, who will immediately report the incident to the Superintendent of Schools. If the act of a non-student is of such a nature that it should be prosecuted in a court of law, the case will be referred to the Board Attorney and the County Prosecuting Attorney for action. In any case upon an assault of an employee, the Board's legal counsel shall advise the employee of his/her rights and obligations with respect to assault, and shall render assistance to the employee in connection with handling the incident by law enforcement officers and judicial authorities.

- E. Time and Property Loss. Employee property which is lost, damaged or vandalized while on school property shall be subject to reimbursement of actual value (up to a maximum of \$500) by the Board upon reasonable documentation of loss and value. PROVIDED, however, that this shall not apply to loss incurred in circumstances where employee negligence is a primary causal factor (such as failure to take reasonable precautions to place objects in a secure location or unnecessarily bringing valuable objects onto school premises).

- F. The district will provide personal property coverage for catastrophic events or loses such as fire damage, flood damage, water damage, criminal damage and/or Act of God. The employees will pay the insurance deductible.

Article 18
Group Insurance Protection

A. Protection.

- 1. Coverage. The Board shall provide insurance protection for full time employees through MESSA Plan A, MESSA Plan C, or MESSA Plan D as described below.

- a. MESSA Choices II with a \$500.00/\$1,000.00 in-network deductible, \$20.00 office visit, and Saver Rx (Plan A) for the contractual period for the employee and his/her entire family and any other eligible dependents as defined by MESSA. If 1-24 bargaining unit members elect not to take health care, they will be paid \$150 per month in lieu of coverage. If 25-29 bargaining unit members elect not to take health care, they will be paid \$400 per month in lieu of coverage. If 30 or more bargaining unit members elect not to take health care, they will be paid \$500 per month in lieu of coverage. *Cash in lieu participation is determined by the number of members enrolled by January 1 each year.*

- b. MESSA's Plan A includes:

Choices II	Saver Prescription Card \$500.00/\$1,000.00 in-network deductible \$20.00 office visit
Long Term Disability	70% 90 Calendar Days Modified Fill Maternity Coverage Freeze on Offsets Pre-Existing Condition Waiver Alcoholism/Drug - 2 year limitation Mental/Nervous - same as any other illness
Negotiated Life	\$40,000 with AD&D
Vision	VSP 3
Dental	100:90/90/90: \$3000
Plan Month - January	(\$1000 Class I & II Maximum)

c.	MESSA ABC Plan 1 (Plan C) Long Term Disability	\$1,500/\$3,000 deductible HSA Saver Prescription Card 70% 90 Calendar Days Modified Fill Maternity Coverage Freeze on Offsets Pre-Existing Condition Waiver Alcoholism/Drug - 2 year limitation Mental/Nervous - same as any other illness
	Negotiated Life	\$40,000 with AD&D
	Vision Dental Plan Month - January	VSP 3 100:90/90/90: \$3000 (\$1000 Class I & II Maximum)

In the event the minimum deductible necessary for a medical plan to comply with HSA eligibility is increased beyond the current deductible level in MESSA ABC Plan 1, the deductible will automatically adjust to meet the federal minimum requirement.

	MESSA Plan D includes:	Essentials by MESSA EbM Prescription Card \$375.00/\$750.00 in-network deductible \$25.00 office visit; \$50.00 specialist's visit; \$50.00 urgent care co-pay; \$200.00 emergency room co-pay 20% co-insurance
	Long Term Disability	70% 90 Calendar Days Modified Fill Maternity Coverage Freeze on Offset Pre-Existing Condition Waiver Alcoholism/Drug-2 year limitation Mental/Nervous-same as any other illness
	Negotiated Life	\$40,000 with AD&D
	Vision Dental	VSP 3 100:90/90/90: \$3000

Plan Month-January (\$1000 Class I & II Maximum)

- d. Employees not electing MESSA Plan A, Plan C, or Plan D will select MESSA Plan B, which includes:

Long Term Disability	70% same as above
Negotiated Life	\$50,000 with AD&D
Vision	VSP 3
Dental	100:90/90/90: \$3000
Plan Month - January	(\$1000 Class I & II Maximum)

- B. Premium Payments. The Board shall make payment of insurance premiums for each full-time employee to assure insurance coverage for the full twelve-month period commencing September 1st, and ending August 31st. When necessary, premiums on behalf of the employee shall be made retroactively to assure uninterrupted participation and coverage.

The Board will make contributions to the employee's health savings account. On January 1st, the Board will contribute fifty percent (50%), of the health savings account deductible. On July 1st and October 1st, the Board will contribute twenty-five (25%) of the health savings account deductible. If an employee leaves the District's employment after a contribution under this paragraph is made, the Board may recoup a pro rata amount of the overpayment through a payroll deduction.

The Board shall contribute no more than the "hard cap" amounts per 2011 Public Act 152 toward health/medical insurance coverage (not including negotiated life, long term disability, vision, or dental) up to and including full family sponsored dependents, up to age 26, for all eligible employees. The rates are adjusted each year on January 1 in accordance with the insurance plan year. Employees will contribute toward the cost of health/medical insurance for everything above the Board's contribution through automatic payroll deduction.

The employee's premium contribution will be payroll deducted in equal amounts every pay from the employee's paycheck. Such deduction shall be through a qualified Section 125 Plan, and as such will not be subject to withholding to the extent permitted by law. The Board's qualified Section 125 Plan shall include any and all provisions necessary for pre-tax contributions to employee's Health Savings Accounts if applicable.

Employees electing the MESSA ABC Plan 1 may contribute, through payroll deduction and electronic transfer, additional money towards their HSA up to the maximum amounts allowed by Federal law.

1. Unpaid Leave. If an employee is on an unpaid leave any part of the school year, the school will carry the insurance for the remainder of the month for which the leave

began and the month following and the employee shall then assume the responsibility from that day through the month in which the employee returns to work. If the month following is June, then the Board will assume responsibility for July and August unless the employee resigns. Employees leaving the system shall have their premium paid through the end of the month in which they leave.

- C. Part-Time Employee Benefits and Contributions. Part-time employees shall be entitled to participate in the Group Insurance Program. For those employees selecting Plan A, Plan C, or Plan D the Board shall make premium payment on a prorated basis equal to employees' salary proration. Employees not selecting Plan A, Plan C, or Plan D shall receive Plan B with no proration.
- D. A laid off employee shall continue to receive his/her full insurance benefits (Life, Dental, Health) through the remainder of the school year in which he/she is laid off, and through the summer months of June, July and August. Such a laid off employee may continue his/her health, dental and life insurance benefits beyond this cutoff date by paying monthly the normal, per-subscriber group rate premium for such benefits to the Board, and under provisions established by the insurance carrier. To be eligible for District provided insurance, the laid off employee must pay the employee contribution towards insurance costs to the District by the end of the month.

Article 19 Professional Grievance Procedure

- A. Personal Complaint. If an individual employee has a personal complaint which he desires to discuss with his principal, he is free to do so without recourse to the grievance procedure.
- B. Definition. A grievance is a claim by an employee or the Association as represented by the President or the President's designee of improper application or interpretation of this Agreement.
- C. Level 1. If the Association or an individual employee has a complaint which may be grievable, it shall be discussed first with the proper administrator. An individual employee may be accompanied by a representative of the association. (This step may be the same as "A" above.)
- D. Level 2. The grievant may invoke the formal grievance procedure within ten (10) school days of the alleged infraction on the form set forth in annexed Schedule D, signed by the grievant and a Representative of the Association. A copy of the grievance form shall be delivered to the principal or supervisor, who shall sign a receipt for said grievance.
- E. Level 3, Grievance Presentation. Within five (5) school days of receipt of the grievance, the principal or supervisor shall meet with an Association representative, with or without

the grievant in an effort to resolve the grievance. The principal or supervisor shall indicate his disposition of the grievance in writing within five (5) school days of such meeting, and shall furnish a copy thereof to the grievant and the Association.

- F. Settlement and/or Dropping of Grievance. Any grievance that either (1) is not processed further or (2) is disposed of in accordance with this Grievance Procedure shall be considered settled and such settlement shall be final and binding upon the Board, the employee or employees involved, and the Association and its members.
- G. Unsatisfactory Resolution (Level 3). If the grievance is not satisfactorily resolved by the preceding disposition, or if no disposition has been made within five (5) school days of such meeting, the grievance shall be transmitted to the Superintendent by the Association. Said transmission to the Superintendent must be within fifteen (15) school days. Within five (5) school days, the Superintendent or his designee shall meet with an Association representative on the grievance and shall indicate his disposition of the grievance in writing within five (5) school days of such meeting, and shall furnish a copy thereof to the Association.
- H. Level 4. If the grievance is not satisfactorily resolved by the Superintendent or his designee, or if no disposition has been made within five (5) school days of such meeting, the Grievant has the option of 1 or 2. The grievant has five (5) school days to notify the Superintendent of said options.
1. Mediation: The parties will utilize non-binding grievance mediation. This will be facilitated by a mediator from the Michigan Employment Relations Commission. The Uniserv Director will contact the mediator within ten (10) school days of notification from the grievant. If the Association and the Board do not reach a voluntary settlement the Association may appeal the grievance to arbitration within ten (10) working days after the completion of the mediation.
 2. Board Hearing: the grievance shall be transmitted to the Board by filing a written copy thereof with the secretary or other designee of the Board. Said filing with the Board must be within fifteen (15) school days. The Board, no later than its next regular meeting or two (2) calendar weeks, whichever shall be later, may hold a hearing on the grievance, or give such other consideration as it shall deem appropriate.
- I. Level 5, Arbitrator. If the Association is not satisfied with the disposition of the grievance by the Board, only the Association and not the individual employee may submit the grievance to arbitration before an impartial arbitrator. If the parties cannot agree as to the arbitrator within twenty (20) calendar days from the notification date that arbitration will be pursued, he shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration proceeding. The Board and the Association 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 and agree that judgment thereon may be entered in any court of competent jurisdiction.

- J. Arbitrator Expenses. The fees and expenses of the arbitrator shall be shared equally by the parties.
- K. Not Arbitral. It is expressly understood that the arbitrator shall have no jurisdiction to rule upon the non-renewal of an employee; discipline/discharge; layoff/recall; evaluation; merit pay; assignment; placement; or prohibited subjects.
- L. Time Limitations. The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 15th of any year and strict adherence to the time limits may result in hardship to any party, the Board shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.
- M. Violation of Time Any grievance which is not timely filed and/or appealed within the specific time limits set forth in that step level shall be considered to be settled on the basis of the decision rendered at the previous level. The failure of the Board, at any step level on the grievance procedure, to communicate the decision on grievance in writing to the Union, within the prescribed time limits set forth in that step level of the grievance procedure shall permit the Union to file an appeal of the grievance at the next higher step of the grievance procedure, but shall not be deemed to be an admission as to the substantive merit of said grievance. The time for filing such an appeal shall be measured from the date on which the response to the grievance was due.
- N. Building Representation. There shall be one or more Association representatives for each school building to be selected in a manner determined by the Association. The Association shall inform the Principals of each school building and the Superintendent not later than the second week of school of the name or names of the designated Association representatives of each school building and their designated alternates in case of absence.
- O. Work days are defined as school days during the school year, and days when the administrative offices are open during the summer.

Article 20

Negotiation Procedures

- A. Commitment. This agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in a written and signed amendment to this Agreement.

- B. Negotiations Initiation. Prior to April 1st, upon request of either party, negotiations shall be undertaken for an agreement covering the ensuing school year(s). All efforts shall be made to end negotiations by July 1st.
- C. Selecting Representatives. Neither party in any negotiations shall have any control over the selection of the negotiating or bargaining representatives of the other party and each party may select its representatives from within or outside the school district. While no final agreement shall be executed without ratification by the Association and approval by the Board of Education, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations.
- D. If an emergency financial manager is appointed by the state under the Fiscal Accountability Act, the emergency manager may reject, modify, or terminate the collective bargaining agreement in his/her sole discretion. This authority is a prohibited subject of bargaining under the Public Employment Relations Act (PERA).

Article 21
Orientation of New Employees

- A. Provisions For. The Board and the Association will provide at least a one (1) day orientation program for all new teachers and the previous year's second semester probationary employees employed in the school system. The program must be approved by the Superintendent of Schools.
- B. New Teacher Assistance Program. Each new teacher shall be assigned to a Teacher Mentor for the purpose of aiding the incoming teacher with lesson planning, instructional techniques, classroom management, scope and sequence of learning skills as they relate to course objectives, and development of intra/interpersonal relationships. Teacher Mentors will be selected by the administration from those interested parties and may serve once every three years. This assignment does not necessarily have to be made in the same grade level or given to the Department Head. Teacher Mentors will be tenure teachers and not responsible for evaluations. Teacher Mentors will be provided with a guide for implementing the program to be developed. Compensation for such activity will be as provided in Schedule C2.

Article 22
In-Service Training

- A. Provisions. In view of the changing nature of education, the school calendar will provide for in-service/staff development training. The purpose of this training shall be to keep Jefferson teachers abreast of current innovations in curriculum and methods of presentation.

Topics relevant to education and of interest to staff will also be considered as items for in-service.

- B. Representation. Five (5) representatives from the Association along with representatives from the administration shall participate in the planning of in-service/staff development training. Said Association representatives will be members of the District School Improvement Team. All programs must be approved by the Board and/or the Superintendent and implemented by the administration.
- C. Planning. In compliance with Michigan Law, the District School Improvement Team shall be responsible for planning and coordinating staff development programs, selected in-service topics, and other staff related programs such as awards, recognition, etc. Suggestions are encouraged from the various departments, grade levels, and individuals.

Article 23 Miscellaneous Provisions

- A. Agreement Protection. Any individual contract between the Board and an individual teacher, heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement and any individual contract hereafter executed shall be expressly made subject to and consistent with the terms of this or subsequent agreements to be executed by the parties. If an individual contract contains any language inconsistent with this Agreement, this Agreement shall be controlling.
- B. No Return Notices. Prior to March 1st of the school year, staff members not intending to return should give notice to the Superintendent. This in no way will waive the right and privileges that a teacher has under the State Tenure Act.
- C. Policy Incorporation. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.
- D. Invalid Provisions. In the event that any of the provisions of this Agreement shall be or become legally invalid or unenforceable, such invalidity or unenforceability shall not affect the remainder of the provisions hereof.
- E. Agreement Distribution. Copies of this Agreement shall be made available on the district website by the Board. Within a reasonable time, but not more than sixty (60) days after ratification, the Board will furnish the Union President or designee with one signed copy of this agreement, as well as an electronic version.
- F. Change in Resources.
It is contemplated that the terms and conditions of employment provided in this Agreement shall remain in effect until altered by mutual consent in writing between the parties.

Nevertheless, because of the special nature of the public educational process it is likewise recognized that matters previously unforeseen or not negotiated may be negotiated by mutual consent of the parties. If there is a dramatic drop in district resources then the parties will agree to discuss the issues that surround the drop in resources. It is in the public interest that the opportunity for mutual discussion of such matters be provided.

Article 24 **Educational Improvements**

- A. Conference Attendance. The Board shall pay, within the framework established by the Board, expenses (fees, meals, lodging, and/or transportation) incurred by teachers who attend workshops, seminars, conferences, or other professional improvement sessions at the request and/or with the advance approval of the Superintendent or his designee. Teachers applying for a Conference should use Schedule J.
- B. Credits Earned. Any credits earned shall not be applied towards lane changes.
- C. Frequency of Conference Attendance. A requirement to attend any one of the above shall be mandatory once in every five (5) year period. The administration will notify the JEA President as well as the individual teacher when a teacher is not in compliance with this article. Notice of noncompliance shall be given prior to October of the fifth year.

Article 25 **Seniority**

- A. Seniority Defined. Seniority shall be defined as the total service in the bargaining unit, computed from the first day the employee reported for work. All full-time employees hired to begin work on the same day shall participate in a drawing to determine their placement on the seniority list. All part-time employees hired to begin work on the same day shall be placed on the seniority list by their employment percentage (i.e. the greatest percentage receiving the highest seniority). In the event that part-time employees are at equal percentages, they will participate in a drawing with those with equal employment. Seniority is continuous, uninterrupted service in the bargaining unit, as described below.
- B. The Board shall supply the Association President with the following information within the first two (2) weeks of a newly hired employee's employment: name, date of hire, address, job location, and salary. At the beginning of each fiscal year, the Board will provide the Association President with a listing of all bargaining unit employee addresses and phone numbers currently on file with the District.
- C. Acquiring Seniority. Seniority is acquired by an employee from the first day of work in a bargaining unit position. An employee's seniority date will be adjusted periodically as required to account for periods of time when the employee has not earned seniority.

D. Seniority Lists. A seniority list shall be maintained by the District for all bargaining unit members. The Superintendent shall publish and post updated seniority list no later than October 1 of each year. A copy of the seniority list and subsequent revisions shall be furnished to the Association President no later than two (2) weeks of any revisions. Any employee objecting to the seniority list shall do so by November 1st of each year, otherwise any claims of adjustments to seniority are permanently waived.

E. Loss of Seniority. All seniority is lost when the employee:

1. Resigns or retires;
2. Is discharged;
3. Fails to report for work at the termination of a leave of absence;
4. Fails to report for work upon recall from layoff.

Neither layoff nor the taking of approved leave of absence as provided in this Agreement shall cause the loss of seniority.

F. Seniority. An employee will earn and accrue seniority as follows:

1. Full Seniority - over 75% of a full assignment.
2. Three Fourths Seniority - over 50% up to and including 75% of a full assignment.
3. One Half Seniority - over 25% up to and including 50% of a full assignment.
4. One Fourth Seniority - up to and including 25% of a full assignment.

G. Interrupted Seniority. Seniority is interrupted and no longer accrues during any period when an employee is:

1. Employed in a supervisory/administrative position at Jefferson Schools.
2. On an unpaid leave of absence except as provided elsewhere in this Agreement.
3. Laid off.

H. Seniority During Leaves of Absence. Seniority will continue to accrue while an employee is on an approved leave of absence as defined herein. Seniority will not accrue while an employee is on unpaid leave of absence except as follows:

1. The employee is on an approved Sabbatical Leave or Educational Leave, or;
2. The employee is on Military Leave, or;
3. The employee is on Association Leave as herein provided, or;
4. The employee on Maternity/Child Care Leave will continue to accrue seniority for the remainder of the semester in which the leave begins, and for one full semester thereafter.

Article 26
Nurses Benefits

- A. Agreement. School Nurses shall be subject to the following:
1. The position shall be non-tenured with non-tenure contracts being issued each year.
 2. The position shall require certification as issued by the State Department of Education.
 3. The position shall require the same calendar and on-duty hours as a certified staff member. Less than full-time employees shall work on a pro-rated basis.
 4. Position schedules shall be made available prior to the opening of school with input from those in the position.
 5. Shared-time assignments shall be made in accordance with the terms of the Master Agreement.
 6. The position shall not gain seniority with the certified staff but rather on a separate seniority list restricted to position holders only. Seniority credit shall be earned in the same manner as an employee.
 7. Nurses with, or gaining, teacher certification in addition to the required position certification shall not have any rights to bid on a teacher vacancy. Rather, they may apply and be considered with all other applicants.
 8. Nurses shall be entitled to thirteen (13) days per year sick leave to a maximum of one hundred eighty (180) days accumulated. In addition, he/she shall receive three (3) personal days per year. Unused personal days are rolled into sick leave.
 - A. The unused portion of such allowance shall accumulate to a maximum of one hundred-eighty (180) days. After June 30th, any unused sick days in excess of 180 days, shall be paid at a rate of fifty dollars (\$50.00) per day.
 - B. Upon retirement and receipt of final payroll detail from the State of Michigan, any accumulated sick days will be paid at the rate of fifty dollars (\$50.00) per day.
 9. Nurses shall be evaluated, in writing, by a member of the administrative staff at least once every two (2) years.
 10. Position reductions shall be made in reverse order of position seniority with a notice of sixty (60) calendar days prior to the effective date of the lay-off.

B. Additional Provisions in addition to the above, the following Articles and/or Sections of the Master Contract shall apply to nurses.

- | | | |
|----|---|------------------------------------|
| 1. | Article 11 - Paid Leave of Absence | Sections A, B, C, and D only |
| 2. | Article 12 - Unpaid Leave of Absence | Sections A, C, D, E, F, and G only |
| 3. | Article 13 - Continuity of Operations | All Sections |
| 4. | Article 14 - School Calendar | All Sections |
| 5. | Article 15 - Professional Compensation | Section E and K only |
| 6. | Article 18 - Group Insurance Protection | All Sections |
| 7. | Article 19 - Professional Grievance Procedure | All Sections |
| 8. | Article 23 - Miscellaneous Provisions | All Sections |

C. Compensation:

The position shall be compensated as per the following schedule:

\$48,925	2023-2024
\$50,393	2024-2025

Article 27
Duration of Agreement

This Agreement shall be effective as of September 1, 2023, and shall continue in effect through June 30, 2025.

Board of Education

Education Association

Cory McLaughlin, President

Susan LaBeau, President

Daniel Stump, Vice President

Heather Diesing, Negotiation Committee

Thomas Friar, Secretary

Jennifer Young, Negotiation Committee

Shane Foster, Treasurer

Emma Stamper, Negotiation Committee

Ronald Bedra, Trustee

Paula Sturn, Negotiation Committee

Ignacio Bijarro, Trustee

Jean Arnold, Negotiation Committee

Jackie Lancaster, Trustee

Christine Dusich, UniServ Director

Schedule

A

CALENDARS

Jefferson Schools 2023-2024 District Calendar

Holidays
 *1/2 Day Students
 **1/2 Day S/S
 ***Professional Development

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="background-color: #90EE90;">Aug.28</td><td>New Teacher Day</td></tr> <tr><td style="background-color: #90EE90;">Aug.29-31</td><td>Teacher Professional Development</td></tr> <tr><td style="background-color: #ADD8E6;">Sept. 1 & 4</td><td>Labor Day Holiday - No School</td></tr> <tr><td style="background-color: #FFC0CB;">Sept. 5</td><td>First Day of School (Students)</td></tr> <tr><td style="background-color: #FFFF00;">Nov. 22</td><td>1/2 Day Students & Staff</td></tr> <tr><td style="background-color: #ADD8E6;">Nov. 23 & 24</td><td>Thanksgiving Break</td></tr> <tr><td style="background-color: #FFC0CB;">Dec. 25-Jan.2</td><td>Christmas Break</td></tr> <tr><td style="background-color: #ADD8E6;">Jan. 15</td><td>MLK Day - No School</td></tr> </table>	Aug.28	New Teacher Day	Aug.29-31	Teacher Professional Development	Sept. 1 & 4	Labor Day Holiday - No School	Sept. 5	First Day of School (Students)	Nov. 22	1/2 Day Students & Staff	Nov. 23 & 24	Thanksgiving Break	Dec. 25-Jan.2	Christmas Break	Jan. 15	MLK Day - No School	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="background-color: #90EE90;">Jan. 19</td><td>1/2 Day Students; PD</td></tr> <tr><td style="background-color: #FFFF00;">Feb. 16</td><td>1/2 Day Students & Staff</td></tr> <tr><td style="background-color: #ADD8E6;">Feb. 19-20</td><td>Winter Break</td></tr> <tr><td style="background-color: #FFC0CB;">Mar. 25-Apr. 1</td><td>Spring Break</td></tr> <tr><td style="background-color: #90EE90;">Apr. 19</td><td>1/2 Day Students; PD</td></tr> <tr><td style="background-color: #ADD8E6;">May 24-27</td><td>Memorial Day - No School</td></tr> <tr><td style="background-color: #FFC0CB;">June 10</td><td>1/2 Day Students; Ex/Records</td></tr> <tr><td style="background-color: #FFFF00;">June 11</td><td>Last Day - 1/2 Day Students & Staff</td></tr> </table>	Jan. 19	1/2 Day Students; PD	Feb. 16	1/2 Day Students & Staff	Feb. 19-20	Winter Break	Mar. 25-Apr. 1	Spring Break	Apr. 19	1/2 Day Students; PD	May 24-27	Memorial Day - No School	June 10	1/2 Day Students; Ex/Records	June 11	Last Day - 1/2 Day Students & Staff
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June 10	1/2 Day Students; Ex/Records																																
June 11	Last Day - 1/2 Day Students & Staff																																

AUGUST				
M	T	W	TH	F
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		4	5	6
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

DECEMBER				
M	T	W	TH	F
				1
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4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
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APRIL				
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29	30			

SEPTEMBER				
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JANUARY				
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29	30	31		

MAY				
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20	21	22	23	24
27	28	29	30	31

OCTOBER				
M	T	W	TH	F
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16	17	18	19	20
23	24	25	26	27
30	31			

FEBRUARY				
M	T	W	TH	F
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26	27	28	29	

JUNE				
M	T	W	TH	F
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24	25	26	27	28

NOVEMBER				
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MARCH				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Teacher's Professional Development				
Aug. 29				
Aug. 30				
Aug. 31				
Nov. 1				
Jan. 19 1/2 Day				
Apr. 19 1/2 Day				

Marking Periods:
 Sept. 5th - Nov. 10th
 Nov. 13th - Jan. 19th
 Jan. 22nd - Apr. 4th
 Apr. 8th - June 11th

Total Days
 180 Student Days *
 30 Teacher PL Hours

* denotes 1/2 day for students
 **denotes 1/2 day students & staff
 ***denotes no school for students

Jefferson Education Association Contract 2023-2024

Jefferson Schools 2024-2025 District Calendar

Holidays
 *1/2 Day Students
 **1/2 Day S/S
 ***Professional Dev.

Aug. 26	New Teacher Day
Aug. 27-29	Teacher Professional Development
Sept. 2	Labor Day- No School
Sept. 3	First Day of School (Students)
Nov. 27	1/2 Day Students & Staff
Nov. 28-29	Thanksgiving Break
Dec. 23 -Jan.3	Christmas Break
Jan. 20	MLK Day-No School
Jan. 24	1/2 Day Students; PD

Feb. 14	1/2 Day Students & Staff
Feb. 17	Winter Break
Mar. 24-28	Spring Break
Apr. 17	1/2 Day Students; PD
Apr. 18-21	Easter Break
May 23	1/2 Day Students & Staff
May 26	Memorial Day-No School
June 11	1/2 Day Students; Ex/Records
June 12	Last Day - 1/2 Day Stud./Staff

AUGUST				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

DECEMBER				
M	T	W	TH	F
2	3	4	5	6
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16	17	18	19	20
23	24	25	26	27
30	31			

APRIL				
M	T	W	TH	F
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14	15	16	17	18
21	22	23	24	25
28	29	30		

SEPTEMBER				
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30				

JANUARY				
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13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

MAY				
M	T	W	TH	F
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12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER				
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14	15	16	17	18
21	22	23	24	25
28	29	30	31	

FEBRUARY				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

JUNE				
M	T	W	TH	F
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9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

NOVEMBER				
M	T	W	TH	F
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4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

MARCH				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Teacher's Professional Development				
Aug. 27				
Aug. 28				
Aug. 29				
Nov. 1				
Jan. 24 1/2 Day				
Apr. 17 1/2 Day				

Marking Periods:

Sept. 3rd - Nov. 8th
Nov. 11th - Jan. 24th
Jan. 27th - Apr. 4th
Apr. 7th - June 12th

Total Days

180 Student Days *
30 Teacher PL Hours

* denotes 1/2 day for students
**denotes 1/2 day students & staff
***denotes no school for students

Jefferson Education Association Contract 2024-2025

Schedule B				
Teacher Salary Scale				
2023-2024 Salary				
Step	BA	MA	MA 15	MA 30
1	41000	43000		45000
2	42625	44950		47350
3	44250	46900		49700
4	45875	48850		52050
5	47500	50800		54400
6	49125	52750		56750
7	50750	54700		59100
8	52375	56650		61450
9	54000	58600		63800
10	55625	60550		66150
11	57250	62500		68500
12	58875	64450		70850
13	60500	66400		73200
14	62125	68350		75550
15	63750	70300		77900
16	65375	72250		80250
17	67000	74200	78000	82600

1. For 2023-2024, employees will be paid on the step number. Lanes may move.
2. MA 15: Applies only for those on MA 15 scale as of July 1, 2019. No other Employees may be placed on MA 15 after July 1, 2019.
3. Merit Pay: \$100 for each employee rated effective or highly effective.
4. Elimination of Tier 2 pay scale.
5. Retention Bonus:
Employees who have worked in the District for at least ten (10) years as of September 1, 2023, will receive a one-time retention bonus as follows:
10-14 years of District service \$250
15-19 year of District service \$500
20-24 years of District service \$750
25+ years of District service \$1,000
The retention bonus shall be paid on or about December 1, 2023.

Schedule B				
Teacher Salary Scale				
2024-2025 Salary				
Step	BA	MA	MA 15	MA 30
1	42250	44250		46250
2	43875	46200		48600
3	45500	48150		50950
4	47125	50100		53300
5	48750	52050		55650
6	50375	54000		58000
7	52000	55950		60350
8	53625	57900		62700
9	55250	59850		65050
10	56875	61800		67400
11	58500	63750		69750
12	60125	65700		72100
13	61750	67650		74450
14	63375	69600		76800
15	65000	71550		79150
16	66625	73500		81500
17	68250	75450	79250	83850
General Provisions				
1, For 2024-2025: One step increase; lanes may move.				
2. MA 15: Applies only for those on MA 15 scale as of July 1, 2019. No other employees may be placed on MA 15 after July 1, 2019.				
3. Merit Pay: \$100 for each employee rated effective or highly effective.				

Schedule

C & C-2

EXTRA DUTY

**SCHEDULE C
ATHLETIC SCHEDULE**

I. Competitive Athletics

A. Football

1.	Varsity Head Coach	4800
	a. assistant	3050
	b. assistant	3050
	c. assistant	3050
2.	J.V. Head Coach	3050
	a. assistant	2800
3.	9 th Grade Head Coach	2800
	a. assistant	2650
4.	8 th Grade Head Coach	2050
	a. assistant	1900
	(Paid separately if 2 separate teams {(1) 7 th & (1) 8 th }. Paid once if combined 7/8 team.)	
5.	7 th Grade Head Coach	2050
	a. assistant	1900
	(Paid separately if 2 separate teams {(1) 7 th & (1) 8 th }. Paid once if combined 7/8 team.)	

B. Cross Country (Combined Boys/Girls Teams)

1.	Varsity Head Coach	4050
	a. assistant	2300
2.	Middle School Head Coach	1900

C. Golf (Boys/Girls)

1.	Varsity Head Coach	3250
	a. assistant	2300
2.	Middle School Head Coach	1900

D. Basketball (Boys/Girls)

1.	Varsity Head Coach	4550
	a. assistant	3050
2.	J.V. Head Coach	3050
3.	9 th Grade Head Coach	2800
4.	8 th Grade Head Coach	2050
	(Paid separately if 2 separate teams {(1) 7 th & (1) 8 th }. Paid once if combined 7/8 team.)	
5.	7 th Grade Head Coach	2050
	(Paid separately if 2 separate teams {(1) 7 th & (1) 8 th }. Paid once if combined 7/8 team.)	

- E. Volleyball
1. Varsity Head Coach 4550
 - a. assistant 3050
 2. J.V. Head Coach 3050
 3. 9th Grade Head Coach 2800
 4. 8th Grade Head Coach 2050
(Paid separately if 2 separate teams {(1) 7th & (1) 8th}. Paid once if combined 7/8 team.)
 5. 7th Grade Head Coach 2050
(Paid separately if 2 separate teams {(1) 7th & (1) 8th}. Paid once if combined 7/8 team.)
- F. Wrestling
1. Varsity Head Coach 4550
 - a. assistant 3050
 2. JV Head Coach 3050
 3. 9th Grade Head Coach 2800
 4. 7th & 8th Grade Head Coach 2050
 - a. assistant 1900
- G. Track (Boys/Girls)
1. Varsity Head Coach 4050
 - a. assistant 2800
 - b. throws coach 2300
 2. 7th & 8th Grade Coach 1900
 - a. assistant 1850
- H. Baseball
1. Varsity Head Coach 4050
 - a. assistant 2800
 2. JV Head Coach 2800
 3. 9th Grade Head Coach 2550
 4. 8th Grade Head Coach 1900
(Paid separately if 2 separate teams {(1) 7th & (1) 8th}. Paid once if combined 7/8 team.)
 5. 7th Grade Head Coach 1900
(Paid separately if 2 separate teams {(1) 7th & (1) 8th}. Paid once if combined 7/8 team.)
- I. Softball
1. Varsity Head Coach 4050
 - a. assistant 2800
 2. JV Head Coach 2800
 3. 9th Grade Head Coach 2550

- | | | |
|------|---|------|
| 4. | 8 th Grade Head Coach | 1900 |
| | (Paid separately if 2 separate teams {(1) 7 th & (1) 8 th }. Paid once if combined 7/8 team.) | |
| 5. | 7 th Grade Head Coach | 1900 |
| | (Paid separately if 2 separate teams {(1) 7 th & (1) 8 th }. Paid once if combined 7/8 team.) | |
|
 | | |
| J. | Soccer (Boys/Girls) | |
| 1. | Varsity Head Coach | 4050 |
| a. | assistant | 2800 |
| 2. | JV Head Coach | 2800 |
| 3. | 9 th Grade Head Coach | 2550 |
| 4. | 7 th & 8 th Grade Head Coach | 1900 |
| | (Paid separately if 2 separate teams {(1) 7 th & (1) 8 th }. Paid once if combined 7/8 team.) | |
|
 | | |
| K. | Tennis (Boys/Girls) | |
| 1. | Varsity Head Coach | 3600 |
| a. | assistant | 2300 |
| 2. | 7 th & 8 th Grade Head Coach | 1900 |
| | (Paid separately if 2 separate teams {(1) 7 th & (1) 8 th }. Paid once if combined 7/8 team.) | |
|
 | | |
| L. | Swimming (Boys/Girls) | |
| 1. | Varsity Head Coach | 4050 |
| a. | assistant | 3050 |
| b. | diving coach | 2300 |
| 2. | 7 th & 8 th Grade Head Coach | 2050 |
| a. | assistant | 1900 |
| | (Combined team) | |
|
 | | |
| M. | Cheerleading (Competitive) | |
| 1. | Varsity Head Coach | 3600 |
| a. | assistant | 2300 |
| 2. | JV Head Coach | 2300 |
| 3. | 9 th Grade Head Coach | 1900 |
| 4. | 7 th & 8 th Grade Head Coach | 1900 |
| | (Combined team) | |
|
 | | |
| N. | Hockey | |
| 1. | Varsity Head Coach | 4550 |
| a. | assistant | 3050 |

SCHEDULE C-2

II. PROGRAMS COACHES, SPONSORS AND ADVISORS

A. Cheerleading (sideline)

1.	Varsity Head Coach	2300
2.	JV Head Coach	1900
3.	9 th Grade Head Coach	1650
4.	7 th & 8 th Grade Head Coach	1250

(Paid separately if 2 separate squads {(1) 7th & (1) 8th}. Paid once if combined 7/8 team.)

B. Music

1.	Band	
	a. High School	6050
	b. Middle school	850
	c. Majorette, flag corps, color guard or	1900
	e. pom-pom advisor	1900
	f. percussion	1900
	g. jazz band (when not part of teaching assignment)	2300
2.	Choir	
	a. high school & middle school	2650
	b. elementary school	650

C. Drama

1.	High School	1050
	a. assistant	650
2.	5-8th Grade	650
	b. assistant	450
3.	K-4th Grade	650

D. Yearbook

1.	High School Yearbook	2550
2.	Middle School Yearbook	1550

E. Class & Club Advisors

1.	Senior Class Advisor	1050*
2.	Junior Class Advisor	950*
3.	Sophomore Class Advisor	850*
4.	Freshman Class Advisor	750*
5.	Student Council	
	a. High School	1000*
	b. Middle School	1000*
6.	National Honor Society	
	a. High School	600*

	b. 7 th & 8 th Grade	600*
	*per person/two people maximum	
7.	Lego Club/Coding	1050
	a. assistant	550
8.	High School FIRST Robotics	3000
	a. assistant	2000
9.	Middle School FIRST Robotics	2050
	a. assistant	1050
10.	DECA	650
11.	Quiz Bowl	
	High School	650
	a. assistant	450
	5/6	650
	a. assistant	450
	7/8	650
	a. assistant	450
12.	HS SPLT	600*
	MS SPLT	600*
	*per person/two people maximum	
13.	K-6 Club Advisor**	600
14.	7-12 Club Advisor**	600
	**With Central Office Approval	

F. Curriculum Representatives

1.	Department/Grade Level Chair	1250 per person (unless shared)
2.	Curriculum Study Representative	1050 per person
3.	School Improvement Chair (If warranted)	1400 per person (unless shared)

G. Others

1.	Lunch Duty	
	High School (max. 2 per lunch)	1050 per person
	Middle School (max. 2 per lunch)	1050 per person
2.	Teacher Mentor (Maximum 2 mentees at any time)	1050 per person
3.	Additional Duties	
	a. Direct College (paid by outside source)	Maximum 1050/year per person
	b. Student Teacher Stipend (paid by outside source)	Maximum 550/year per person
4.	Games Manager (1 position per season unless shared) (Fall, Winter, and Spring)	4050 per season
5.	Catch My Breath Facilitator	
	Middle School	2300
	High School	2300

6. Teacher of Record (TOR) 875/semester per person

H. Virtual Teachers (1 per building)

1. 1-25 Students 1500 per 9 week marking period
2. 26-50 Students 2250 per 9 week marking period
3. 51-75 Students 3000 per 9 week marking period

- \$50 per student each from 76-100 students
- A second virtual teacher will be hired at 101 students and will be paid according to the above schedule.
- JHS virtual teacher(s) will be paid every 9 weeks like the rest of the district.
- Elementary is considered Young 5's - 4th Grades
- Middle School is considered 5th - 8th Grades
- High School is considered 9th - 12th Grades

1. The parties agree that this schedule represents all extra duty for which compensation is received.
2. All newly vacated positions must be posted so bargaining unit employees may apply, although Administration retains the right to fill the position with who they deem as the most qualified versus a non-JEA employee. If a JEA employee makes application for any Schedule C or C-2 extra duty position, and is deemed equally qualified by the Administration, the JEA employee applicant will be awarded the position. Positions will be awarded to bargaining unit employees within the respective buildings first before being awarded to a bargaining unit employee outside the building. The Board and Administration may hire a non-JEA employee to a Schedule C or C-2 position and negotiate an extra duty stipend, as long as the stipend does not exceed what a JEA employee would receive.
3. If a bargaining unit employee is asked to perform their duties outside of the traditional school year, the number of additional days are limited to nine (9) days beyond the contractual number of days. Employees will earn a "Comp Day" for each additional day worked which can be taken during the regular school year, with Administrative Approval, and the employee will not be charged personal or sick-time. "Comp Days" will not accumulate and will not carry from year to year.
4. If the District creates any new extra duty assignments, the District will negotiate the compensation with the Jefferson Education Association.

**Schedule D
Jefferson Schools
GRIEVANCE REPORT**

GRIEVANCE # _____

Form Distribution:

1. Superintendent
2. Principal
3. Association
4. Teacher

Submit to Principal In Duplicate

Building	Assignment	Name of Grievant	Date Filed
----------	------------	------------------	------------

---STEP 1---

- A. Date Cause of Grievance Occurred _____
- B. 1. State of Grievance _____
2. Relief Sought _____
Signature _____ Date _____
- C. Disposition by Principal _____
Principal's Signature _____ Date _____
- D. Position of Grievant and/or Association _____
Signature _____ Date _____

---STEP II---

- A. Date Received by Superintendent or Designee _____
- B. Disposition by Superintendent or Designee _____
Signature _____ Date _____

---STEP III---

- A. Date Received by Board of Education or Designee _____
- B. Disposition by Board _____
Signature _____ Date _____
- C. Position of Grievant and/or Association _____
Signature _____ Date _____

---STEP IV---

- A. Date Submitted to Arbitration _____
- B. Disposition & Award of Arbitrator _____
Signature _____ Date _____

NOTE: All provisions of Article _____ of the Agreement dated _____ 20__
will be strictly observed in the settlement of this grievance.

Schedule E
Jefferson Schools
EMPLOYEE LEAVE REQUEST FORM*

Employee's
Name _____ Date _____

Building _____ Department _____

This leave shall be used only in situations of urgency for the purpose of conducting personal business which cannot normally be transacted on the weekend, after school hours or during vacation periods. Personal Business Days may be taken for the following reasons: Medical, Legal, Educational, Financial or Domestic. Violation of the intent of this leave is subject to the loss of two (2) days salary and a possible reprimand. Continued violation may be grounds for dismissal.

Date(s) Requested for
Leave _____

Reason for
Leave _____

Approved

Rejected

Employee's Signature

Supervisor's Signature

Approved

Rejected

Central Administrative Signature

* Normally this form must be filed at least three (3) days in advance of such a leave request. This form shall be returned to the employee no later than the day previous to the anticipated leave if possible. In an emergency, the approval or rejection may be given orally but this form must then follow the days absent.

(File in quadruplicate)

Schedule G
Salary Lane Change Request

Please be advised that according to the Master Agreement, I, _____,
am entitled to a salary increase by virtue of continued education. _____
Date

Change Requested (Circle One):

Masters

Masters +30

This form must be submitted to the Superintendent's Office by October 1st for a first semester salary adjustment or by February 1st for a second semester salary adjustment. The form will be held for processing and no adjustment(s) will be made until a transcript is received from the university; however, a letter of verification from the university will serve as a temporary transcript.

Faculty Member _____

For Office Use Only

Previous: Lane _____ Step _____ Salary _____

New: Lane _____ Step _____ Salary _____

Approved **Disapproved**

Superintendent of Schools

**Schedule H
Graduate Credit Class
Advance Approval Request
(Beyond Masters Degree)**

I am requesting advance approval for the following classes to be taken at/through
(University Name)_____

- | | | |
|----|-----------------------|--------------|
| 1. | _____ | _____ |
| | Course Title & Number | Credit Hours |
| 2. | _____ | _____ |
| | Course Title & Number | Credit Hours |
| 3. | _____ | _____ |
| | Course Title & Number | Credit Hours |
| 4. | _____ | _____ |
| | Course Title & Number | Credit Hours |

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	_____	_____
	Faculty Member	Date
	_____	_____
	Superintendent of Schools	Date

For administrative information only:
 Are you at this time enrolled in a planned university program, i.e. Second Masters',
 Specialist, Doctoral, and if so, which one_____.

**Schedule I
Request for Work Schedule Change**

Current work hours and assignment _____

Requested work hours and assignment _____

If this request is for a shared assignment, name of bargaining unit member with whom you wish to share _____ and position(s) to be shared _____.

Effective Date: _____ 20__

Date of this request: _____ 20__

Faculty Member

Approved

Disapproved

Superintendent of Schools

**Schedule J
Jefferson Schools
Request to Attend Conferences**

Request #: _____(District Assigns#)
 Name _____ Date of Application _____
 Building/Department _____ Assignment _____
 Conference (Title & Sponsor):

 Place: _____
 Date/Time Leaving: _____ Date/Time Returning _____
 My report on the conference will be made to: _____
 If requesting a substitute, please indicate grade/subject & dates: _____
 Grade/Subject: _____ Date(s) substitute needed: _____

ESTIMATED EXPENSES

1. Registration.....	\$ _____
2. Transportation.....	\$ _____
3. Lodging/Room.....	\$ _____
4. Meals.....	\$ _____
5. Other Costs (itemize)	
.....	\$ _____
.....	\$ _____
.....	\$ _____
Total.....	\$ _____

Comments by Applicant: _____
 Will share expenses with: _____
 Funding Source: _____

Not Recommended

Recommended Principal _____ Date: _____

Not Recommended

Recommended Superintendent _____ Date: _____

cc: to Administration Building, Your Building, and Applicant

LETTER OF AGREEMENT
BETWEEN THE
BOARD OF EDUCATION OF THE JEFFERSON SCHOOLS
and
JEFFERSON EDUCATION ASSOCIATION

The Jefferson Schools Board of Education and the Jefferson Education Association agree to the following based upon statutory and contractual changes.

1. The District employs the following nonteaching ancillary staff:

Speech Therapist:
Chelsea Dowler

2. These individuals are not subject to the amended Teachers' Tenure Act and Revised School Code provisions. The named persons are to be continued with a just cause standard for discipline and discharge and may arbitrate such matters in accordance with the Grievance Procedure set forth in the Collective Bargaining Agreement.
3. If any obtain tenure as a classroom teacher, that individual shall be subject to the provisions of the Teachers' Tenure Act in effect at that time and are subject to limitations set forth under the Collective Bargaining Agreement.
4. When the named nonteaching itinerants vacate the position for any reason, the new holder of the position shall be subject to the terms and conditions of the Collective Bargaining Agreement and Board Policy at that time.
5. Ancillary employees shall be laid off and recalled, based upon classification, evaluations, discipline, attendance and seniority.

FOR THE BOARD

Its: _____

Date: _____

FOR THE ASSOCIATION

Its: _____

Date: _____