



**MASTER AGREEMENT**

**between**

**NEW LOTHROP AREA PUBLIC SCHOOLS  
BOARD OF EDUCATION**

**and**

**SHIAWASSEE COUNTY EDUCATION ASSOCIATION  
MEA/NEA**

Teacher

*Revised August 2024*

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**2024-2025**  
**MASTER AGREEMENT**  
**SHIAWASSEE COUNTY EDUCATION**  
**ASSOCIATION**  
**MEA/NEA**  
**AND**  
**NEW LOTHROP BOARD OF EDUCATION**

This agreement is entered into this August 19, 2024, by and between the New Lothrop Area Public Schools, of New Lothrop, Michigan, hereinafter called the "Board" and the Shiawassee County Education Association, MEA/NEA, hereinafter referred to as the "Association."

The term "Association" when hereinafter used in this agreement shall be defined as teachers employed by the New Lothrop Area Public Schools as included and described in Article 1, Section B.

**ARTICLE 1**  
**RECOGNITION**

- A. The Shiawassee County Education Association, MEA/NEA is the exclusive representative of all the employees as herein described, for the purpose of collective bargaining with respect to wages, hours and other conditions of employment.
- B. Included in the unit: full time and regular part time certified classroom teachers under regular school year contracts, vocational instructors and special education teachers.

Excluded are the: Superintendent, assistant superintendent, principals, assistant principals, administrative assistants, athletic directors, substitute teachers, persons engaged in administrative activities 50% or more of the time, summer school activities, and all others.

**ARTICLE 2**  
**BOARD OF EDUCATION RIGHTS**

The Board, on its own behalf, and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitations, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and/or the United States, including, but without limiting the generality of the foregoing: the management and control of school properties, facilities, grades and courses of instruction, athletic and recreational programs, methods of direction, transfer, promotion or demotion, discipline or dismissal of all personnel.

The exercise of these powers, rights, authority, duties, and responsibilities by the Board and the adoption of such rules, regulations, and policies as it may deem necessary shall be limited only by the specific and express terms of this agreement.

**ARTICLE 3**  
**ASSOCIATION RIGHTS**

- A. Teachers and Board are responsible for maintaining a continuous high level of professional service to the welfare and benefit of the student body. Teachers, therefore, are responsible to discharge their teaching assignments with professional proficiency, to plan adequately and make conscientious efforts to meet, as required, with children, and/or consultants.
- B. The Board will not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of the teacher's membership in the Association, his/her participation in any activities, or his/her institution of any grievance, complaints, or proceeding under this Agreement.
  - 1. The Association and its representative shall have the right to use school building classrooms at all reasonable hours for meetings. Such use shall be subject to administrative approval.
  - 2. School equipment may be used by the Association upon administrative approval. Supplies in conjunction with such use will be furnished or paid for by the Association at \$.10 per copy.
  - 3. Duly authorized representatives of the Association shall be permitted to transact official Association business on school property at all reasonable times, provided that it does not interfere with, interrupt, or affect normal school operations or assigned duties. It is the responsibility of the above mentioned Association representative to report to the building principal's office before this conference with any teacher. It is understood that no Association views on matters relating to Administrative-Teacher or Board-Association relationships will be discussed in the presence of students. If, in the opinion of the principal or the immediate supervisor of the Association member, such Association activity is interfering with classroom activities or assigned duties, such Association activities must be discontinued immediately.
- C. The Board agrees to furnish to the Association information concerning the financial resources of the district, budgets and such other information to which the Association is legally entitled. The Association agrees to pay reasonable costs for duplicating said materials.
- D. The provisions of this Agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex, or marital status.
- E. Teachers shall be in the classrooms for the days contracted except for "Act of God" days when classes are cancelled. Permitted absences without pay for purpose or reasons not covered by this agreement shall be recorded. Any unexcused absence will result in an entry to that effect in the teacher's personnel file.
- F. Teachers shall be expected to remain on duty as long as needed in the event of emergency

situation without extra pay. Such situations should be similar, but not limited to: severe weather warnings, civil or student disturbances or situations which may threaten health or safety of students.

- G. Teachers shall not seek to promote political or religious views in the classrooms.
- H. Teachers shall be available (at reasonable times during and after regular school hours) for parent conferences and student help. Teachers shall arrange for conferences with parents when it appears that better understanding or more cooperative support from the home is required for the student's success in the program.
- I. Teacher's position shall not be privileged as to his responsibility for statements which are libelous, slanderous, or which in any way violates the civil rights of others.
- J. Teachers shall be expected to exercise reasonable care with respect to the safety of pupils and property, and shall not be individually liable for any damage or loss to person or property, except in case of negligence and/or neglect of duty.
- K. The teacher will assume an active role in supervising students in the building throughout the normal school day (e.g., filing through halls and in the lavatories between classes, while students are entering and leaving the building).
- L. The Board and Association agree that bus schedules will be adjusted to alleviate the need for teachers to supervise children in the morning before school. After school, one teacher in each building in grades K-6 will supervise the children during dismissal and loading of the buses.

**ARTICLE 4**  
**DEDUCTIONS FROM EMPLOYEE'S PAYCHECKS**

- A. Upon annual written request by the Association, the Board shall deduct Association dues from a bargaining unit employee's wage if the bargaining unit employee submits an annual full, free written consent to the deduction of Association dues from the employee's wages consistent with the Payment of Wages and Fringe Benefits Act.
  - 1. The District may immediately cease Association dues deduction for a bargaining unit employee if the bargaining unit employees provides written notice to the Superintendent or their designee that the employee is withdrawing consent for the Association dues deduction.
  - 2. Unless the Superintendent or designee receives a written request from the bargaining unit employee to discontinue the dues deduction, dues deductions shall continue through June. The Board will not process monies for Political Action Committee donations associated with the dues structure.
  - 3. The Association agrees to indemnify and save the Board, and including each individual school board member, harmless against any and all claims, demands, costs, suits,

unemployment compensation, or other forms of liability including back pay and all court of administrative agency costs that may arise out of or by reason of, action by the Board for the purpose of complying with this article.

- B. The Board shall collect one twentieth (1/20<sup>th</sup>) of such dues from each of the first twenty (20) paychecks beginning in September. After each payday, the dues collected will be paid to the local association. Deductions for the teachers employed after the commencement of the school year shall be complete payment by the following June. The amounts of deductions for these dues, as per said written notification, shall not be subject to change during that entire school year.
- C. Upon appropriate written authorization from the teacher, the Board shall deduct from the salary of any teacher and make appropriate remittance for annuities, credit union, and any other programs jointly approved for the Association and the Board.

**ARTICLE 5**  
**TEACHING HOURS AND CLASS LOAD**

- A. The normal weekly teaching load in the junior and senior high schools will be twenty-five (25) teaching periods and a maximum of five (5) preparations, five (5) homeroom periods, and five (5) assigned preparation or conference periods. The above school day shall consist of the following maximum of five (5) student contact hours, and one (1) preparation hour, one-half (1/2) hour duty-free lunch period and a homeroom period or equivalent. Assignment to a supervised study period, excluding homeroom, shall be a teaching period.
- B. Elementary teachers will receive 250 to 275 minutes of preparation time per week plus a thirty (30) minute duty-free lunch period per day. Religion will not be used as release time but rather for small group and individualized instruction. Preparation time will include a block of time of 25 minutes at some time during the teacher's day, preferably, on different days of the week and with teachers in the same grade level. However, blocked time may not occur daily. Preparation time will be allocated by the Board with consultation from the Association.
- C. Elementary teacher of music, art and physical education, reading consultants, and all special education teachers, kindergarten through sixth grade shall be provided with relief and preparation time to the same extent as other elementary teachers in the district.
- D. Teachers who have an assignment in more than one location may of necessity have to travel during their assigned preparation period, or during a lunch period, but where such a condition prevails, adjustment in their schedule will be made so that the teacher will have the equivalent of a full assigned preparation period and full lunch period.
- E. No departure from these norms shall be made without prior consultation with the Association. In the event of any disagreement between the representative of the Board and the Association as to the need and desirability of such deviation, the matter may be processed

through the professional grievance procedure hereinafter set forth.

- F. Assignment of Zero Hour (Paid Prep Hour)
- a. Based on student request and master schedule needs
  - b. Based on certification and highly qualified status of individual teacher(s)
  - c. Based on seniority
  - d. Any staff member who works time during their prep hour will be paid at a rate of \$40.00 per hour.
  - e. A staff member who is teaching a zero hour will be paid the additional rate into their salary.
  - f. Any staff member who does not work a full hour during their prep hour will be paid at a prorated rate of \$40.00 per hour.
- G. Secondary teachers' daily assignments will include subjects which they are certified to teach. All course offerings listed in the secondary curriculum shall be considered major preparations.
- H. Upon Board request, a teacher engaged during the school day in negotiations on behalf of the Association with a Board representative or participating in any professional grievance negotiations with the Board, shall be released from regular duties without loss of pay.
- I. K-6 Teachers reporting time: 7:40 a.m. - 2:55 p.m. (7 hours and 15 minutes) & 7-12 Teachers reporting time: 7:45 a.m. – 3 p.m. (7 hours and 15 minutes), Fridays or last day of the work week will be based on student bell release.  
One Wednesday per month there will be a 3:30 p.m. ending for teaching staff where likely building meetings will take place. On all records days the end of the day will be the normal student day end time. (2:40 p.m. elementary, 2:45 p.m. secondary)
- On Fridays or days preceding holidays and vacation days, the teacher's day shall end at the end of the student day (staff will not depart the east high school parking lot until the departure of the buses). No staff meetings shall be held on Fridays or days preceding holidays and vacations except in cases of an emergency. Teachers shall be at their classrooms ten (10) minutes before first hour classes (with the exception of teachers having first hour conference) and will be available to assist students until the conclusion of the teacher work day.
- J. It is recognized by both parties that participation in activities that relate to education and students can be helpful. It is recommended that all teachers should participate in after-school activity, e.g., curriculum, textbook selection, sponsor of student activities, extra-curricular activities, etc., as well as any other appropriate committee which would contribute to the betterment of the education of the children. In addition, since teachers are an important part of P.T.A. or P.T.O., they are encouraged to support its activities and attend its meetings. All teachers shall attend meetings called by the Administration as a regular part of their teaching assignments unless otherwise excused by the Administration. Sufficient notice of such meetings will be given.

- K. Notwithstanding any other provisions of this Agreement if at any point in time the annual level of required student instructional time falls below the level required by the State of Michigan, the Board and the Association agree to meet to determine a schedule change to assure compliance.

**ARTICLE 6**  
**TEACHING CONDITIONS**

- A. It is recognized that enrollments within the school year may fluctuate. Situations may arise when it will be necessary to assign students above the established maximums after the start of the school year to take care of such fluctuations. Class loads in shop and lab classes will not exceed the number of student stations available, if possible.

It is recognized also that a balanced class size within each grade level is desirable and building principals, working with the staff members, will determine student placement using the following guidelines:

**The maximum class sizes are indicated below:**

|                         |  |
|-------------------------|--|
| <b>DK</b>               | <b>State Cap or 20 whatever is lower</b> |
| <b>Kindergarten – 1</b> | <b>25</b>                                |
| <b>Grades 2-3</b>       | <b>27</b>                                |
| <b>Grades 4-6</b>       | <b>29</b>                                |
| <b>Grades 7-12</b>      | <b>32</b>                                |

**Certain activity type classes such as physical education and performing music groups may be larger. Physical education classes and performing music classes may not exceed forty-five (45) students. If classes exceed the above maximum numbers, teachers will be compensated as follows:**

**Overload pay:**

|               |                            |
|---------------|----------------------------|
| <b>DK – 6</b> | <b>\$200 per trimester</b> |
| <b>7- 12</b>  | <b>\$300 per semester</b>  |

**Counts for overloads will be established as follows:**

| <b><u>Trimesters</u></b>                           | <b><u>Semesters</u></b>   |
|--|---------------------------|
| <b>October Count Day</b>                           | <b>October Count Day</b>  |
| <b>February Count Day</b>                          | <b>February Count Day</b> |
| <b>April 15 or the 1<sup>st</sup> school day</b>   |                           |
| <b>following April 15 if it falls on a weekend</b> |                           |

**Teachers need to submit for pay on an extra duty for form for overages at the end of each trimester or semester.**

1. No sections in each grade level will have greater than one (1) student difference in class sizes at the beginning of each school year. (Adjustments will be made during the first week of school.)



2. Once class sizes are determined, any student new to the system will be placed in the classroom with the fewest students at that grade level.
  3. Nothing contained in this article will prohibit a teacher from accepting a student, upon request from a parent, if the teacher desires to do so.
- B. Upon reasonable request of the staff in each building and providing space, facilities and circumstances permit, vending machines shall be installed in the staff lounge.
  - C. The teachers shall annually and when requested convey to the building principal through administrative channels their requests for supplies and equipment. The Administration will give consideration to all reasonable requests.
  - D. The Board will continue to make available to teachers typing and duplicating facilities to aid teachers in the preparation of instructional material.
  - E. The school shall provide a desk and/or a file cabinet for each teacher.
  - F. A phone will be provided in a room other than the office for teachers to use for school purposes. Personal emergencies would be an exception.
  - G. It is the duty of a teacher to determine the academic level of achievement of all students assigned to the class and establish a grade or symbol indicating their level in accordance with Board-approved evaluation systems. This grade will not be changed by an administrator without consultation with the teacher or association president if the teacher is not available.
  - H. A staff lounge shall be provided for each educational unit (Elementary and High School). In future building a staff lounge will be planned and provided.

## **ARTICLE 7** **ASSIGNMENTS**

- A. 1. The Association recognizes that each teacher must assume the responsibility for filing his/her valid Michigan teaching certificate and other required documents indicating same with the Personnel Office prior to the first student session day. Each teacher must also file an up-to-date transcript when being hired and/or when requesting a horizontal move on the salary schedule.
2. Failure to comply with the above may result in the withholding of pay as provided for in the Tenure Act until such filing has been completed. The withholding of pay may take the form of suspending the teacher until compliance, according to the Tenure Act.
3. The responsibility for being certified to teach in the school district rests solely with the individual teacher. The Board will continue to inform teachers of the responsibility in the following way: Once a student schedule of class offerings has

been determined for the next school year and the administrator has placed teachers in tentative positions, each administrator will meet with staff to insure certification compliance.

- B. Every teacher shall be required to participate in curriculum revision committees during the school year as a part of the professional involvement. Arrangements for these curriculum revision committee meetings shall be made by the Superintendent of his/her designee. Arrangement for major curriculum meetings will be discussed with the President of the Association or teachers who are directly affected.
- C. It is understood and recognized that the teachers shall continue to use the school day for:
  - 1. Teaching their pupils.
  - 2. Planning and preparing for their classes (careful daily, weekly and semester preparations).
  - 3. Evaluating pupil progress and discussing with their colleagues the effectiveness of their own planning and implementation of their plans.
  - 4. Reporting their evaluation of pupil progress to the school administration and to the parents of the children whom they teach.
- D. Assignments and/or appointments shall be at the discretion of the Administration within teaching certification, and major and minor fields of study and where, in the opinion of the Administration, circumstances so warrant. Teacher seniority shall be a consideration in assignments when two or more teachers are under consideration and all other factors distinguishing those employees from each other are equal.
- E. Teachers should be notified of their tentative assignments for the ensuing year as soon as possible, but not later than July 15<sup>th</sup>. Any tenure teacher who receives a change in assignment after July 1<sup>st</sup> that is not mutually agreed to will be released from his contract if so requested. Teacher resignations after July 15<sup>th</sup> may result in assignment changes. In assigning probationary teachers, administrators will be mindful of the teacher's prospects for success.

**ARTICLE 8**  
**VACANCIES, PROMOTIONS, AND TRANSFERS**

- A. Vacancies occurring within the bargaining unit including newly created positions shall be posted on a designated bulletin board in each building and emailed to all individuals covered by the Master Agreement. Positions as above described should be posted ten (10) calendar days prior to being filled on a permanent basis. Teachers may apply for such positions by submitting a written application to the Personnel Office. When experience and qualifications and performance evaluations are substantially equal, preference may be given to employees currently employed by the Board and in line with their seniority. The district's failure to post

such vacancies shall not prevent the district from filling any positions.

- B. Summer vacancies prior to August, should be posted ten (10) calendar days, prior to being filled on a permanent basis, on a bulletin board in the Administration office. A copy of said vacancies will be sent to all individuals covered by the Master Agreement by email. Vacancies occurring after August 1 may be filled externally and then reposted internal/external at the conclusion of the following school year. All internal applicants shall be interviewed prior to any external candidates being interviewed.
- C. If more than one individual covered by the Master Agreement applies for the position it shall be awarded on the following criteria: 1) Qualifications, 2) Experience teaching subject, 3) Evaluations, and 4) Seniority. If a currently employed staff member applies for a vacancy but is not selected she/he may within seven (7) days request in writing the reasons she/he was not selected. The request will be answered in writing within a reasonable period of time.
- D. The Superintendent or his/her designee shall notify in writing the affected teacher of the reasons for an involuntary transfer.
- E. All certified personnel in the New Lothrop School District shall be given full credit for time spent as a teacher in the district under the terms of this Agreement.
- F. The Board may make all transfers of teachers which it deems necessary, provided:
  - 1. Written notice of transfer is to be given to the teacher or teachers affected.
  - 2. Opportunity to meet with the Superintendent or his/her representative will be given to discuss the transfer.

**ARTICLE 9**  
**TEACHER EVALUATION AND PROGRESS**

- A. Teachers shall be notified of each planned observation date at least 1 week prior to the observations.
- B. New teachers, probationary teachers, and teachers on an IDP will be subject to a minimum of two (2) formal observations lasting a minimum of 15 minutes. Tenured teachers will have a minimum of one (1) formal observation lasting a minimum of 15 minutes. After three (3) consecutive highly effective/effective evaluations, teachers may only be evaluated every third year.
- C. Probationary Teachers cannot challenge any aspect of the evaluation process, including observations, the IDP, the mid-year performance review, or their assigned rating.
- D. At the onset of each school year a committee of grade level chairs and administrators will determine what data will be used for the 20% portion of the evaluation.
- E. A negotiated year-end evaluation tool that utilizes other objective criteria will be used for 80% of the year-end evaluation determination.

- F. An alleged violation of the Article is not subject to arbitration in the grievance process. An Arbitrator, however, has jurisdiction to consider a grievance filed under the grievance procedure by a tenured teacher who receives two (2) consecutive ratings of “needing support”.

**ARTICLE 10**  
**TEACHER PROTECTION**

- A. The teachers shall have the right to review those things in his/her personnel file to which he/she is entitled by Law. At the option of the teacher, a representative of the Association may be present for such review. Each file shall contain a record indicating reviewer and date of review, excluding school personnel official access for record maintenance.
- B. The teacher may submit a written notation regarding any material and the same will 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 will 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.
- C. Any serious complaint made against a teacher by any parent, student, and other person will be promptly called to the attention of the teacher.
- D. If a teacher is to be disciplined or reprimanded by the Board or its designee, he/she shall be entitled to have a representative of the Association present. That representative shall be the teacher's choice between the building representative or another Association officer.
- E. Each teacher has the responsibility for maintaining proper student control and discipline throughout the school day as well as at school-sponsored activities where he/she is serving as a sponsor or chaperone. The teacher, however, has the primary responsibility for maintaining control and discipline in his/her classroom. The Board will give reasonable support and assistance to teachers with respect to maintenance of control and discipline. Whenever it appears that a particular pupil requires special attention, reasonable steps shall be taken to provide such attention. The teachers recognize that all disciplinary actions and methods invoked by them shall be in accordance with established Board policy.
- F. Any case of assault upon a teacher which is related to a school-centered problem shall be promptly reported to the Board or its designated representative. If the assault was by a pupil or pupils, the Administration shall promptly investigate the matter and determine suitable discipline for the assaulting pupil. This decision shall be communicated to the teacher concerned. If the assault is by an adult, who is not a pupil, the Board its designee representative shall promptly report the incident to the proper law enforcement authorities.
- G. A teacher may suspend a pupil from one (1) period, 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 that classroom intolerable. In such cases, the teacher will promptly (by the end of the school day) furnish the administrator or counselor full particulars of the incident. The teacher and the administration will cooperatively endeavor to achieve

correction of student behavior through whatever avenues are reasonably available.

- H. School administrators and teachers will endeavor to achieve correction of the students' misbehavior through counseling and interviews with the child and his/her parents when warranted.

**ARTICLE 11**  
**PROFESSIONAL BEHAVIOR AND IMPROVEMENT**

- A. 1. Teachers are expected to comply with reasonable rules, regulations and direction from time to time adopted by the Board or its representatives which are not consistent with the provisions of this agreement, provided that the teacher may reasonably refuse to carry out an order which threatens physical safety or well-being.
2. Alleged breaches of professional behavior may be reported to the offending teacher and the Association. The Association, when receiving such notices, shall use every reasonable effort to correct breaches of professional behavior by any teacher.
3. The teacher may be subject to disciplinary action for infractions or failure to perform assigned duties and responsibilities.
4. No tenured teacher will be disciplined for a reason that is arbitrary and capricious. (Subsection 15[m]).
- B. The Association recognizes that abuse of sick leave or other leaves, chronic tardiness or absence, willful deficiencies in professional performance or other violations of discipline by a teacher reflect adversely upon the teaching profession and create undesirable conditions within the profession. The Board shall notify the teacher in writing of alleged delinquencies, indicate excepted correction and indicate a reasonable period for correction. The Association will make an effort to correct breaches of professional behavior.
- C. Teachers recognize that their primary job is teaching. If any outside employment appears to be interfering with the teacher's performance, a judgment will be made by the concerned parties, namely the teacher, the Board's designee, and a mutually accepted third person. If the parties determine that outside employment is interfering with the teaching performance, the teacher will, within one (1) week discontinue said employment during the school year.
- D. Teachers who are absent must have lesson plans and/or a packet of organized activities approved by the principal for the substitute teacher. The lesson plans and/or packet shall include class work for the time absent. A seating arrangement, class list, time schedule, and common forms used by the school shall be included.
- E. It is expressly understood that the teacher preparation period is subject to the total school program; and, as a result, such things as miscellaneous programs, special events, field trips, testing programs, emergency class needs, and assemblies, etc., may, from time to time, be substituted for preparation time. Conference periods shall be used for such things as

thorough preparation, conferences with parents, teachers, and administrators, and special assistance to students. Conference time shall not be used or spent on any unconnected or non-school activity. In addition, it is expressly understood that teachers will not leave their building during preparation time on personal errands or the like without notifying the building principal or designee and giving a valid reason.

- F. All in-service programs will be discussed between the Association and Administration.

## **ARTICLE 12**

### **GRIEVANCE PROCEDURES**

- A. A grievance shall be an alleged violation of the specific and expressed terms of this contract. The following matters shall not be the basis of any grievance filed under the procedure outlined in this article.

1. The termination of services, discharge or failure to re-employ any teacher.
2. The termination of services or failure to re-employ any teacher to a position on the extra-curricular schedule.
3. Any matter involving teacher evaluation.
4. Any matter involving prohibited bargaining subjects of PERA.

It is expressly understood that the grievance procedure shall not apply to those areas in which the Tenure Act prescribes a procedure or authorizes a remedy (discharge and/or demotion).

- B. The Association shall designate one (1) representative per building to handle grievances when requested by the grievant. That shall be the teacher's choice between the building representative or another Association officer. The Board hereby designates the Principal of each building to act as its representative at Level One as hereinafter described and the Superintendent or his designated representative to act at Level Two as hereinafter described.
- C. The term "days" as used herein shall mean days in which school is in session.
- D. Written grievances as required herein shall contain the following:
  1. It shall be signed by the grievant or grievants.
  2. It shall be specific.
  3. It shall contain a synopsis of the facts giving rise to the alleged violation.
  4. It shall cite the section or subsections of this contract alleged to have been violated.
  5. It shall contain the date of the alleged violation.
  6. It shall specify the relief requested.

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

- E. Level One. A teacher believing themselves wrong by an alleged violation of the express

provisions of this contract shall within seven (7) days of its alleged occurrence orally discuss the grievance with the building principal in an attempt to resolve same. If no resolution is obtained within three (3) days of the discussion, the teacher shall reduce the grievance to writing and present to the Principal, with the signature of the Association attached only to inform the Board of the Association's knowledge of the grievance. If no decision is rendered within four (4) days or the decision is unsatisfactory to the grievant, the grievant may appeal same to the Superintendent at Level Two. Level One may be bypassed if mutually agreed upon by the Superintendent and the Association.

Level Two. Within five (5) days from the rendering of an unsatisfactory decision/non-decision a copy of the written grievance shall be filed with the Superintendent or his designated agent as specified. Within five (5) days of receipt of the grievance, the Superintendent or his designated agent shall arrange a meeting with the grievant and/or the designated Association representative at the option of the grievant to discuss the grievance. Within five (5) days of the discussion the Superintendent or his designated agent shall render his decision in writing, transmitting a copy of the same to the grievant, the Association Secretary, the building principal in which the grievance arose, and place a copy of same in a permanent file in his/her office.

If no decision is rendered within five (5) days of the discussion, or the decision is unsatisfactory to the grievant and/or the Association, the grievant may appeal same to the Board of Education by filing a written grievance along with the decision of the Superintendent with the office of the Board in charge of drawing up the agenda for the Board's meeting not less than ten (10) days prior to the next regularly scheduled Board meeting.

Level Three. Upon proper application as specified in Level Two, the Board shall allow the teacher or his Association representative an opportunity to be heard at the meeting for which the grievance was scheduled. Within one (1) month from the hearing of the grievance the Board shall render its decision in writing. The Board may hold future hearings herein, may designate one (1) or more of its members to hold future hearings therein or otherwise investigate the grievance; provided, however, that in no event with express written consent of the Association shall final determination of the grievance be made by the Board more than one (1) month after the initial hearing.

A copy of the written decision of the Board shall be forwarded to the Superintendent for permanent filing, the building principal for the building in which the grievance arose, the grievant, and the Secretary of the Association.

Level Four. Individual teachers shall not have the right to process a grievance at Level Four.

1. If the Association is not satisfied with the disposition of the grievance at Level Three, it may within ten (10) days after the decision of the Board, refer the matter for arbitrator to the American Arbitrator Association, in writing, and request the appointment of an arbitration to hear the grievance. If the parties cannot agree upon an arbitrator, he/she shall be selected by the American Arbitrator Association in

accordance with its rules.

2. Neither party may raise a new defense or ground at Level Four not previously raised or disclosed at other written levels. Each party shall submit to the other party not less than three (3) days prior to the hearing a pre-hearing statement alleging facts, grounds and defenses which will be proven at the hearing and hold a conference at that time in an attempt to settle the grievance.
3. The decision of the arbitrator shall be final, conclusive, and binding upon employees, the Board and the Association subject to the right of the Board or the Association to judicial review, any lawful decision of the arbitrator shall be forthwith placed into effect.
4. Powers of the arbitrator are subject to the following limitations:
  - a. The arbitrator shall have no power to add to, subtract from, disregard, alter or modify any of the terms of this Agreement;
  - b. The arbitrator shall have no power to establish salary scales or to change any salary;
  - c. The arbitrator shall have no power to change any practice, policy, or rule of the Board nor substitute his judgment for that of the Board as to the reasonableness of any such practice, policy, rule, or any action taken by the Board;
  - d. The arbitrator shall have no power to decide any question which, under this Agreement, is within the responsibility of the management to decide. In rendering decisions, an arbitrator shall give due regard to the responsibility of management and shall so construe the agreement that there will be no interference with such responsibilities except as they may be specifically conditioned by this Agreement;
  - e. The arbitrator shall have no power to interpret state or federal law;
  - f. The arbitrator shall not hear any grievance previously barred from scope of the grievance procedure.
5. After a case on which the arbitrator is powered to rule hereunder has been referred to him, it may not be withdrawn by either party except by mutual consent.
6. If either party disputes the arbitrability of any grievance under the terms of this agreement, the arbitrator shall have the jurisdiction to determine the arbitrability of the grievance. The arbitrator shall have authority to hear both the jurisdictional issues and the merits of the dispute in the same proceeding. Should the arbitrator determine that s/he is without jurisdiction to rule, the matter shall be referred back to the parties without decision or recommendation on the merits.
7. More than one (1) grievance may not be considered by the arbitrator at the same time except upon expressed written mutual consent and then only if they are of similar nature.



8. The cost of arbitrator shall be borne equally by the parties except each party shall assume its own cost for representation including any expense of witnesses.
- F. Should a teacher or the Association fail to institute a grievance within the time limits specified, the grievance will not be processed. Should a teacher fail to appeal a decision within the limits specified, or leave the employ of the Board (except a claim involving a remedy directly benefiting the grievant regardless of his/her employment), all further proceedings on a previously instituted grievance shall be barred.
- G. The Association shall have no right to initiate a grievance involving the right of a teacher or group of teachers without his/her or their express approval in writing thereon.
- H. All preparation, filing, presentation or consideration of grievances shall be held at times other than when a teacher or a participating Association representative are to be at their assigned duty stations.
- I. Where no wage loss has been caused by the action of the Board complained of, the Board shall be under no obligation to make monetary adjustments and the arbitrator shall have no power to order one.
- J. Arbitration awards or grievance settlements will not be made retroactive beyond the date of the occurrence or non-occurrence of the event upon which the grievance is based. In no event, however, shall the award or settlement be earlier than thirty (30) days prior to the date on which the grievance is filed.

### **ARTICLE 13** **NEGOTIATION PROCEDURE**

- A. The Board and Association acknowledge that during the negotiation that resulted in this agreement each had the unlimited right and opportunity to make demands and proposals. The understandings and agreements arrived at by the parties are set forth in this Agreement and neither party shall be obligated by the other to bargain collectively during the period of this Agreement. Matters of common concern may be subject to negotiation during the period of this Agreement upon the request and mutual agreement of both parties. Representatives of the Board and the Association will meet at the request of either party for the purposes of reviewing the administration of the contract, and to resolve problems that may arise. This is not meant to by pass the grievance procedure.
- B. Neither party in any negotiations shall have any control over the selection of the negotiation or bargaining representatives of the other party. The parties mutually pledge that their representatives shall have all necessary power and authority to make proposals, and consider proposals.
- C. There shall be three (3) signed copies of the final agreement for the purpose of record. One (1) shall be retained by the Board, one (1) by the Association, and one (1) by the

Superintendent.

- D. It is recommended that ninety (90) to one hundred twenty (120) days prior to the expiration of this agreement, negotiations should begin between the Board and the Association.
- E. During the length of this agreement, representatives of the Board and Association may meet at least once per month from October through May to discuss contractual items. Other meetings may be set at any time by mutual consent. The purpose of these meetings will be to attempt to settle contractual problems.

**ARTICLE 14**  
**REDUCTION AND RECALL OF STAFF**

- A. Acting within the approved budget, the Superintendent is responsible for establishing the number and nature of teaching assignments to implement the approved curriculum. If the Superintendent determines that insufficient funds are budgeted for existing staff or that a reduction in teaching staff is necessary due to a program curriculum or other operational consideration(s), the superintendent will recommend to the Board the teaching positions to be reduced. The Association will be notified of the contemplated reduction in personnel at least ten (10) days before the layoff notices are distributed to the teachers. Prior to issuance of layoff notices, the NLEA will be given an opportunity to make specific recommendations regarding the particular implementation of layoff and recall procedures planned by the district.
- B. The Superintendent has the discretion to layoff or recall a Bargaining Unit member for a reason that is not arbitrary or capricious including, but not limited to the following clear and transparent factors:
  - 1) Compliance with State and Federal laws regulatory standards, and state grant, and categorical funding requirements.
  - 2) Qualifications determined by the district, including but not limited to credentials necessary for school or program accreditation.
  - 3) Effectiveness based on previous evaluations.
  - 4) Length of service in the grade level or subject area.
  - 5) Professional development, special training, additional training, additional certification(s) and experiences that lend themselves to the classroom.
  - 6) If factors noted above are equal seniority may be the tiebreaking factor.
- C. A teacher is eligible for recall for 2 years from the date the district implemented the reduction in force.
- D. Probationary teachers cannot grieve any aspect of this article. Tenured teachers may grieve alleged violations of this article through mediation.
- E. Seniority shall be defined as total years of service to the New Lothrop Area Public Schools, computed from the first day the teacher reported to work. A teacher on leave does not lose accumulated seniority and does not receive seniority credit for the leave period.

The seniority list shall be published by the 15<sup>th</sup> of January of each school year and shall include teachers' name and years of service. One-half (1/2) day teachers will accumulate seniority the same as full-time teachers.

All seniority is lost when employment is terminated by resignation, retirement, discharge, or transfer to a non-certified position. In cases of layoff, all teachers so affected retain all seniority accumulated as to the effective date of the layoff.

**ARTICLE 15**  
**PROFESSIONAL, PERSONAL & ASSOCIATION LEAVE**

A. Leave of absence with pay not chargeable against the teacher's allowance shall be granted for the following reasons:

1. Approve visitation at other schools or for attending educational conferences.
2. Court appearance as a witness in any case on behalf of the school district.
3. The teacher who receives a jury duty interview and appearance notice must notify the Personnel Office within one (1) school day of such notice. If any teacher is summoned and reports for jury duty, he/she shall be paid his/her regular salary if he/she turns his/her check for jury duty or court appearance into the Business Office. It is understood and agreed that a teacher shall be required to report to work on any and all days when he/she is not sitting as a juror. to be eligible for jury duty pay differential, the teacher must furnish the employer with a written statement from the appropriate public official listing the amount and the dates he/she received pay for jury duty up to a maximum of thirty (30) school days in any one (1) calendar year. Any teacher found abusing this privilege shall not be entitled to the pay differential and will be subject to disciplinary action.
4. Time necessary to take the selective service physical examination.

F. Absence from service shall be covered by the following method:

1. Teachers will have five (5) Personal Time Off (PTO) Days and seven (7) Sick Days per school year. Both unused PTO Days and Sick Days will go into each member's personal bank at the end of each school year, with a maximum of sixty-five (65) days accumulated.
  - a. Staff will be able to take days as needed without approval or doctors note except for the following situations:
    1. The days taken off are on the day leading up to a holiday or immediately after
      - i. a sick day will be paid if a staff member provides a doctor's note before or after a holiday and/or long break (i.e. Christmas Break, Spring Break, etc.).
    2. A staff member may only take one (1) prearranged PTO day off at a

time. A PTO day must be prearranged a week prior to the PTO day being taken.

3. Request will be based on seniority.

4. If more than one (1) consecutive prearranged PTO day is taken, then prior administrative approval is required.

5. If a staff member takes 3 or more consecutive sick days off, a doctor's note is required.

6. A total of 2 staff members per building shall be approved for a prearranged PTO day on the same day. Additional, staff may use PTO days only if substitute teachers are available. Exceptions may be made in extenuating circumstances, i.e. bereavement, medical emergency, etc.

(1) Personal business days shall not be granted on days immediately preceding or following a holiday or vacation period.

(2) It will be the responsibility of the teacher to use personal business days for legitimate purposes, but not for outside employment or vacation.

(3) If an employee uses a personal day for a scheduled district professional development day, the employee must submit the request in writing to the Superintendent or his/her designee at least one (1) week in advance (except in the event of an emergency when a shorter notice may be acceptable).

If the employee is required to participate in jury duty or is using a bereavement day for a scheduled district professional development day, the employee would not have to make up the day.

If an employee uses a sick day for a scheduled district professional development day, the employee may submit a physician's note to the Administration office within seventy-two (72) hours of the day absent in order to pay the employee for the day missed or the employee must submit a professional development proposal to the building principal to be approved to make-up for the day absent. Any professional development related to the subject area taught and/or school/district improvement plans will be approved. The employee must complete the professional development day at the employee's expense by June 30th of the academic calendar. If there is a cost associated with the professional development completion, it will be the responsibility of the individual teacher.

b. Bereavement Leave.

(1) A maximum of five (5) days per death in the immediate family shall be granted. The immediate family shall be defined as employee's

spouse, parents, or children.

- (2) A maximum of two (2) days per death in the event of death of employee's brothers and sisters, grandparents, grandchildren, brother-in-law, sister-in-law, spouse's parents, spouses grandparents, or relatives being in the same household.
- (3) A maximum of one (1) day per death in the event of death of employee's and/or spouse's aunt or uncle to be deducted from accumulated leave days.
- (4) When in connection with a death in the immediate family additional leave is necessary due to personal circumstances such leave, not to exceed 30 additional days, may be granted at the discretion of the Board and deducted from accumulated sick days. (Granting of such request shall not establish a precedent.)

c. Worker's Compensation: Any teacher who is absent because of an injury or disease compensable under the Michigan Worker's Compensation Law shall receive from the Board the difference between the Worker's Compensation payment prescribed by law and his regular salary to the extent and until such time as such teacher shall have used up any so-called "sick pay" provided herein. The "sick pay" will be computed on the basis of the teacher's prorated salary per day at the time the teacher becomes absent because of injury or disease.

b. Two additional PTO/Sick days will be added to only those staff members who owe the sick bank and have exhausted all PTO/Sick days prior to the 2022-2023 school year. These two additional days are only for the 2022-2023 school year.

## 2. Sick Leave Bank

If an employee exhausts all personnel and sick days and is requesting to borrow additional sick days, the school district will follow Family Medical Leave Act (FMLA) guidelines as required by law. If an employee requests to borrow sick days, the employee would be allowed to request additional days until long term disability becomes effective provided they are eligible and have provided medical documentation to the District and insurance carrier.

A committee of four (4) persons, two (2) administrators and two (2) teachers will review each request. Decisions by the committee are non-grievable and do not set a precedent and are to be kept confidential.

All sick days borrowed will be repaid at a minimum rate of two (2) days per year, unless the employee chooses to repay at a higher rate.

If the individual teacher leaves the district voluntarily, they will be responsible for the payment of their sick day(s) borrowed multiplied by the daily rate (including FICA and retirement) when the sick day(s) were borrowed. Payment will be made to the district within six (6) months of their last day with the district. If the employee does not pay the district within the alluded time, an unprofessional conduct letter will be placed in the employee's personnel file.

If a teacher has contributed to the sick bank in either the 2016-17 and/or 2017-18 school year, the district will give each teacher, who is currently employed, one (1) additional sick day to the employee for the 2018-19 school year.

3. Ten (10) leave days (six personal days (6) & four (4) sick days) per year can be accumulated to a maximum of sixty-five (65) days. At the end of each school year, a teacher will receive 50% of current sub pay to a max of \$47.20 for each unused day in excess of sixty-five (65) days. Teachers leaving the system with ten (10) or more years of service at New Lothrop Schools will receive 50% of sub pay to a max of \$47.20 for unused leave days.
  4. Routine health examination, dental appointment, or surgical procedures which might be scheduled during vacation periods shall not be covered by sick leave policy.
  5. When requested by the Board, sick leave must be validated by a medical practitioner's certification of the illness and its duration. The Board will select a doctor and pay expenses of examination.
- C. Teachers who are leaving the district, or contemplating leaving the district, or requesting a leave of absence for any reason, have an ethical responsibility to report this to their immediate supervisor and Personnel Office at the earliest possible date. This early reporting will enable the Personnel Office to obtain the best possible replacement for the following year. It is recommended that a written notice of resignation and/or leave of absence be given to the Personnel Office not later than the first of May.
- D. The Board will allow up to seven (7) days per year for the President of the Association, or an Association representative to attend Association conferences or meetings. The Association will reimburse the Board for the cost of the substitute teacher involved within thirty (30) days of the meeting.
- E. Attendance Incentive:  
0 absences = \$400 off-schedule stipend  
3 or less days = \$225 off-schedule stipend  
less than 5 days = \$75 off-schedule stipend

**ARTICLE 16**  
**UNPAID LEAVES OF ABSENCE**

A. A leave of absence up to two (2) years may be granted to any teacher, upon application, for the purpose of participating in teacher programs in other territories, or countries, foreign or military teaching programs, the Peace Corps or Teachers Corps as a full-time teaching participant in such programs; provided such teacher states in writing his/her intention to return to the school system. Upon return from such leave, a teacher shall be placed on the same position on the salary schedule as he/she would have been had he/she taught in the district during such period.

A teacher on military leave due to being drafted shall be given the benefit of any increments up to two (2) years which would have been credited to him had he/she remained in active service to the school system. The teacher shall retain the sick leave allowance which he accumulated prior to his military leave.

B. Leave of absence without pay may be granted upon application for no more than one (1) year for the following purposes:

1. Study related to the teacher's major or minor fields.
2. Study to meet eligibility requirements for certification other than that held by the teacher.

C. A tenured teacher may apply to the Board for a leave of absence for any reason.

1. The Board, however, is under no obligation to grant the leave request and any decision does not set a precedent and is non-grievable.
2. A teacher on leave does not lose accumulated seniority but does not receive seniority credit for the leave period.
3. That upon return to work within twelve (12) months, the employee shall be reinstated to their former position, if it still exists, or if it does not exist, a comparable position.
4. The teacher must notify the Board in writing of their intent to return by March 1 of the year said leave takes place.
5. Failure to return as set forth herein to follow the above requirements and responsibilities shall mean that employment shall be terminated.

D. Teachers on leaves of absence shall return to duty only at the beginning of a semester. Teachers must write the Personnel Department not later than November 1 in the Fall semester or March 1 in the Spring semester prior to the expiration date of said leave notifying the district of their plans for the next semester. Upon return to the system, the teacher shall be reinstated in the same area of certification held before the leave, providing such a position is available. If such a position is not available at that time, the teacher will be

given an opportunity to accept the first (1<sup>st</sup>) opening in his/her area. If necessary, the teacher may request and the Board may extend the period of any leave of absence to correspond to these conditions. The Superintendent may grant exception to this policy under special sets of circumstances.

- E. Child Care Leave - Employees may request a child care leave and be granted such leave, to the extent that a bargaining unit member is eligible for and entitled to such leave under the Family and Medical Leave Act (FMLA), under the following conditions:
1. The Employee must request, in writing, a leave of absence for up to twelve (12) months at least thirty (30) days prior to the expected date for such leave, and must notify the Board, in writing, at least sixty (60) days before the anticipated date of return. Such leave may begin with less than the thirty (30) day notice provided the Employee's physician provides such a requesting in writing.
  2. That no salary or fringe benefits including, but not limited to, sick leave, disability insurance, etc. be paid or accrued during the leave period. Except to the extent under law with FMLA, health care insurance will be paid on the first of the month after leave begins. The Employee with carrier permission will be able to make individual payments each month to the Business Office and remain with the group up until twelve (12) months after leave begins.
  3. That upon return to work within twelve (12) months, the Employee shall be reinstated to their former position, if it still exists, or if it does not exist, a comparable position. A teacher on leave does not lose accumulated seniority but does not receive seniority credit for the leave period.
  4. Before the Employee may return to work from the leave of absence, he/she must present to the Board a physician's statement confirming her physical ability to perform all regular and normal duties and functions of her position.
  5. An extension of leave time for no more than one (1) year, following delivery, for the purpose of child care may be granted at the direction of the Board.
  6. Failure to return to work as set forth herein or failure to follow the above requirements and responsibilities, shall mean that her employment shall be terminated.
  7. An employee adopting a child shall upon request be granted a leave not to exceed one (1) year which shall commence upon the placement of the child in the adoptive parent's home.



**ARTICLE 17**  
**INSURANCE**

A. Upon proper application and acceptance for enrollment by the appropriate insurance underwriter and carrier, the District shall make premium payments for insurance coverage for bargaining unit members and eligible dependents, as defined by MESSA, excluding sponsored dependents.

1. MESSA – Choices II, HSA (MESSA ABC)
2. MESSA – VSP3 Gold, Delta Dental
3. Long-Term Disability - 60% of monthly earnings to maximum monthly benefit of \$5,000; 90-day wait.
4. Term Life Insurance in the policy face amount of \$35,000 and AD&D.

B. Off schedule stipend per school year for declining the district's medical insurance, as follows:  
\$1800 in lieu for single  
\$3500 in lieu for couple  
\$5000 in lieu for family

If the employee opts out of the district's medical insurance, they would be eligible for single Pack B coverage, which includes dental, optical, long-term and life insurance.

The Board will also provide an additional \$5,000 life and \$5,000 accidental death and dismemberment.

The amount shall be elected and paid under the terms of an IRC Section 125 Plan developed and administered by the District. Bargaining unit members may enter into an elective voluntary salary reduction agreement with the District to contribute this amount in an IRC Section 403(b) annuity, less any required employee FICA.

The cash stipend paid under this provision is subject to deduction for FICA and employee tax withholding, as may be applicable, depending upon whether or not the bargaining unit member receives the amount in cash or enters into a salary reduction agreement for a 403(b) annuity.

C. The Board shall make payment of insurance premiums for all persons employed during the preceding school year who completed their contractual obligation to assure insurance coverage for the full twelve (12) month period commencing September 1 and ending August 30.

The Board, by payment of the premiums payments required to provide the coverage as agreed upon, shall be relieved from all liability with respect to the benefits provided by the insurance coverage. The failure of an insurance company to provide any of the benefits which it has contracted for any reason shall not result in any liability to the Board or the

Association nor shall such failure be considered a breach by either of them of any obligation under this article.

Differences between Employees or beneficiaries of employees and any insurance company shall not be subject to the grievance procedures.

- D. Additional programs available through MESSA shall be available at the employees cost through payroll deduction.
- E. Insurance Contract Language: State Cap or 80/20

**ARTICLE 18**  
**PROFESSIONAL COMPENSATION**

- A. The basic salaries of teachers for the 2 school years are listed on Salary Schedule A of the agreement. Teachers involved in voluntary extra duty assignments shall be compensated in accordance with Schedule B and Schedule C without deviation except by common consent of both Board and Association officers.
- B. All teachers shall be given one (1) year credit on the salary schedule set forth for each full year of outside teaching experience in any school district in the State of Michigan or other teaching experience in the school district accredited by a recognized accrediting agency. Depending on the circumstances and/or candidate pool, the Superintendent may match the salary of an incoming teacher not to exceed step 11.5. No teacher shall advance more than one (1) experience step from one school year to the next school year. For salary schedule purposes, the longevity steps 15, 20 and 25 represent years of service in New Lothrop Schools only. They do not include credit for any years of service given outside of the New Lothrop School System.
- C. Provisions for ½ day teachers:
  - 1. One-half day teachers will be allowed the following fringe benefits:
    - a. Allowance of one-half the sick, bereavement and personal business leave days.
    - b. A full year of teaching ½ days will allow on ½ step on the salary schedule.
    - c. Allowance of those mandated by law, such as Workmen's Compensation and School Employees Retirement.
    - d. The Board will pay for one-half (½) of the insurance program provided to other Employees. If the one-half (½) time teacher elects to participate in the program. The other one-half (½) will be deducted from the Employee's pay.

2. The ½ day schedule will be allowed only when another satisfactory teacher candidate is available to take the other one-half day.
- D. Teachers required in the course of their work to drive personal automobiles from one school building to another shall receive a car allowance consistent with the IRS per-mile reimbursement rate.
- E. For a teacher to change their classification on the pay schedule, they must provide, at least fourteen (14) days prior to that payroll period, an official transcript or grade report demonstrating evidence for the movement to take place.
- F. Teachers may select twenty-one (21) or twenty-six (26) pays [*27 may be mutually agreed upon IF the calendar dictates 3 weeks or more between pays*] with pay beginning the second week of school. When a payday falls during a vacation or the summer, the teacher may pick up his/her check or the Board agrees to send the check postpaid to each teacher.
- G. The time spent by teachers which is required by law (i.e., new teachers in professional development activities and with mentors; time associated with individual development plans; etc.) shall not require additional compensation.
- H. Schedules B and C shall only be paid upon completion of all responsibilities as determined by the direct supervisor and/or administrator prior to the school year and/or season.

*2023-2024 (effective on 9/1/2023 payroll date)  
Per ratified agreement August 15, 2023 (Board approved 8/21/2023)*

**\$500.00 Step Increase on schedule for Step 1.0-Step 11.5**

| STEP | B.A.     | B.A +18 | M.A.   | M.A.+10 |
|------|----------|---------|--------|---------|
| 1    | \$39,818 | 40,224  | 42,125 | 42,530  |
|      | \$40,933 | 41,338  | 43,315 | 43,720  |
| 2    | \$42,049 | 42,454  | 44,505 | 44,910  |
|      | \$43,241 | 43,646  | 45,788 | 46,193  |
| 3    | \$44,431 | 44,836  | 47,073 | 47,478  |
|      | \$45,677 | 46,082  | 48,410 | 48,815  |
| 4    | \$46,922 | 47,327  | 49,749 | 50,154  |
|      | \$48,243 | 48,648  | 51,164 | 51,569  |
| 5    | \$49,564 | 49,969  | 52,578 | 52,983  |
|      | \$50,977 | 51,382  | 54,084 | 54,489  |
| 6    | \$52,390 | 52,795  | 55,590 | 55,995  |
|      | \$53,859 | 54,264  | 57,170 | 57,575  |
| 7    | \$55,329 | 55,734  | 58,749 | 59,154  |
|      | \$56,892 | 57,297  | 60,443 | 60,848  |
| 8    | \$58,454 | 58,859  | 62,136 | 62,541  |
|      | \$60,109 | 60,514  | 63,903 | 64,308  |
| 9    | \$61,764 | 62,169  | 65,671 | 66,076  |
|      | \$64,175 | 64,580  | 68,231 | 68,636  |
| 10   | \$66,585 | 66,990  | 70,792 | 71,197  |
|      | \$67,587 | 67,992  | 71,856 | 72,261  |
| 11   | \$69,610 | 70,021  | 74,007 | 74,419  |
|      | \$73,232 | 73,665  | 77,860 | 78,293  |
| 12   | \$75,063 | 75,506  | 79,806 | 80,251  |

Longevity - New Lothrop Area Public School Years Only

**2.50% increase for 2023-2024 for staff Step 12.0 and higher (Board approved 8/21/23)**

|    |        |        |        |        |
|----|--------|--------|--------|--------|
| 15 | 75,295 | 75,741 | 80,941 | 81,384 |
| 20 | 76,876 | 77,319 | 82,518 | 82,962 |
| 25 | 78,450 | 78,893 | 84,096 | 84,540 |

Each staff member shall be provided a \$200.00 off schedule stipend to be paid at the end of the school year.

*2024-2025 (effective on 8/30/2024 payroll date)  
Per ratified agreement August 13, 2024 (Board approved 8/19/2024)*

**2.50% increase on schedule for levels**

| STEP | B.A.     | B.A +18 | M.A.   | M.A.+10 |
|------|----------|---------|--------|---------|
| 1    | \$40,813 | 41,229  | 43,178 | 43,593  |
|      | \$41,956 | 42,372  | 44,398 | 44,813  |
| 2    | \$43,100 | 43,515  | 45,618 | 46,033  |
|      | \$44,322 | 44,737  | 46,933 | 47,348  |
| 3    | \$45,541 | 45,956  | 48,250 | 48,665  |
|      | \$46,819 | 47,234  | 49,621 | 50,036  |
| 4    | \$48,095 | 48,510  | 50,993 | 51,408  |
|      | \$49,449 | 49,864  | 52,443 | 52,858  |
| 5    | \$50,803 | 51,218  | 53,893 | 54,308  |
|      | \$52,252 | 52,667  | 55,436 | 55,851  |
| 6    | \$53,700 | 54,115  | 56,980 | 57,395  |
|      | \$55,206 | 55,621  | 58,599 | 59,014  |
| 7    | \$56,712 | 57,127  | 60,218 | 60,633  |
|      | \$58,314 | 58,729  | 61,954 | 62,369  |
| 8    | \$59,916 | 60,331  | 63,689 | 64,104  |
|      | \$61,611 | 62,026  | 65,501 | 65,916  |
| 9    | \$63,308 | 63,723  | 67,313 | 67,728  |
|      | \$65,779 | 66,194  | 69,937 | 70,352  |
| 10   | \$68,249 | 68,665  | 72,562 | 72,977  |
|      | \$69,276 | 69,692  | 73,652 | 74,068  |
| 11   | \$71,350 | 71,771  | 75,857 | 76,279  |
|      | \$75,063 | 75,506  | 79,806 | 80,251  |
| 12   | \$76,939 | 77,394  | 81,802 | 82,257  |

Longevity - New Lothrop Area Public School Years Only

|    |        |        |        |        |
|----|--------|--------|--------|--------|
| 15 | 77,178 | 77,634 | 82,964 | 83,418 |
| 20 | 78,798 | 79,252 | 84,581 | 85,036 |
| 25 | 80,411 | 80,866 | 86,199 | 86,653 |

Each staff member shall be provided with a \$200.00 off schedule stipend to be paid at the end of the school year.

## SALARY SCHEDULE "A"

Past compensation has been calculated using the following procedure as described in sections I-V. However, due to the upcoming budget concerns salary negotiations for Total Compensation (Salary and Insurance) will be arrived through "contract maintenance". This maintenance would include, but not be limited to, restructuring the formula used from 2000-2002 to the mutual agreement of the Board and NLEA.

I. Determine percentage of foundation grant for current year's Teacher's Total Cost of Employment Package.

A. Calculate the total state foundation grant.

Using the previous fiscal year's foundation, multiply the foundation times the number of students from the previous school year's state September blended count (*For the example, "Fiscal Year 1999 Foundation" and "State Aid Membership" came from the 1998-1999 State Aid Financial Status Report, Payment: August 20, 1999 as shown in Appendix A on page 37*).

Ex.  $\$5,462 \times 838.60 = \$4,580,433$

B. Calculate the previous year's adjusted teachers' total cost of employment.

1. Calculate the actual cost of teacher's compensation using all teaching staff members as of September 1 at their previous year's compensation levels (salary including Schedule B and Schedule C wages, annuity, life insurance, workers' compensation insurance, long-term disability insurance, dental insurance, vision insurance, medical insurance, FICA, and retirement costs).

Ex.  $\$2,925.696$  (*See Salary Charts in Appendix B on page 38 and Appendix C on page 39*)

2. Add the new teaching staff member(s) as of September 1 at the level they would have been had they been employed the previous year, including all compensation.

Ex.  $\$2,972,113$  (*See Salary Charts in Appendix B on page 38 and Appendix C on page 39*)

C. Divide the previous year's adjusted teachers' total cost of employment (I.B.2. above) by the total state foundation grant (I.A. on page 27). This will determine the percentage of the current year's foundation grant allocated for the total cost of employment package.

Ex.  $\$2,972,113 / \$4,580,433 = .648872$

II. Calculate the amount of the current year's total cost of employment package using the current year's state September blended student count.

A. Multiply current year's per pupil foundation grant by the state September blended

student count to determine total foundation grant (*For the example, "Fiscal Year 2000 Foundation" and "State Aid Membership" came from the 1999-2000 State Aid Financial Status Report, Payment: November 20, 1999 as shown in Appendix D on page 40*).

Ex.  $\$5,696 \times 820.88 = \$4,675,732$

- B. Multiply total foundation grant by percentage calculated in section I.C. to determine total cost of employment package.  
Ex.  $\$4,675,732 \times .648872 = \$3,033,950$
  - C. There will be a 2% floor to this package. (If the total dollars in the total cost of employment package are less than a 2% increase, the package will be adjusted to reflect a 2% increase in total cost of employment.)
  - D. There will be a 5% cap to this package. (If the total dollars in the total cost of employment package are more than a 5% increase, the package will be adjusted to reflect a 5% increase in total cost of employment.)
- III. The amount determined in II.B. shall be allocated for the total cost of employment (provided it falls within II.C. and II.D.).
- A. Cost of the total cost of employment package shall be calculated using the actual total cost of employment as defined in I.B.1., with teachers placed on actual step of salary schedule, including the new teaching staff members.
  - B. The Board and NLEA shall mutually agree how the funds shall be allocated.
- IV. In the event supplemental funding (Section 20 of the State Aid Act) beyond the annual foundation grant is made available, both parties agree to determine the distribution (not to be included on the salary schedule) of the supplemental funding. The percentage from the supplemental amount distributed to the teachers shall be equal to the percentage as in I.C.
- V. All retroactive pay will be allocated in a separate check on or before the first pay in November.

**SCHEDULE B – 2024-2025**  
**EXTRA-CURRICULAR COMPENSATION SCHEDULE**

**Percentage Based on Current Salary for Employee Approved by the Board of Education**

|  |                                  |
|--|----------------------------------|
| H.S. Student Council   | 3.00%                            |
| Senior Sponsor   | 1.50%                            |
| Jr./Sr. High - School Improvement Chairman   | 1.50%                            |
| Elementary - School Improvement Chairman   | 1.50%                            |
| Prom Sponsor: (in-house)   | 1.50%                            |
| Elementary Student Council   | 1.50%                            |
| National Honor Society   | 1.00%                            |
| Quiz Bowl: High School   | 1.50%                            |
| Quiz Bowl: Middle School   | 1.00%                            |
| Over Night Field Trip (per night, per teacher)                                     | \$200                            |
| Band Director - Meet Criteria  | 5.00%                            |
| Choir Director - Meet Criteria   | 5.00%                            |
| Yearbook: not on Master Schedule   | 2.00%                            |
| Yearbook: on Master Schedule   | 1.00%                            |
| Lunch Hour Duty (per half hour)  | \$15.80                          |
| FFA Advisor (per semester)   | 5.00%                            |
| FFA Advisor (per summer)   | 5.00%                            |
| FFA Advisor Extended Program Stipend (single advisor)                              | \$5,000                          |
| FFA Advisor Extended Program Stipend   | \$2,500                          |
| Grade Level/Department Chair   | 1.00%                            |
| CTE Coordinator  | \$2,000                          |
| CTE Stipends per person  | \$1,200                          |
| Robotics:  | based on guidelines of the grant |
| Senior Seminar   | \$ 600/person                    |
| Elementary Yearbook  | \$ 500                           |
| Administrative Suggested Professional Development<br>(per day, summer months only) | \$ 128                           |

If a support staff member is a co-sponsor/advisor with a teacher for a Schedule B position, the compensation would be split 50/50 based on highest compensation between the split duties upon successful completion of those duties.

**Mentor Pay**

|                        |       |
|------------------------|-------|
| 1 <sup>st</sup> year - | \$370 |
| 2 <sup>nd</sup> year - | \$264 |
| 3 <sup>rd</sup> year - | \$212 |

**Hourly Rate Positions**

Hourly positions are for outside, contracted time except for teaching during prep hour. All additional hourly pay must be pre-approved.

Academic Enrichment Hourly Rate will be \$35.01 based off of BA Step one (1) of teacher's contract. Additionally, lunch hour duty rate would be \$17.51 per half hour of



student supervision.

Substitute Teaching during preparation hour \$40.00 per hour

The academic enrichment will stay at step 1 BA.

**Compensation for subbing during prep hour:**

- a. Choices for teachers subbing during prep will be made based on a rotation of prep hour availability.
- b. Teachers will have the option for a cash stipend of \$40.00 or choose to accumulate 5 hours to turn in for an extra sick day that can be used towards paying back sick days to the district or an additional PTO day. At the end of the school year the staff member may choose to be paid for hours accumulated or carry time over up to four (4) hours to the next school year.

\* Class or organization sponsors will not be paid for dances (roller skating, etc.) when their class is sponsoring the dance (roller skating, etc.)

Job Description: SIP Building Chairs

It is the responsibility of the SIP Chair in each building to complete and document the following activities:

- Create Meeting Agendas
- Conduct monthly meetings
- Record and submit minutes to building principals. Building principals will be responsible for disseminating information to the rest of the staff.
- Must attend district SIP team meetings
- Must participate in writing all SIP and DIP reports
- During an accreditation year, the SIP chair for each building will be responsible for organizing all collected artifacts to be used during the external review process.
- Be responsible for ensuring professional development (SCECH) sign-in sheets are completed.

**Department/Grade Level Chair Duties**

It is the responsibility for the Department Chair/Grade Level Chair to complete and document the following activities.

- Conduct monthly meetings
- Write agendas
- Record and submit minutes to the building principal
- Must attend monthly building SIP meetings
- Must participate in writing all SIP reports
- During an accreditation year, Department/Grade Level Chairs will be responsible for gathering artifacts and submitting them to the SIP chair in their respective building.
- Be responsible for ensuring professional development (SCECH) sign-in sheets are completed.

**SCHEDULE C 2024-2025**  
**ATHLETIC COMPENSATION SCHEDULE**

**LEVEL 1:**

Head Coaches: Football, Cross Country, Basketball (girls & boys), Volleyball, Wrestling, Baseball, Softball, Track (girls & boys)

**LEVEL 2:**

Assistant Coaches: Football, Basketball (girls & boys), Wrestling, Track, Cross Country

JV Coaches: Football, Volleyball, Baseball, Softball

Head Cheerleading: Half Fall/Half Winter

**LEVEL 3:**

Assistant Coaches: Football

Freshman Coaches: Basketball (girls & boys), Volleyball

JV Cheerleading: Half Fall/Half Winter

**LEVEL 4:**

Head Jr. High Coaches: Football, Basketball (girls & boys), Volleyball, Wrestling, Baseball, Softball, Track (girls & boys), Cross Country

**LEVEL 5:**

Assistant Jr. High Coaches: Football

**~~2022-2023~~ 2023-2024**

| EXPERIENCE (YEARS) | NONE    | 1&2     | 3&4     | 5/MORE  |
|--------------------|---------|---------|---------|---------|
| LEVEL 1            | \$4,298 | \$4,949 | \$5,604 | \$6,282 |
| LEVEL 2            | \$2,712 | \$3,153 | \$3,535 | \$4,070 |
| LEVEL 3            | \$2,364 | \$2,711 | \$3,008 | \$3,391 |
| LEVEL 4            | \$1,350 | \$1,537 | \$1,803 | \$2,067 |
| LEVEL 5            | \$1,063 | \$1,252 | \$1,514 | \$1,782 |

Crowd Control . . . . .  
 \$16.76/\$17.00/hour

Should an Act of God cause a season not be completed in its entirety the coach(es) that are in-season will still receive 100% of their Schedule C coaching pay.

**ARTICLE 19**  
**MISCELLANEOUS PROVISIONS**

- A. All individual teacher contracts entered into during the term of this agreement shall be made expressly subject to the terms of this agreement, Board policy and state and federal law. The provisions of this agreement shall be incorporated into and be considered part of the established policies of the Board. The individual teacher's contract cannot be construed to prohibit the district from exercising rights expressly granted it under Michigan law.
- B. Teachers agree not to exploit their professional relationship with their students nor knowingly permit any commercial exploitation of their professional status. On this basis, solicitation for the purpose of selling education material and/or services within the system by its teachers shall be considered improper.
- C. Individual contracts shall terminate if the holders permit, provisional or permanent certificates expire by limitation and is not immediately renewed or if it is suspended or revoked by proper legal authority or at such time as the employing district is able to secure the services of a qualified teacher holding a valid and appropriate provisional or permanent certificate.
- D. The parties recognize that adjustments to the tentative calendars for the term of this contract may be necessary to meet the 1098 hour state requirement for students.
  - 1. Days when pupil instruction is not provided because of conditions not within the control of school authorities, such as severe storms, fires, epidemics or health conditions as defined by City, County or State health authorities, shall not be counted as days of pupil instruction and such days will be rescheduled. Teachers shall not be docked pay for said days, but they shall consequently make up the days at no additional pay or cost to the District. The annual salary is based on the school calendar.
    - a. In the event the number of rescheduled instructional days result in the last day of student instruction falling on a Monday, the parties shall meet prior to May 1 to discuss scheduling alternatives.
  - 2. If Act 239 (Section 101-3) of 1984 requiring the make-up of canceled days is repealed by the legislature and/or declared illegal by the courts so that the district does not have to make-up canceled days, the provisions of this contract providing for the make-up of canceled days shall be null and void. When schools are closed to students due to conditions not within the control of school authorities, teachers shall not be required to report to their job assignments and shall suffer no loss in salary.
  - 3. If the legislature shall amend the act in any way other than to repeal the make-up of canceled days, and/or if a court rules on the act so as to modify it but not repeal the make-up of canceled days, the parties shall meet to review the changes on the act and provide needed adjustments.
  - 4. Adjustments to the tentative calendar shall be determined as soon as possible but not later than May 1.

5. This agreement on how school days will be adjusted because of conditions not within the control of school authorities is confined solely to the term of this contract, and shall set no precedent for subsequent contracts unless mutually agreed to by the Association and the Board.

E. As an incentive for early retirement, the Board agrees to provide those teachers selecting early retirement, in accordance with provisions of the State Retirement Act, a one time early retirement payment according to the following provisions:

1. Employees who irrevocably elect to forfeit use or annual payment for unused leave days in excess of 65 may accumulate such unused days into an "individual retirement bank" to a maximum of 120 days (inclusive of the 65 days). Once such days in excess of the 65 are credited to the individual retirement bank, such days are no longer eligible as leave days or for annual payment as unused leave days.

Employees, who through reduction in personnel, elect to receive payment for accumulated leave days as prescribed in Article 15 may also retrieve days credited to their individual retirement bank and receive payment for such days in accordance with Article 15. However, upon return to the system from a reduction in personnel, said employee shall not be eligible to repurchase previously credited days for their individual retirement bank.

2. Employees having 10 or more years of full-time service in the New Lothrop School system and who are on the final step of the appropriate salary scale will be compensated for accumulated days in their individual retirement bank as prescribed in the table below.

Upon retirement from the New Lothrop Area Public Schools, Employees will be paid at the rates designated below (continued on page 33):

RETIREMENT YEARS

| <u>OF CREDIT</u> | <u>RATE/DAY</u> | <u>MAX. DAYS</u> | <u>TOTAL</u> |
|------------------|-----------------|------------------|--------------|
| 30 or Less       | \$50            | 120              | \$6,000      |
| 31               | \$46            | 120              | \$5,520      |
| 32               | \$42            | 120              | \$5,040      |
| 33               | \$38            | 120              | \$4,560      |
| 34               | \$34            | 120              | \$4,080      |
| 35               | \$31            | 120              | \$3,720      |
| 36               | \$28            | 120              | \$3,240      |
| 37               | \$28            | 120              | \$2,760      |
| Over 37          | \$28            | 120              | \$2,760      |

3. For purposes of this provision, retirement means the teacher must meet State requirements for retirement. Retirement further means the teacher must make application for benefits under the Michigan School Employee Retirement Fund and cannot serve the District in any future capacity without the approval of the Superintendent.

4. In order to be eligible for payment, the teacher must give written notice to the Board at least ninety (90) calendar days prior to the beginning of the semester in which they plan to retire.
  5. The retiree will not receive the early retirement payment until he/she has presented proof of retirement from the Michigan Employees Retirement System and submitted an official copy of his/her birth certificate and/or official proof of birth.
  6. The early retirement payment will be made after all requirements of this provision have been completed. The retiree may defer the payment until the second pay in January of the subsequent year. Should the retiree die following retirement but prior to receipt of such payment, the early retirement payment shall be made to the retiree's designated beneficiary or estate.
  7. Teachers qualifying, electing, and executing this provision prior to August 1 of each of the years will be given credit for days at the following rates in addition to their individually accumulated maximum (to a maximum of 120) regardless of their accumulated days and/or total retirement credits.
  8. Failure to provide prescribed notification of any of the above provisions shall void the pay provisions of this Agreement.
  9. Should such incentives be determined to be contrary to or in violation of current law, these provisions shall be immediately terminated.
- F. In the event any provision of this Agreement is inconsistent with the law, the provision shall be deemed null and void, however, the remainder of the Agreement will remain in full force and effect.

At the request of either party, the parties will meet to discuss options and alternatives relative to the provision(s) in question.

## New Lothrop Area Public Schools 2024-2025 School Calendar



### 2024

|                             |   |
|-----------------------------|---|
| Wednesday, August 14 .....  | 7 <sup>th</sup> Grade/New Student Orientation – 6:00 p.m.   |
| Monday, August 19 .....     | Professional Development Day  |
| Tuesday, August 20 .....    | Professional Development Day<br>Open House – Elementary, Jr. High/High School 4:00 – 5:30 p.m.  |
| Wednesday, August 21 .....  | No Students/No Staff  |
| Thursday, August 22 .....   | First Day of School   |
| Friday, August 30.....      | No School   |
| Monday, September 2 .....   | No School – Labor Day   |
| Thursday, October 24 .....  | Half Day for Students<br>DK-12 Parent/Teacher Conferences<br><i>(Conference Schedule: 1:30-7:30 p.m., Dinner 4:30-5:00 p.m.)</i>                |
| Friday, October 25 .....    | No School   |
| Wednesday, November 27..... | No School – Thanksgiving Vacation   |
| Thursday, November 28 ..... | No School – Thanksgiving Vacation   |
| Friday, November 29 .....   | No School – Thanksgiving Vacation   |
| Monday, December 2 .....    | School reconvenes   |
| Friday, December 20 .....   | Half Day for Students<br>Students will be released at 11:15 a.m.<br>Half teacher records day<br>Christmas Vacation begins at the end of the day |

### 2025

|                             |  |
|-----------------------------|--|
| Monday, January 6.....      | School reconvenes  |
| Monday, January 20 .....    | No Students – Professional Development Day   |
| Thursday, February 13 ..... | DK-12 Parent/Teacher Conferences<br><i>(Conference Schedule: 4:00-7:00 p.m.)</i>                             |
| Friday, February 14 .....   | No Students – Professional Development Day   |
| Monday, February 17.....    | No School – President’s Day  |
| Friday, March 14 .....      | No Students – Professional Development Day   |
| Friday, March 28 .....      | Spring Break begins at the end of the day  |
| Monday, April 7 .....       | School reconvenes  |
| Friday, April 18.....       | No School – Good Friday  |
| Monday, May 26 .....        | No School – Memorial Day   |
| Friday, June 6.....         | Last Day of School (½ day)<br>Students will be released at 11:15 a.m.<br>Teacher records day until 1:00 p.m. |

The Board and Association recognize that if the New Lothrop Area Public Schools negotiated calendar cannot provide the required minimum number of hours of student instruction for purposes of receiving State Aid (1098 hours) and/or days mandated by the state (180 days of pupil instruction), then the Board may add the day(s)/hours during and/or at the end of the school year to receive its complete share of state aid.  
Section 101 of School Aid Act - Beginning in 2016-2017, the required minimum number of days of pupil instruction is 180

\*Attached signature page

**ARTICLE 20**  
**DURATION OF AGREEMENT**

This agreement shall be effective as of August 19, 2024, and shall continue in effect until the *30<sup>th</sup> day of June, 2025*.

As mandated by Section 15(7) of the Michigan Public Employment Relations Act, MCL 423.215, this Agreement must include the following provision:

An emergency manager appointed under the local government and School District Fiscal Accountability Act, 2011 PA 4, MCL 141.1501 to 141.1531, may reject, modify or terminate this collective bargaining agreement as provided in the local government and School District Fiscal Accountability Act, 2011 PA 4, MCL 141.1531. Provisions required by PERA are prohibited bargaining subjects.