

**PUBLIC SCHOOLS OF CALUMET, LAURIUM & KEWEENAW**

**PROFESSIONAL AGREEMENT**

**2014-2017**

## TABLE OF CONTENTS

<u>ARTICLE</u>		<u>PAGE</u>
1	Recognition .....	1
2	Professional Negotiations .....	2
3	Board Rights .....	3
4	Teacher Rights .....	4
5	Rights of the Association .....	5
6	Professional Behavior .....	6
7	Professional Improvement .....	7
8	Curriculum Review Committee .....	8
9	Academic Freedom .....	9
10	Protection of Teachers .....	10
11	Qualifications .....	11
12	Teaching Hours and Assignments .....	12
13	Teaching Conditions .....	14
14	Vacancies, Promotions, Transfers .....	15
15	Sick Leave .....	16
16	Personal Leave .....	19
17	Leaves of Absence Without Pay .....	21
18	Summer School .....	23
19	Grievance Procedure .....	24
APPENDIX	Grievance Report Form .....	28
20	Teacher Salary Schedule .....	31
21	Insurance .....	34
22	Extra Duty Fee Schedule .....	36
23	School Calendar 2014-2015 .....	40
24	Contract Review .....	41
25	Reduction of Staff .....	42
26	Early Retirement Incentive .....	43
27	Medically Fragile .....	44
28	School Improvement .....	45
29	Public School Academies .....	46
30	Mentor Teacher .....	47
	Duration of Agreement .....	48
	Letter of Understanding #1 .....	49
	Letter of Understanding #2 .....	50
	Letter of Understanding #3 .....	51

**ARTICLE 1**  
**RECOGNITION**

The Board of Education of the Calumet, Laurium and Keweenaw Public Schools, hereinafter “Board”, hereby recognizes the Calumet Education Association, hereinafter “Association”, as the exclusive bargaining representative as defined in Section 1(1)(a) of the Michigan Public Employment Relations Act, MCL 423.201 et seq, for all regularly employed certified teaching personnel, but excluding teachers not normally under contract, non-certified personnel and personnel who have supervisory or executive authority.

**ARTICLE 2**  
**PROFESSIONAL NEGOTIATIONS**

- A. 1. Not later than four months prior to the expiration of this Agreement, the Board agrees to negotiate with the Association over a Successor Agreement in accordance with the procedure set forth herein in a good-faith effort to reach agreement concerning teachers' salaries and other conditions of their employment. Such negotiations will include, but not be limited to, the subjects covered by this Agreement and any other matters mutually agreed to be negotiable by the parties. Any agreement so negotiated will apply to all regularly employed certificated teachers (employed as teachers) and will become effective when it is reduced to writing and signed on behalf of the Board and the Association.
2. During negotiations the Board and the Association will exchange points of view and, when necessary, make proposals and counter-proposals. The Board will make available to the Association for inspection pertinent records of the school system upon written request of the Association, which request shall specify the records desired. Such records will be made available at the office of the Board and will not be removed from said office. Either party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiations.
3. If the negotiations described in this section have reached in impasse, the mediation procedure of the Michigan Public Employment Relations Act, MCL 423.201 et seq, excluding Section 7(a), will be followed.
- B. This Agreement incorporates the entire understanding of the parties on all issues which were or could have been the subject of negotiation. During the term of this Agreement neither party will be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.
- C. It is contemplated that terms and conditions of employment provided in this Agreement shall remain in effect unless altered by mutual consent in writing between the parties.
- D. Each party to this Agreement reserves the right to negotiate by committee or designated representative. 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 to a maximum of seven persons, including ex officio members. While no final agreement shall be considered effective until ratified by the Association and the Board, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals and make concessions in the course of negotiations.
- E. This Agreement supersedes and cancels all previous agreements, verbal or written, or based on alleged practices, between the parties. Any amendment, or agreement supplemental hereto shall not be binding upon either party unless executed in writing by the parties hereto.
- F. An emergency manager appointed under the local government and school district fiscal accountability act may reject, modify or terminate the collective bargaining agreement as provided within the local government and school district fiscal accountability act.

### ARTICLE 3 BOARD RIGHTS

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 and vested in it by the laws and constitution of the State of Michigan and/or the United States.

The Public Schools of Calumet, Laurium and Keweenaw is a “General Powers School District” in accordance with Public Act 289 of 1995, Public Act 451 of 1976, M.C.L. 380.11a, as amended.

- A. Such rights shall include, by way of illustration and not by way of limitation the right to:
1. Manage and control its business, its equipment and its operations and to direct the working forces and affairs of the school district.
  2. Continue its rights, policies and practices of assignment and direction of its personnel and determining the number of personnel but not in conflict with the specific provisions of this Agreement, unless any provision or application of this agreement prohibits the District from complying with State and Federal Laws.
  3. Determine the services, supplies and equipment necessary to continue its operations.
  4. Adopt reasonable rules, policies and regulations.
  5. Determine the number and location or relocation of its facilities, including the establishment or relocation of new schools, buildings, departments, divisions and subdivisions thereof.
  6. Determine the financial policies, including all accounting procedures.
  7. Determine the size of the management organization, its functions, authority, amount of supervision and table of organization.
  8. Establish levels and courses of instruction, including special programs and to provide for athletic, recreational and social events for students.
- B. The exercise of these powers, rights, authorities, duties and responsibilities by the Board shall be limited only by the specific and expressed terms of this Agreement, unless the powers, rights, authorities, duties and responsibilities by the Board are enacted by the District to become in compliance with State and Federal Laws.
- C. The matters contained in this Agreement and/or the exercise of any such rights of the Board are not subject to further negotiations between the parties during the term of this Agreement.
- D. It is further understood that the above rights are not to be interpreted as abridging or conflicting with any specific provision of this Agreement.

**ARTICLE 4**  
**TEACHER RIGHTS**

- A. The provisions of this Agreement relative to wages, hours, terms and conditions of employment shall be applied in a manner which is not capricious or discriminatory and without regard to race, creed, religion, color, national origin, age, sex, or marital status.
- B. Membership in the Association shall be open to all teachers regardless of race, creed, sex, marital status, or national origin.
- C. Each teacher will have the right, upon request and with one day's advance notice, to review the contents of his/her own personnel file. A representative of the Association may, at the teacher's request, accompany the teacher in such review. The review will be made in the presence of the administrator responsible for the safekeeping of such file. Privileged information, such as confidential credentials and related personal references obtained at the time of initial employment, are specifically exempted from such review. The Administrator will remove such credentials and confidential reports from the file prior to the review of the file by the teacher.
- D. Any material originating after initial employment will not be placed in a teacher's personnel file unless the teacher has been notified and given an opportunity to review the material. The teacher may submit a written notation regarding any material, and the same shall be attached to the file copy of the material in question. If the teacher is asked to sign material placed in his/her file, such signature shall be understood to indicate his/her awareness of the material; but in no instance shall said signature be interpreted to mean agreement with the content of the material.

**ARTICLE 5**  
**RIGHTS OF THE ASSOCIATION**

- A. The Association and its representatives shall have the right to use school buildings for meetings at all reasonable hours, provided such use does not conflict with school use. When special custodial service is required, the Board may make a customary charge therefore. Applications for use of school facilities shall be made in advance at the office of the Superintendent, and such use will be subject to such limitations and restrictions as shall be set forth in a permit issued by he/she or his/her office staff.
- B. Duly authorized representatives of the Association shall be permitted to transact Association business on school property at all reasonable hours, provided, that such business transactions shall not interfere with school activities. Association officials who are not employees of this district shall be permitted to visit school premises to transact official Association business, provided they first report to the office of the building principal upon entry, state the nature of their business and secure permission from the principal. Permission shall not be withheld if in the opinion of the principal the Association official's visit will not interfere with or interrupt school operations.
- C. The Association shall have the right to use school facilities and equipment, including typewriters, other duplicating equipment, calculating machines, and all types of audio-visual equipment, at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials, supplies and repairs incident to such use. The right herein granted is limited to use of said machines and equipment within the school buildings following student session hours.
- D. The Association shall have the right to post notices of its activities and matters of Association concern on teacher bulletin boards, at least one of which shall be provided in each school building. The Association may use the teacher mailboxes for communications to teachers; provided that the appropriate Association official affixes his/her signature to every notice distributed or posted on or through school facilities. The members of the association may communicate Calumet Education Association business on the District's computer network. In order to access the e-mail and internet, the Calumet Education Association and association members must sign the Board Network and Internet Access Agreement. The Board shall establish an Association e-mail listserv.
- E. The Board and the Association agree that arbitrarily imposed standards of dress for teachers are quite unnecessary. They further recognize the teacher's freedom to dress as he/she pleases outside the academic setting as one of his/her individual personal rights and freedoms. Teachers recognize however, that some rights are of necessity secondary to the responsibility to set an example for students within the academic setting. If occasion arises when either party feels that this paragraph should be invoked, a joint committee of two members representing the Board and two representing the Association will meet to review the problem and recommend appropriate action.

**ARTICLE 6**  
**PROFESSIONAL BEHAVIOR**

- A. Teachers agree to comply with reasonable rules, regulations and directions which are adopted from time to time by the Board or its representatives which are not inconsistent with the provisions of this Agreement. Teachers further acknowledge that it shall be the teachers' responsibility to implement students' individualized educational plans and for attending to the educational needs of the student while they are in the class.
- B. The Board of Education and the C.E.A. agree that it is the teacher's responsibility for maintaining conditions conducive to learning in their respective classrooms and buildings.

**ARTICLE 7**  
**PROFESSIONAL IMPROVEMENT**

- A. The parties support the principle of continued training of teachers, participation by teachers in professional organizations in the areas of their specialization, and leaves for work on advanced degrees or special studies when there is reasonable assurance that the youngsters in this community will be benefited.
- B. The Board agrees to continue its traditional policy and free teachers from their responsibilities to attend professional conferences with administrative approval. Travel, meals, lodging, and registration fees shall be deemed to be appropriate expenses to be borne by the Board, but expenses for membership fees in the specialized organization itself will not be included. A teacher attending such conferences and meetings approved by the Board shall suffer no loss in compensation; however, the Board reserves the right to grant leave without compensation to permit a teacher to attend a meeting or conference which does not receive administrative approval.
- C. Arrangements may be made for after school courses, workshops, conferences, and programs designed to improve the quality of instruction on the initiative of either the Board or the Association. Every effort will be made to obtain people with the highest qualifications to participate in the presentations of such programs. Such activities shall be made available to all members of the teaching staff.
- D. The Calumet Education Association and the Board of Education recognize the importance of communicating with parents. Therefore, the teacher will contact parents of youngsters who are experiencing problems by preparing a deficiency report to be sent by the district. The means of communication to parents can be either orally or in writing, and the teachers should make themselves available during their preparation periods for conferences with parents.

**ARTICLE 8**  
**CURRICULUM REVIEW COMMITTEE**

The Board and the Association agree that the establishment of curriculum committees composed of members of the teaching and administrative staffs is both necessary and desirable. The Board agrees to continue to involve teachers in its curriculum review activities in the interest of continued quality education and that at least one meeting take place yearly.

**ARTICLE 9**  
**ACADEMIC FREEDOM**

- A. The parties agree that the education of young people in the democratic tradition is a joint responsibility. It is recognized that these democratic values can best be transmitted in an atmosphere which is reasonably free from censorship and restraints upon inquiry and learning.
- B. Academic freedom shall be enjoyed by teachers and students within the limitations imposed by the community mores and socially-acceptable activities.
- C. The Association and the Board agree that the exercise of academic freedom within a classroom should bear a close relationship to the purpose for which the particular subject is included in the Board curriculum.
- D. The exercise of academic freedom does not extend into the area of exhibitionism or demonstrations during the hours in which a teacher is normally expected to be performing a professional function.
- E. The teacher agrees that his/her primary function is to assist others in the learning process. Academic freedom as envisioned herein gives no teacher the right to impose his/her will upon other teachers or students.
- F. Academic freedom shall be denied where exercise of such rights interferes with the rights of others.

**ARTICLE 10**  
**PROTECTION OF TEACHERS**

- A. The Board recognizes its responsibility to continue to give administrative backing and support to its teachers, although each teacher bears the primary responsibility for maintaining proper control and discipline in the classroom. The teachers recognize that all disciplinary actions and methods invoked by them shall be reasonable and just. It shall be the responsibility of the teacher to report to his/her principal the name of any student who, in the opinion of the teacher, needs particular assistance from skilled personnel. The teacher shall, upon request, be advised by the principal of the disposition of the teacher's report that a particular student needs such assistance.
- B. Any case of assault upon a teacher shall be promptly reported to the Board or its designated representative. The Board will provide legal counsel to advise the teacher of his/her rights and obligations with respect to such assault and shall promptly render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities.
- C. Time lost by a teacher in connection with any incident mentioned in this Article, not compensable under Workmen's Compensation, shall not be charged against the teacher unless he/she is adjudged guilty by a court of competent jurisdiction.
- D. A teacher may debar or snap suspend a pupil from a class when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. In such cases, the teacher will furnish the principal, as promptly as his/her teaching obligations will allow, full particulars of the incident.

**ARTICLE 11**  
**QUALIFICATIONS**

- A. The Board agrees to continue its present policy of employing only those teachers who possess a bachelor's degree from an accredited college or university; subject, however, to the exception that employment of teachers because of an emergency or unusual circumstance through the medium of special teacher permits authorized in accordance with the rules and regulations of the Teacher Certification Code.
- B. Since pupils are entitled to be taught by teachers who are working within their area of competence, teachers shall not be assigned, except temporarily and for good cause, outside the scope of their teaching certificates and their major or minor field of study.
- C. The Board will notify the Association when specially-certified teachers are employed.

**ARTICLE 12**  
**TEACHING HOURS AND ASSIGNMENTS**

- A. All teachers in the system will be required to report at 8:00 a.m. and the teacher day shall end at 3:36 p.m., unless adjusted start and stop times are agreed upon between teacher, union and administrator. Teachers are encouraged to remain for a sufficient period of time after the close of the pupils' school day to attend to those matters that require attention except that on Fridays or days preceding holidays or vacations, the teacher's day shall end at the same time as dismissal of the high school and middle school. The Board and the Association agree that closing limitation in this paragraph will be waived in order to accommodate regular faculty meetings or other functions which are necessary to the operation of the system. At the building principal's discretion, regular monthly faculty meetings will be scheduled either two times per month with each being a maximum of thirty (30) minutes in duration, or once per month at a maximum duration of sixty (60) minutes. Additional meetings may be called by mutual agreement of the District and the Association.

When stormy weather necessitates an early dismissal, teachers will remain an additional thirty (30) minutes unless sooner released by the building principal.

- B. It is agreed between the Association and the Board that the pupil-teacher contact will be limited to twenty-six hours of clock hours per week, or periods when applicable at the secondary level, throughout the system. In the middle and senior high school, provision will be made for ten preparation periods per week, and an equivalent amount of preparation will be provided at the elementary level except as recess supervision may alter the situation as outlined in Paragraph D.
- C. All teachers shall be entitled to a duty-free thirty minute lunch period preceded and followed by a passing time.
- D. Elementary teachers will have thirty minutes of recess per day. Teachers shall share recess time duties which will allow for relief and preparation periods for teachers when they are not on recess duty assignment. Recess schedules will be made by building principals. Elementary teachers may use for preparation all time during which their classes are receiving instruction from various teaching specialists, unless a carry over is necessary. An elementary teacher shall be paid for recess/quiet room/teaching assignment duty at their hourly rate if the recess/quiet room/teaching assignment makes their pupil/teacher contact more than 26 clock hours per week.
- E. Elementary teachers of music, art and the laboratory sciences, reading consultants, counselors and all special education teachers shall be provided with relief and preparation time to the same extent as other teachers in the district.
- F. No departure from these norms, except in the case of emergency, shall be made without prior consultation with the Association.
- G. If a teacher shall teach more than the normal teaching load as set forth in this article, additional compensation will be based upon an hourly rate determined by taking one-sixth (1/6) of the teachers base salary divided by the number of days for which teachers are paid. This includes periods when gym, art, and music are not held, and the classroom teacher has students for that time period.

- H. A teacher who upon request of the administration substitutes for another staff member shall earn minute-to-minute unrestricted compensatory time. Compensatory time can only be used when a full day of compensatory time has been accumulated. Five (5) periods of accumulated substitute teaching constitutes a full day.
- I.
1. If a teacher is assigned study hall duty, it shall be at full pay according to their step.
  2. Payment for study hall duties may be made at the end of each semester or at the end of the school year.
  3. Study halls will be paid at a rate of \$1,500 per semester or \$3,000 per year in addition to their regular teaching load of 5 out of 7 classes.

**ARTICLE 13**  
**TEACHING CONDITIONS**

- A. Every reasonable effort will be made to keep kindergarten through fifth grade class sizes to 26 and all other academic class sizes to 30 students. In the event that the class size exceeds 10% of these limits for 10 school days or longer, a committee composed of two persons from the Board and two persons from the Association, one of which will be the teacher of the class involved, will meet to discuss this problem. Among the solutions considered will be the hiring of an aide. The committee shall present to the Board of Education on or before its next regularly scheduled meeting its recommendation to solve the problem.
- B. In the high school, the maximum study hall size shall be 150 students. If this number is exceeded by 10 percent, a second teacher or teacher's aide will be assigned to that study hall. The time frame for resolving an oversize study hall shall be the same as for resolving an oversize class as described in the above paragraph.
- C. The Board and the Association will confer from time to time for the purpose of improving the selection and use of educational tools and the Board will undertake to implement as soon as convenient all joint decisions thereon made by its representative and the Association. The Board agrees to keep the schools reasonably well equipped and maintained.
- D. The Board shall continue to provide a teacher reference library section in its existing library.
- E. The Board agrees to provide each teacher a computer/electronic device for the classroom. Such computer/electronic device shall have printing capabilities either in the classroom itself or within the District's network.
- F. The Board shall provide:
  - 1. A separate desk for each teacher in the district with a lockable drawer space, where possible.
  - 2. A suitable area for teachers to store coats, overshoes and personal articles.
  - 3. Adequate chalkboard space in every classroom.
  - 4. Copies, exclusively for teacher's use, of all texts used in each of the courses he/she is to teach.
  - 5. Adequate storage space in each classroom for instructional materials.
- G. The Board agrees to provide an aide or clerk to be shared in those buildings where clerical assistance is not otherwise available.
- H. In the school year 1991-92 the school district shall become tobacco free. The Board of Education will provide an "assistance program" to provide assistance for staff members who presently use tobacco.

**ARTICLE 14**  
**VACANCIES, PROMOTIONS, TRANSFERS**

- A. The Board recognizes that it is desirable in making assignments, transfers and promotions to consider the interests and aspirations of its teachers. A teacher may apply for any position at any time. Such applications should be in writing addressed to the Superintendent of Schools. Applications will be considered should vacancies occur either during the school year or during the summer requiring adjustments for the fall semester. This application should be reviewed annually.
  
- B. Any teacher who shall be transferred to a supervisory or executive position and shall later return to a teacher status shall be entitled to retain such rights as he/she may have had under this Agreement prior to such transfer to supervisory or executive status.

## **ARTICLE 15 SICK LEAVE**

- A. A sick leave allowance is hereby provided for absence from work caused by illness or physical disability of the teacher. At the beginning of each school year, each teacher represented by the Association will be credited with the unused sick leave reserve accumulated by him/her in prior years. Additional sick leave will be credited to his/her account at the beginning of the school year at a rate of ten (10) days. Teachers hired during the school year shall be credited on a pro-rated basis for the amount of time remaining in the year.

A teacher will suffer a loss of pay as a result of having less accumulated sick leave than the length of his/her illness.

- B. A teacher sustaining injury or occupational disease arising out of and in the course of any employment shall be continued on the payroll to the extent of his/her sick-leave reserve; provided, that where he/she receives income under the Worker's Compensation Act, such income shall be supplemented by the Board of Education with an amount sufficient to maintain his/her regular salary or wage for a period not to exceed the number of days in his/her sick-leave accumulation.

When the Board supplements a teacher's income under the Workmen's Compensation Act, his/her sick leave accumulation shall be reduced equal to the proportion of his/her regular salary paid by the Board.

- C. Each teacher shall be entitled to a sick leave accumulation of the unused yearly portion but not to exceed 182 days.

A sick leave bank may be established by bargaining unit members from their accumulation of unused sick days. The sick leave pool shall not exceed an accumulation of 50 days. The pool shall be created by a voluntary contribution of sick days from a member's accumulated sick leave bank and shall not exceed a contribution of 10 sick days.

The pool of unused sick leave days generated by this process shall be administered by a committee composed of two members of the Association and two members of Administration. The use of pool sick leave days shall be limited to major catastrophes and shall not be used for maternity leave or child care purposes unless associated with a health care problem. Sick leave pool days cannot be used for retirement purposes.

Upon depletion of his or her personal sick days, any bargaining unit member may make a written application to the committee to utilize sick leave pool days. Reports on the status of this sick leave pool, including the number of days remaining, will be provided to the Association upon request.

- D. In the event of absence of a teacher for illness in excess of five (5) consecutive working days, the Board may, at its expense, require an examination by an independent physician. Upon request, each teacher absent for five (5) consecutive working days agrees to present a certificate from his/her personal physician testifying to the satisfactory condition of his/her health.

- E. The Board may request a teacher to submit to physical or mental examinations by appropriate specialists to determine whether involuntary sick leave is warranted. Such requested examinations will be at the Board's expense. If the teacher desires, he/she may submit the request for study and recommendation by a four-person committee, two members of which shall be appointed by the Board and two by the C.E.A. The committee will review the problem and submit an advisory recommendation, but the ultimate decision is reserved by the Board.
- F. Teachers employed on a part-time basis or for part of the school year will only be granted a sick-leave allowance proportionate to the time employed.
- G. Teachers whose service to the system is interrupted for any period beyond an approved leave or lay-off shall forfeit any accumulation under this Article.
- H. A teacher who is unable to teach because of personal illness or disability and who has exhausted all sick leave available shall be granted a leave of absence for the remainder of the year without pay, and such leave may be renewed in succeeding years by the Board of Education upon written request.
- I. The teacher agrees to notify the Board's representative of his/her intention to be absent from school as early as possible, and not later than 6:30 a.m., if known.
- J. Any teacher who, by willful misrepresentation, violates or misuses this policy or misrepresents any statement or condition under said policy, shall forfeit any current leave or accumulations under any leave policy in effect in the system for a period of twelve calendar months, unless reinstated sooner by the Board.
- K. The Board reserves the right to require a statement of urgency from the teacher's personal physician before absenting himself/herself from school for surgery, unless such surgery is of an emergency nature.
- L. Current sick leave allowances will not be added to a person's accumulation during an approved leave. Further, all leave accumulations under this or any other article are forfeited by the departure of the teacher from the system other than for an approved leave or lay-off.
- M. A sick leave day shall be charged to a teacher if he/she is absent from work for illness or injury on any day for which teachers are required to report. A teacher shall not be charged a sick leave day when school has been closed for the entire school day due to a snow day.
- N. A teacher may use five (5) of the ten (10) sick days for illness of spouse, children, or parents. The Superintendent may grant an additional five (5) days.

The above leave would be limited to ten (10) days per year and would be chargeable to a teacher's accumulated sick leave. The Superintendent, upon request, may require a statement from the attending physician to indicate the serious nature of the illness or injury. This also includes dental appointments for children which are of an emergency nature.

- O. A teacher may use sick leave for dental work, eye exams or diagnostic work which cannot be scheduled at any other time or of an emergency nature. The Superintendent, upon request, may require a statement from the attending specialist or physician attesting to the above conditions.
- P. Disability associated with pregnancy or childbirth shall be treated as any other disability.
- Q. In recognition of service to the School District, a retirement payment of fifteen (\$15) dollars per day of unused accumulated sick leave to a total of one hundred twenty (120) days, twenty five (\$25) dollars per day of unused accumulated sick leave for one hundred twenty one (121) through one hundred sixty (160) days, and thirty five (\$35) dollars per day of unused accumulated sick leave for one hundred sixty one (161) days through one hundred eighty (180) days shall be paid to the teacher upon retirement provided the teacher shall have been employed in the school district at least ten (10) years.

**ARTICLE 16**  
**PERSONAL LEAVE**

- A. Each teacher shall be entitled to personal leave of two days per year not chargeable to sick leave.
1. Two days may be used by the teacher for any purpose but remains subject to the limitation that they not be used during the period of time set forth in subparagraphs 2 and 3.
  2. Any unused personal leave days are to be credited to accumulated sick leave at the end of each school year. A teacher shall not be charged a personal leave day when school has been closed for the entire day due to a snow day.
  3. The above provision entitling a teacher to personal leave does not apply during the first week of school, during the week of examinations at the end of the first semester and during the last five (5) school days of the year, unless an emergency exists and the emergency is made known and carefully explained to the Board. In the event a difference of opinion exists as to the extent and seriousness of the emergency or as to whether the personal leave qualifies for the useable purposes, there will be named a committee of two persons from the Association and two representing the Board who will meet to assist in making the determination.
- B. Teachers who wish personal leave under this article shall submit a written request to the Superintendent on standard forms through their immediate supervisor as far in advance as possible but at least five days in advance of the anticipated absence except in cases of emergency.
- C. Anyone with fifty (50) accumulated sick leave days will be granted a third day for personal leave upon written request to the Superintendent. This day remains subject to the time limitations set forth in paragraphs A (2) and A (3).
- D. When numerous requests for personal leave on the same day result in a hardship to the school system, the Board shall notify the Association within two (2) days. The Association shall meet with the teachers involved and attempt to resolve the hardship.
- E. In general, not more than three (3) days leave shall be granted for death in the immediate family, unless extensive travel is required. The time limitations described in this paragraph may be waived for death involving the teacher's spouse or children. Immediate family shall include the teacher's spouse, children, grandchildren, or foster children, parents, parents-in-law, brothers, sisters, sister-in-law, brother-in-law, grandparents, or anyone living under the same roof. Any unusual extenuating circumstances may be given consideration upon written request offered to the Board. One (1) of the three (3) funeral leave days may be used for a non-immediate family member.
- F. The provisions of this policy do not apply to persons employed less than one-half of each day. Teachers employed on a half-time basis are entitled to one-half the benefits provided for full-time teachers.

- G. Nothing contained herein shall deny to the Superintendent the right to grant leave upon request with loss of pay.
- H. Any teacher who by willful misrepresentation, violates or misuses this policy or misrepresents any statement or condition under said policy, shall forfeit any current leave or accumulations under any leave policy in effect in the system for a period of twelve calendar months, unless reinstated sooner by the Board.
- I. Professional Leave:
- The Board shall credit the Association with five (5) teacher days for professional business. These days are to be used for the purpose of attending conferences, workshops or seminars conducted by the Michigan and National Education Association and/or affiliate departments thereof. The teacher may be requested to file a written report within one week of his/her attendance at such conferences, workshops or seminars.
- When the member of the Association has been named a voting delegate to the representative assembly, an additional two (2) days will be granted. No more than two teachers may be absent on any one day for Association business and not more than three (3) days of the basic five may be used by any one person during the year.
- The Board shall grant an additional three (3) days for Association business when requested, and the Association shall reimburse the school system the equivalent of a substitute teacher's rate for each of the three additional days used.
- J. Leave shall be granted to persons on military reserve status who are called to duty because of a national emergency. In addition, leave shall be granted to those persons called to perform a court function, such as jury duty or responding to a subpoena. In all cases, the person shall receive his/her regular rate of pay less that received for the services rendered in the out-of-school function. In general, absence for the reasons described in this paragraph will not be charged against the teacher's personal leave. Compensation as provided in this paragraph will be limited to twenty (20) days per year. Deductions provided for under this paragraph will not be made prior to the receipt of reimbursement for the outside activity excepting when closing of the school year financial records requires same.
- K. Each level in the district, Elementary, Middle School and High School have a limit of three (3) personal leave days to be used before each school holiday and three (3) personal leave days after each school holiday. Personal Leave requests will be administered by a designated Calumet Education Association member and then forwarded to school administration for processing.

**ARTICLE 17**  
**LEAVES OF ABSENCE WITHOUT PAY**

- A. A leave of absence of up to one year shall be granted to any teacher, upon application, for the purpose of participating in exchange teaching programs in other states, territories or countries, foreign or military teaching program; the Peace Corps, Teacher's Corps or Job Corps as a full-time participant in such program; or a cultural travel or work program related to his/her professional responsibilities. Upon return from such leave, the teacher shall be placed at the same position on the salary schedule as he/she would have been had he/she taught in the district during such period.
- B. A military leave of absence shall be granted to any teacher who shall be inducted. Similar leave shall be granted to a teacher who enlists for military duty in any branch of the armed forces during a period of military conflict.
- C. A leave of absence of up to two years shall be granted to any teacher upon application for the purpose of serving as an officer of the Association. Upon return from such leave such teacher shall be placed at the same position on the salary schedule as when he/she left.
- D. A leave of absence of one year shall be granted to any teacher upon application for the purpose of campaigning for, or serving in a public office. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule as when he/she left.
- E. A leave of absence without pay up to one year per incident shall be granted to any teacher for the purpose of child care. The Administration shall be notified of such a leave request at least one month prior to its commencement. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule as when they left.
- F. Any teacher whose illness or disability extends beyond the period compensated shall be granted a leave of absence without pay or increment for such time as is necessary for complete recovery to a maximum of one year. Further extensions may be granted at the will of the Board. Upon return from such extended leave, a teacher shall be assigned to the same or similar position, providing a vacancy exists.
- G. Unless otherwise indicated, the following conditions shall apply to leaves extending the original leave of absence:
  - 1. Request for leaves shall be in writing.
  - 2. Eligibility shall be based on a minimum of two (2) years continuous employment in the district.
  - 3. All extended leaves shall be limited to one year. Further extensions shall be at the discretion of the Board.
  - 4. Salary increments shall not accrue unless specifically provided in this Article.
  - 5. Sick leave days shall not accrue, but unused sick leave days held at the start of the leave shall be reinstated.
  - 6. Written notice of intention to either return or resign shall be given by the

Superintendent of Schools by March 1st of the year in which the leave expires.

7. Re-employment during the school year shall be at the discretion of the Board, and re-employment for the beginning of a new school year shall depend upon an opening on the staff for which the teacher is qualified.

**ARTICLE 18**  
**SUMMER SCHOOL**

- A. Participation by the teaching staff in summer school activities will be voluntary, unless specifically indicated in an applicable written contract on file.
- B. No teacher shall be required to work a split shift, other than one involving a meal period.
- C. Other articles of this agreement will not apply to summer school activities except as specifically set forth in Article 23.

## **ARTICLE 19**

### **GRIEVANCE PROCEDURE**

#### **A. Definitions**

1. A "Grievance" is a claim based upon an alleged violation, misinterpretation, or misapplication of any of the provisions of this Agreement.
2. An "Aggrieved person" is the person or persons making the claim.
3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.
3. Working Day – A day school is in session. During summer break Monday through Friday shall be considered working days unless the day falls on a holiday.

#### **B. Purpose**

1. The purpose of this procedure is to secure, at the lowest possible administrative level, the resolution of grievances which may from time to time arise. Both parties agree that these proceedings will be kept informal and confidential as may be appropriate at any level of the procedure.
2. Nothing contained herein will be construed as limiting the right of any person(s) having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement and that the Association has been given opportunity to be present at such adjustment.

#### **C. Procedure**

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum, and every effort should be made to expedite the process. If appropriate action is not taken within the time limit specified, the grievance will be deemed settled on the basis of the disposition at the preceding level. The time limits specified may, however, be extended by mutual agreement.

##### **1. Level One**

- (a) An aggrieved person with a suspected grievance will first discuss it orally with his/her principal, or in the absence of the principal, at the next administrative level, either directly or accompanied by the Association's Representative, within twenty (20) working days after its occurrence or discovery if not apparent at the time of its occurrence, but not later than one year after its occurrence with the objective of resolving the matter informally.

- (b) If an aggrieved person is not satisfied with the oral discussion and wishes to appeal he/she must file the grievance in writing with the principal within five (5) working days of the oral discussion at which point the grievance becomes formal.

2. Level Two

- (a) If the aggrieved person(s) is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within ten (10) school days after presentation of the formal grievance, he/she will refer the grievance to the Superintendent of Schools within fifteen (15) school days after the presentation of the formal grievance at Level 1.
- (b) The Superintendent of Schools or his/her designee will represent the administration at this level of the grievance procedure. Within five (5) school days after receipt of the written grievance by the Superintendent, the Superintendent or his/her designee will meet with the aggrieved person(s) in an effort to resolve it.

3. Level Three

If the aggrieved person(s) is not satisfied with the disposition of his/her grievance at Level Two, or if no decision has been rendered within five (5) school days after he/she has first met with the Superintendent, he/she will refer it to the Board within five (5) school days after receipt of the written grievance from the Superintendent. Within ten (10) school days after receiving the written grievance, a committee of the Board and their representative will meet with the aggrieved person(s) for the purpose of reviewing the grievance. The aggrieved person(s) and his/her representative may present their issue to the Board at the next Board meeting following the Board committee level. The ultimate decision on the grievance at Level Three will, however, be rendered by the full Board.

4. Level Four

If the Board of Education, the aggrieved person(s) and the Calumet Education Association shall be unable to resolve any grievance, and it shall involve an alleged violation of a specific article and section of this Agreement, it may within ten (10) days after the decision of the Board of Education be appealed to arbitration by the Association. Excluded from arbitration is any matter under the jurisdiction of the Teacher Tenure Act, any decision to terminate or not renew the employment of a probationary teacher, content of an evaluation, the termination of a teacher from any extra duty assignment. Such appeal shall be in writing and shall specify the provision of this Agreement which is involved in the dispute, and shall be delivered to the secretaries of the Board of Education and the Calumet Education Association within said ten day period, and if not so delivered, the grievance shall be abandoned.

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

The arbitrators shall have no power to alter, modify, add to, or subtract from the provisions of this Agreement. Their authority shall be limited to deciding whether a specific article and section of this Agreement has been violated, and shall be subject to, in all cases, the rights, responsibilities and authority of the parties under the Michigan General School Laws or any other national, state, county, district or local laws. The arbitrators shall not usurp the functions of the Board of Education or the proper exercise of its judgment and discretion under law and this Agreement.

The decision of the arbitrators, if within the scope of their authority as set forth, shall be final and binding.

The arbitrators' fees and other expenses of arbitration shall be divided equally between the parties. Each party shall bear his/her own expense in connection therewith.

#### D. Rights of Teachers to Representation

1. No reprisals of any kind will be taken by either party or by any member of the administration against any party in interest, any School Representative, or any other participant in the grievance procedure by reason of such participation.
2. Any party in interest may be represented at all stages of the grievance procedure by a person of his/her own choosing, except he/she may not be represented by a representative or by an officer of any teacher organization other than the Association. When a teacher is not represented by the Association, the Association will have the right to be present and to state its views at all stages of the grievance procedure.

#### E. Miscellaneous

1. There shall be one Association Representative (Building Representative) for each school building to be selected in a manner determined by the Association.
2. In the event that any Association Representative or any member of the PR&R Committee is a party in interest to any grievance, he/she shall disqualify himself/herself and a substitute shall be named by the Association.
3. Decisions rendered at Levels Two and Three of the grievance procedure will be in writing setting forth the decision and will be transmitted promptly to all parties in interest. However, the decision at Level One may be placed in writing upon the request of either party.
4. All documents, communications and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants.
5. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents will be jointly prepared and given appropriate distribution by the Superintendent so as to facilitate operation of the grievance procedure.

6. The sole remedy available to any teacher for any alleged breach of this Agreement or any alleged violation of his/her rights hereunder will be pursuant to the grievance procedure; provided, however, that nothing contained herein will deprive any teacher of any legal right which he/she presently has, provided that if a teacher elects to pursue any legal or statutory remedy, such election will bar any further or subsequent proceedings for relief under the provisions of this Article.
7. Every effort will be made to avoid interruption of classroom activities and to avoid the involvement of students in all phases of the grievance procedure.

APPENDIX A

**GRIEVANCE REPORT FORM**

Grievance # \_\_\_\_\_ School District Distribution of form

**GRIEVANCE REPORT**

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

Submit to Principal in Duplicate

---

---

<u>Building</u>	<u>Assignment</u>	<u>Name of Grievance</u>	<u>Date Filed</u>
-----------------	-------------------	--------------------------	-------------------

**STEP I**

A. Date Cause of Grievance Occurred \_ \_\_\_\_\_

B. 1. Statement of Grievance\_ \_\_\_\_\_

2. Sections or Sub Sections Violated\_ \_\_\_\_\_

3. Relief Sought\_ \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

C. Disposition by Principal \_\_\_\_\_  
\_\_\_\_\_

-  
D. Position of Grievant and/or Association \_\_\_\_\_  
-  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**STEP II**

A. Date Received by Superintendent or Designee \_\_\_\_\_

If additional space is needed in reporting Sections B1 & 2 of Step 1, attach an additional sheet.

B. Disposition of Superintendent or Designee \_\_\_\_\_  
\_\_\_\_\_

C. Position of Grievant and/or Association \_\_\_\_\_  
\_\_\_\_\_

-  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**STEP III**

A. Date Received by Board of Education or Designee \_\_\_\_\_

B. Disposition by Board \_\_\_\_\_  
\_\_\_\_\_

C. Position of Grievant and/or Association \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**STEP IV**

A. Date Submitted to Arbitration \_\_\_\_\_

B. Disposition & Award of Arbitrator \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: All provisions of Article \_\_\_\_\_ of the Agreement dated \_\_\_\_\_, 20\_\_\_\_, WILL BE STRICTLY OBSERVED IN THE SETTLEMENT GRIEVANCES.

**ARTICLE 20  
TEACHER SALARY SCHEDULE**

**2014-2015**

<b>Step</b>	<b>BA</b>	<b>BA +</b>	<b>MA</b>	<b>MA +15</b>	<b>MA +30</b>
1	32,215	33,195	35,154	36,129	37,110
2	33,195	34,176	36,129	37,110	39,325
3	33,975	34,928	36,518	38,274	41,543
4	36,281	37,231	38,829	39,441	43,767
5	37,641	38,588	40,183	40,793	45,985
6	38,996	39,947	41,538	42,148	48,200
7	40,466	41,416	43,009	43,622	50,419
8	41,936	42,886	44,478	45,090	52,642
9	43,400	44,356	45,945	46,557	54,856
10	48,178	49,372	50,969	51,579	57,080
11	52,960	54,392	55,990	56,600	59,293

**2015-2016**

<b>Step</b>	<b>BA</b>	<b>BA +</b>	<b>MA</b>	<b>MA +15</b>	<b>MA +30</b>
1	32,537	33,527	35,506	36,490	37,481
2	33,527	34,518	36,490	37,481	39,718
3	34,315	35,277	36,883	38,657	41,958
4	36,644	37,603	39,217	39,835	44,205
5	38,017	38,974	40,585	41,201	46,445
6	39,386	40,346	41,953	42,569	48,682
7	40,871	41,830	43,439	44,058	50,923
8	42,355	43,315	44,923	45,541	53,168
9	43,834	44,800	46,404	47,023	55,405
10	48,660	49,866	51,479	52,095	57,651
11	53,490	54,936	56,550	57,166	59,886

**2016-2017**

<b>Step</b>	<b>BA</b>	<b>BA +</b>	<b>MA</b>	<b>MA +15</b>	<b>MA +30</b>
1	32,862	33,862	35,861	36,855	37,856
2	33,862	34,863	36,855	37,856	40,115
3	34,658	35,630	37,252	39,044	42,378
4	37,010	37,979	39,609	40,233	44,647
5	38,397	39,364	40,991	41,613	46,909
6	39,780	40,749	42,373	42,995	49,169
7	41,280	42,248	43,873	44,499	51,432
8	42,779	43,748	45,372	45,996	53,700
9	44,272	45,248	46,868	47,493	55,959
10	49,147	50,365	51,994	52,616	58,228
11	54,025	55,485	57,116	57,738	60,485

1. In order for a teacher to qualify for advancement on the salary schedule beyond the B.A. or M.A. degrees, credits must meet the following criteria:

- 1) They must be graduate credits or
- 2) Credits germane to a teacher's assignment and/or certification, or
- 3) Credits in an approved program, or
- 4) Credits approved by the Administration.
- 5) It is understood that undergraduate credits taken for the purpose of recertification shall not apply unless they are approved by Administration.

Credits may be earned prior to September or January of each year for movement on the salary schedule from one track to another. Movement will commence on the first day of school and the start of the second semester.

2. A. Any bargaining unit member who was included under the BA+15 Track prior to September 1, 1993 shall be grandfathered under the BA+Cert. Track.
- B. The requirement to have taught three (3) successful years for a staff member to qualify for advancement to the BA+ Certification track is waived and that a member may qualify for advancement to BA+ Certification if that member has:
  - (1) Earned eighteen (18) semester hours after the issuance of the state provisional certificate in a planned course of study; and,
  - (2) Complied with all other applicable provisions of the law.

3. Longevity:

Longevity based on service within the Public Schools of Calumet, Laurium & Keweenaw shall be paid beginning with the 13th, 16th, 18th, 21st, 24th, 26<sup>th</sup>, 28th & 30th years.

<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>
13 years – 1% of \$43,400	13 years – 1% of \$43,834	13 years – 1% of \$44,272
16 years – 3% of \$43,400	16 years – 3% of \$43,834	16 years – 3% of \$44,272
18 years – 3.5% of \$43,400	18 years – 3.5% of \$43,834	18 years – 3.5% of \$44,272
21 years – 4% of \$43,400	21 years – 4% of \$43,834	21 years – 4% of \$44,272
24 years – 4.5% of \$43,400	24 years – 4.5% of \$43,834	24 years – 4.5% of \$44,272
26 years – 5% of \$43,400	26 years – 5% of \$43,834	26 years – 5% of \$44,272
28 years – 5.5% of \$43,400	28 years – 5.5% of \$43,834	28 years – 5.5% of \$44,272
30 years – 6% of \$43,400	30 years – 6% of \$43,834	30 years – 6% of \$44,272

4. New teachers entering the system with previous teaching experience will be given full credit for the first five years of experience with district discretion for years beyond the five.
5. The teachers shall have the right to be paid one of the following salary options:

Option 1: One twenty-sixth of the annual salary, less deductions. The final payment will be on the pay date following the end of the school year. Included with the last payment will be the total of withheld salary.

Option 2: One twenty-second of the annual salary, less deductions.

Option 3: One twenty-sixth of the annual salary, less deductions. Summer

checks will be mailed each two weeks.

For the duration of this contract a teacher must make his/her election on or before September 6. A change in the selection of an option of payment may be elected for the following school year provided that the change is requested prior to June 1; it being understood, however, that the June 1 date does not apply to Option 1.

6. The Board shall pay the teacher's contribution to the State Teacher's Retirement System.
7. All dollar amounts will be rounded to the nearest dollar. Fifty cents and up will be rounded up. Less than fifty cents will be rounded down.

## **ARTICLE 21 INSURANCE**

### A. Health Insurance

For 2014-15, the Board of Education shall pay towards the premium for Major Medical Health coverage the current maximum hard-cap permissible by law, which is \$488.17/month or \$5,858/year – single; \$1,020.83/month or \$12,250/year – individual & spouse; \$1,331.25/month or \$15,975/year – family.

For 2015-16, the Board of Education shall pay towards the premium for Major Medical Health coverage the current maximum hard-cap permissible by law, which is \$499.36/month or \$5,992/year – single; \$1,044.31/month or \$12,532/year – individual & spouse; \$1,361.89/month or \$16,343/year – family.

For 2016-17, the Board of Education shall pay towards the premium for Major Medical Health coverage the current maximum hard-cap permissible by law, which is \$511.84/month or \$6,142/year – single; \$1,070.42/month or \$12,845/year – individual & spouse; \$1,395.94/month or \$16,751/year – family.

A pro-rated equivalent of insurance costs shall be contributed toward the purchase of the health insurance for all regularly employed part-time employees.

### B. Dental Insurance

The Board of Education agrees to provide the Delta Dental Plan (80-80-80) with a \$1,500.00 orthodontic rider for each eligible teacher and their eligible dependents.

### C. Vision Insurance

The Board of Education shall provide VSP-3+ vision care to all eligible employees and their eligible dependents.

### D. Life Insurance

The Employer shall provide without cost to the employees MESSA term life insurance protection in the amount of \$20,000 that shall be paid to the employee's designated beneficiary. In the event of accidental death, the insurance shall pay double the specified amount; in the event of accidental dismemberment, the insurance shall pay according to the schedule. If the employee becomes totally disabled from any cause before reaching age 60,

the life insurance provided according to the schedule will be continued for the duration of

his/her total disability without payment of further premiums, regardless as to whether or not the carrier is still in force. If the employee dies before the total disability ceases, the face amount of the life insurance in force, as determined by the schedule, shall be payable to his/her beneficiary.

E. Pro-rated Insurance Coverage

It is understood by both parties that a regularly employed part-time teacher will have his/her benefits prorated according to the amount of time worked.

In the event an employee is terminated or resigns during the school year, the insurance shall be continued until the employee has received the pro-rata portion of the 12-month insurance year earned at the time of the termination or resignation. An employee hired after the first required work day of the school year shall be entitled to the above mentioned employee benefits, subject to MESSA's underwriting guidelines.

F. Twelve Month Insurance Coverage

The Employer shall make payment of insurance premiums on behalf of all employees to assure insurance coverage for the full 12 month period commencing September 1 and ending August 31 even through the employee may not be returning the next school year. All new teachers will have coverage beginning September 1. The open enrollment period shall be jointly established by the Employer, the Association and MESSA.

G. The institution of a MESSA Single Subscriber Option shall be implemented provided that six (6) staff members who participated in the full family MESSA Choices II program drop their full family health insurance coverage and elect to be enrolled under the MESSA Single Subscriber Option.

H. Employees not electing to take health insurance coverage, shall be provided with the option to elect up to the MESSA Choices II single subscriber rate per month in qualified benefits and/or cash under a Section 125 Cafeteria Plan. MEFSA and/or MESSA Fixed and Variable Option programs are available.

**ARTICLE 22**  
**EXTRA DUTY FEE SCHEDULE**

Adult Ed. Academic.....	\$13.00/hour
After School Bus Duty.....	7%
Band Activities.....	15%
Band (Summer).....	\$13.00/hour
Breakfast Duty.....	7%
Business Professional Advisor.....	2%
Detention	
High School.....	7%
Middle School.....	5.25%
Dramatics	
High School.....	5%
Middle School.....	3%
Driver's Education.....	\$20.00/hour
Eighth (8 <sup>th</sup> ) Grade Advisor.....	.5%
Elementary Newspaper Advisor.....	1%
Forensics (Director).....	3%
French Club.....	2%
Freshman Advisor.....	1%
Future Nurses.....	1.5%
Future Teachers.....	2%
German Club.....	2%
Gifted and Talented Coordinator.....	\$875.00
High School Bowl Advisor.....	5%
IAT Team Chair.....	2%
IAT Team Members.....	\$13.00/hour
Junior Advisor.....	4.5%
Lego Club.....	2%
Marketing Store Advisor.....	2%
National Honor Society.....	2.5%
Natural Resources.....	2%
Newspaper (Middle School).....	1%
Noon Duty	
High School.....	7%
Grade School.....	7%
Pep Club.....	2%
Quiz Bowl (Middle School).....	1.5%
Robotics.....	3%
SADD Advisor.....	2%
School Improvement (Building & District Chairs).....	2% of Base
School Improvement Planning/Curriculum Development.....	\$13.00/hour
Science Olympiad (Middle School).....	3%
Senior Advisor.....	5.5%
Senior Class Play.....	5%
Seventh (7 <sup>th</sup> ) Grade Advisor.....	.5%
Sophomore Advisor.....	1%
Spanish Club.....	2%
Student Senate	
High School and Middle School.....	3%
Summer School.....	\$17.00/hour

Teens Who Care.....	2%
Voluntary Board Requested Summer Inservice.....	\$50.00/day
Weight Room Supervisor.....	\$5.00/session
Yearbook	
High School.....	6%
Middle School.....	3%
Yearbook (Advisor-Subscription).....	2%

Band Director will be paid \$50.00 for post season play per game.

If a substitute is required for an extra duty fee schedule responsibility or activity, the teacher shall reimburse the District for the substitute fee paid. The provisions of this paragraph do not apply if the substitute is required by a school district directed activity.

Longevity (Not applicable to hourly rate)

2-5 years -----	.5%
6-10 years -----	1%

Athletic assistance - \$15.00 per event. Athletic All Events Passes will be available to all school employees and guest at a cost of \$5.00.

Extra-duty assignments will be initially posted internally in each building.

1. All extracurricular activities will be posted and not assigned; however, consideration will be given to the person who had the assignment the previous year if he/she so desires.
2. Paragraph one does not include those events such as athletic contests whereby the continued practice of assigning teachers shall continue with the added stipulation that elementary and junior high teachers may request to the high school principal that their names be added to the roster.
3. Payment for the above duties will be made in two payments for activities which are over 6% reimbursement. One-half of the extra duty pay will be paid halfway through the season with the remaining one-half to be paid at the conclusion of the season. All duties will be paid on the first regularly scheduled payroll after the completion of the activity.

Varsity

Football.....	15%
Basketball.....	15%
Track.....	12%
Hockey.....	15%
Girls' Volleyball.....	15%
Golf.....	5%
Cross Country.....	11%
Cheerleading.....	5% Fall; 5% Winter

Longevity

2-5 years.....	1%
6-10 years.....	2%
11 years.....	3%

Varsity Assistant  
 Football.....9%

Track..... 6%  
 Hockey..... 9%  
 Cross Country..... 3.5%

Junior Varsity/Freshman  
 Football.....9%  
 Basketball.....8.5%  
 Volleyball.....8.5%  
 Cheerleading..... 5% Fall; 5% Winter

Middle School  
 Track.....4.5%  
 Cross Country.....1.5%  
 Football.....3%  
 Instructional.....3%  
 Cheerleading.....2.5%  
 Basketball Coach.....4.5%  
 Grade School or Middle School Coaches.....4%  
 Intramural.....3%

Longevity for Middle School, Grade School Coaches and Intramural will be based upon one-half (1/2) the Varsity-Junior Varsity Longevity Schedule.

1. Longevity does not denote tenure in a coaching position or a form of merit rating. Any coach receiving longevity upon removal from position may apply grievance procedure to third step. However, the decision of the Board is final.
2. Longevity is only granted for a particular coaching position and sport within the Public Schools of Calumet and is not transferable to other areas.
3. Head coaching experiences in a specific sport shall count as Varsity Assistant, Junior Varsity Assistant or Middle School experience in the same sport if a step-down to that position was made voluntarily.
4. The above extra fee schedule is calculated from Step 1 of the BA base.

The coaches of the following activities will be paid \$100.00 for advancing to the following levels of competition:

Football: For advancing to Pre-District Play.  
 For advancing to District Play.  
 For advancing to Regional Play

For advancing to Semi-Final Play.  
For advancing to Final Play.

Basketball: For advancing to Regional Play.  
For advancing to Quarter-Final Play.  
For advancing to Semi-Final Play.  
For advancing to Final Play.

Hockey: For advancing to Quarter-Final Play.  
For advancing to Semi-Final Play.  
For advancing to Final Play.

Volleyball: For advancing to Regional Play.  
For advancing to Quarter-Final Play.  
For advancing to Semi-Final Play.  
For advancing to Final Play.

High School Bowl:  
For advancing to Quarter-Final Competition.  
For advancing to Semi-Final Competition.  
For advancing to Final Competition.

Science Olympiad:  
For advancing to State-Final Competition.

Cheerleader Coach:  
Will be paid \$50 for each game beyond regular season.

**ARTICLE 23**  
**SCHOOL CALENDAR—2015-2016**

<p>Fri. &amp; Mon., September 4 &amp;  September 7</p> <p>Tues., September 8</p> <p>Fri., November 6</p> <p>Thurs. &amp; Fri., November 26 &amp; 27</p> <p>Wed., December 23 – Fri.,  January 1</p> <p>Fri., January 22</p> <p>Fri., February 19</p> <p>Mon., February 22</p> <p>Fri., March 25-Fri., April 1</p> <p>Mon., May 30</p> <p>Thurs., June 9</p> <p>Fri., June 10</p> <p>Total Days of Instruction                    179</p> <p>Total Teacher Inservice                    2</p> <p>Record’s Days                                    2 (Optional)</p>	<p>Labor Day Holiday</p> <p>First Day of School for Students</p> <p>Parent/Teacher Conferences (No School for Students)</p> <p>Thanksgiving Recess</p> <p>Christmas Recess</p> <p>Records Day (No School for Students)</p> <p>Parent/Teacher Conferences (No School for Students)</p> <p>Mid-Winter Break</p> <p>Spring Recess</p> <p>Memorial Day</p> <p>Last Day of School for Students</p> <p>Records Day (No School for Students)</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

For the 2015-2016 school year, three (3) professional development days will consist of the one and one-half (1 ½) hour Wednesday’s throughout the year.

\*Records must be turned into the principal’s office by 1:00 p.m. on Record’s Day.

In the event of snow days or delays and other school closings that require make-up to be eligible for state aid, time will be added in June.

Note: On days when school is delayed or shortened due to extreme weather conditions, reporting and leaving time of teachers shall be delayed or shortened proportionally.

**ARTICLE 24**  
**CONTRACT REVIEW**

- A. Upon the request of either party, representatives of the Board and the Association will meet on the last Tuesday of every month when school is in session for an informal review of matters pertaining to the Agreement. Each party shall be represented by not more than three (3) members and such meetings will be scheduled at the close of the school day.

Either party requesting such a meeting will submit to the other on or before Friday prior to the meeting a listing of items that they wish to discuss. In general, the meeting should be an hour in duration.

**ARTICLE 25**  
**REDUCTION OF STAFF**

- A. Seniority shall be computed from the first day the teacher is actively employed in the system. Length of continuous service will be deemed broken by, but will not be deemed to include, authorized leaves of absence of one (1) year or more and periods of lay off as provided in this Article.

For the purpose of seniority "actively employed" means the first day of the academic year is to begin.

Seniority for employees on authorized leaves of absences without pay (Article XVII) shall be computed on the following basis:

- a. One (1) year of seniority for any combination of time on sick leave and teaching time equal to one-half (1/2) year or more.
  - b. One-half (1/2) year of seniority for any combination of time on sick leave and teaching time of less than one-half (1/2) year.
  - c. An employee working less than full time at the convenience of the School District shall be given a full year of seniority.
- B. In the case of an annexation, teachers within the annexed group (Allouez Township School Group - 5/75) will be subranked based on credit given for years of experience within the annexed system in determining their placement on the seniority list.

**ARTICLE 26**  
**EARLY RETIREMENT INCENTIVE**

- A. To be eligible for benefits under this program, a teacher must have been employed for at least ten (10) years by the Board of Education of the Public Schools of Calumet, Laurium & Keweenaw.
- B. Teachers retiring will be eligible for the following benefit: A lump sum payment of Seven Thousand Five Hundred Dollars (\$7,500.00).

This retirement incentive is contingent upon a person retiring at the end of the first school year in which:

- 1. He/she has reached the age of 55 and has acquired thirty (30) years for retirement in the Michigan Public School Employees Retirement System;
- 2. He/she is over the age of 55 but less than 60 and has acquired thirty (30) years for retirement in the Michigan Public School Employees Retirement System; or
- 3. He/she has reached the age of 60 and has acquired at least ten (10) years with the Board of Education of the Public Schools of Calumet, Laurium & Keweenaw.
- 4. Teachers who qualify to retire through the State of Michigan Member Investment Plan and who qualify for purchase of Michigan Public School Employees' Retirement System credit (MPSERS) are eligible to participate and receive early retirement incentive. It is further understood that the forfeiture of the retirement incentive shall not apply to staff members who choose to retire before the age of 55 under the MIPS Program and before 30 years under the MPSERS Buy-in Program.

Should the teacher not take this retirement incentive the year they are eligible, they will forfeit One Thousand Five Hundred Dollars (\$1,500.00) of retirement incentive for each year they delay retirement. Example: Someone who is eligible in June of 1991 to retire, but delayed retirement until June of 1996; would get zero incentive; if they retired June of 1994 they would receive Three Thousand Dollars (\$3,000.00). Retirements at mid-year would forfeit only Seven Hundred Fifty Dollars (\$750.00).

- C.
  - 1. Persons retiring due to a medical disability which qualifies them for retirement benefits from the Social Security Administration, the State Retirement Board or any insurance company are not eligible to qualify for benefits under this plan.
  - 2. Persons dismissed through tenure proceedings are not eligible to qualify for benefits under this plan.
- D. Written notification of intent to retire must be given to the Superintendent at least three (3) months prior to the retirement date intended.
- E. You must be employed by the Board of Education of the Public Schools of Calumet, Laurium & Keweenaw on the last working day prior to date of retirement or on normal sick leave or on Administration approved leave.

**ARTICLE 27**  
**MEDICALLY FRAGILE**

When a general education classroom teacher is assigned a medically fragile student, the teacher shall not be expected to perform routine, scheduled maintenance of a medical appliance or apparatus used by the student to sustain his/her bodily functions nor render routine, scheduled care or maintenance of exceptional bodily functions related to the student's impaired condition. The teacher shall be informed and instructed as to emergency measures which may be necessary on occasion due to the student's impaired condition.

**ARTICLE 28**  
**SCHOOL IMPROVEMENT**

The conditions which follow shall govern employee participation in any and all plans, programs, or projects included in the terms, site-based decision making, school improvement, effective schools as provided in Act 197, P.A. 1987 (Section 15.1919 (919b) MSA) or other similar plans:

- A) Participation in the planning by the employee should be voluntary if outside of the regular school day.
- B) Participation in the planning shall not be used as a criteria for evaluation, discipline, and discharge.
- C) The master agreement may not be modified in whole or in part except by mutual written agreement by the Association and the Board.

**ARTICLE 29**  
**PUBLIC SCHOOL ACADEMIES**

The District will provide notice to the Association of any contract, correspondence or inquiry regarding a public school academy application known to the District.

**ARTICLE 30**  
**MENTOR TEACHER**

For the duration of this contract a mentor teacher will be selected from within the bargaining unit on a voluntary basis. Mentors shall not be required to evaluate their charges. There will be no compensation for the mentor assignment but should the work load of such assignment expand, the Board and the Association will meet to address the problem.

**DURATION OF AGREEMENT**

The provisions of this Agreement will be effective as of September 1, 2014 and will continue and remain in full force and effect until August 31, 2017.

IN WITNESS WHEREOF, the parties hereunto set their hands this 27<sup>th</sup> day of August, 2014.

**CALUMET EDUCATION ASSOCIATION**

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

**CALUMET BOARD OF EDUCATION**

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

LETTER OF UNDERSTANDING #1  
BETWEEN  
THE PUBLIC SCHOOLS OF CALUMET, LAURIUM & KEWEENAW  
AND  
THE CALUMET EDUCATION ASSOCIATION

It is mutually agreed upon by the parties hereto that:

1. The District will advise and inform the Association of all significant developments in the telecommunications and least restrictive environment areas.
2. An extra duty evaluation form shall be developed cooperatively by a committee of the Board (or its designee) and the Association.
3. Dress code issues will be addressed cooperatively by a committee of the Board (or its designee) and the Association.
4. Inservice agendas will be designed by a committee of teachers and administrators at each building level.
5. Two (2) half days for elementary teachers to be used for non-teaching duties the last two days of the year.

\_\_\_\_\_  
Superintendent

Dated: \_\_\_\_\_

\_\_\_\_\_  
President CEA

Dated: \_\_\_\_\_

LETTER OF UNDERSTANDING #2  
BETWEEN  
THE PUBLIC SCHOOLS OF CALUMET, LAURIUM & KEWEENAW  
AND  
THE CALUMET EDUCATION ASSOCIATION

It is mutually agreed upon by the parties hereto that the following illustrations are examples which will help explain the implementation of the early retirement incentive as agreed to by the parties for the 1991-93 contract:

1. If a 47 year old employee had 25 years of retirement credit and purchased 5 additional years, the employee could still work 8 more years before forfeiting any of the early retirement incentive specified in the contract.

An employee can have over 30 years of credit without forfeiting any early retirement incentive providing they do not exceed the age of 55.

2. If an employee is 52 years old and has 25 years of retirement credit and then buys 5 years of credit, the employee could retire or work 3 years without forfeiting any of the early retirement incentive.

\_\_\_\_\_  
Superintendent

Dated: \_\_\_\_\_

\_\_\_\_\_  
President CEA

Dated: \_\_\_\_\_

LETTER OF UNDERSTANDING #3  
 BETWEEN  
 THE PUBLIC SCHOOLS OF CALUMET, LAURIUM & KEWEENAW  
 AND  
 THE CALUMET EDUCATION ASSOCIATION

It is mutually agreed upon by the parties hereto that all district seniority which has been recognized by the School District through the 1993-94 school year shall be retained by each staff member and that the seniority list of the District as of September 1, 2013 is as follows:

	<u>DATE OF HIRE</u>
Thomas G. Maksimchuk	9/79
Laurel C. Bessolo	9/83
Jacqueline A. Mishica	9/83
Julie A. Junttila	9/87
Scott E. Veenstra	9/87
Joan Darnell	9/5/89
Julie Fenton	9/3/91
John Lund	9/3/91
Katherine Wetton	11/21/91
Kaaron Burkhart	9/2/92
John Croze	8/30/93
Dennis Massoglia	8/30/93
Paul Sulisz	8/30/93
Paul Halonen	8/30/94
Amy Hakala	8/30/95
Julie Goldsworthy	8/30/95
Barbara Kinnunen-Skidmore	8/30/95
Laurence Danis	8/26/96
Cindy Miller	8/26/96
Kristin Svoke	8/26/96
Catherine Olsson	8/26/96
Mark Bonenfant	9/2/97
Debra Mues	9/2/97
Michael Ojala	9/2/97
Debra Allain	8/31/98
John Larson	8/31/98
Karen LaCross	8/31/98
Cynthia Twardzik	8/31/98
Margery Gronlund	8/30/99
Chris Woods	8/30/99
Amanda Galetto	8/28/00
Donald Hill	8/28/00
Jennifer Peters	8/28/00

Holly Rivest	8/28/00
Abe Voelker	8/28/00
Jody Sever	8/27/01
Darrell Hendrickson	8/27/01
Stacy Lancour	8/27/01
Amy Machiela	8/27/01
Steve Parks	8/27/01
Deborah Pavolich	8/27/01
Corey Soumis	8/27/01
Trista Soumis	8/27/01
Sarah Dandelet	8/27/01
Elizabeth Twardzik	8/27/01
Christina Lahti	8/27/01
Susan Rosemurgy	8/27/01
George Twardzik	9/1/96
Melissa Schneiderhan	10/22/01
Michael Roland	1/21/02
Kristin Wanhala	8/26/02
Clay Cotey	8/26/02
Amy Pellizzaro	8/26/02
Jennifer Rautio	8/26/02
Michael Steber	9/1/88
Kelly Roland	8/25/03
Joni Carlson	8/25/03
John Asiala	8/30/04
Marta Thompson	8/30/04
Carl Arko	9/1/05
Steven Lancour	9/1/05
Julie Giachino	9/1/05
Joseph Heflin	4/11/06
Keith Johnson	8/28/07
Eric Rundman	8/28/07
Matthew Hampton	8/28/08
David Heinz	8/28/08
Mark Koski	8/28/08
Penny Milkey	8/28/08
Meg North	8/28/08
Mary Bastian	8/28/08
Sarah Stevens	8/28/08
Karyn King	8/28/00
Lucas Theisen	8/27/09
Troy Jarvi	9/1/10
David Torola	9/1/10

Royale Walter	9/1/10
Todd Waurio	9/1/10
Jennifer Wickstrom	9/1/10
Chris Davidson	8/28/08
Julie Anttila	9/1/11
Rebeccah Johnson	9/1/11
Rebecca Michaelson	9/1/11
Erin Johnson	9/14/11
Todd Gemelli	8/30/12
Brooke Peterson	8/30/12
Melissa Curtis	9/3/13
Amanda Willmert	1/20/14
Joshua Frantti	9/2/14

The parties further acknowledge and agree that beginning with the 1994-95 school year teachers shall not be granted seniority for any experience which a staff member may gain while assuming an administrative position with the School District.

\_\_\_\_\_  
 Superintendent

Dated: \_\_\_\_\_

\_\_\_\_\_  
 President CEA

Dated: \_\_\_\_\_