

PROFESSIONAL AGREEMENT
BETWEEN THE
GLEN LAKE COMMUNITY SCHOOL DISTRICT
AND THE
GLEN LAKE FEDERATION OF TEACHERS
AFT/MFT/AFL-CIO



2016-2018

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SECTION I - BASIC CONTRACTUAL PROVISIONS

1.1 MASTER AGREEMENT 2016-2018

This agreement entered into July 19, 2016 by and between the School District of the Glen Lake Community Schools, the City of Maple City, Michigan, hereinafter called the "Board," and the Glen Lake Federation of Teachers/AFT/MFT/AFL-CIO, hereinafter called the "Federation".

1.2 RECOGNITION

Pursuant to Act 379, Public Acts of 1965, as amended, the District hereby recognizes the Glen Lake Federation of Teachers/AFT/MFT/AFL-CIO, in the unit described below, as the exclusive representative for the purposes of collective bargaining, with respect to rates of pay, hours, and other terms and conditions of employment for the entire term of this Agreement

UNIT:

INCLUDING ALL CERTIFIED TEACHING PERSONNEL FOR GRADES K-12 WHOSE JOB REQUIREMENTS INCLUDE TEACHER CERTIFICATION AND WHOSE RESPONSIBILITIES PRIMARILY INVOLVE STUDENT INSTRUCTION AND ALL COUNSELORS, BUT EXCLUDING SUPERVISORY AND EXECUTIVE PERSONNEL, SCHOOL PSYCHOLOGIST, VOCATIONAL EDUCATION DIRECTOR, CAREER EDUCATION DIRECTOR, COMMUNITY EDUCATION DIRECTOR, OFFICE AND CLERICAL EMPLOYEES, BUSINESS MANAGER, CUSTODIANS, BUS DRIVERS, MECHANICS, CAFETERIA EMPLOYEES, MAINTENANCE PERSONNEL, TEACHER AIDES, LIBRARY CLERKS, SUBSTITUTES, PLAYGROUND SUPERVISORS, SCHOOL NURSES AND ALL OTHER EMPLOYEES.

- A. The term "Federation", when used hereinafter shall refer to Glen Lake Chapter of the Glen Lake Federation of Teachers/AFT/MFT/AFL-CIO.
- B. The term "Unit Member", singular or plural, male or female, used interchangeably in this agreement, shall refer to all employees represented by the Federation in the bargaining or negotiation unit as above defined.
- C. The term "Board" shall include its officers and agents.

1.3 WITNESSETH

Whereas, the parties to this agreement are required by law to negotiate with respect to wages, hours and the terms and conditions of employment of Unit Members and, through negotiations in good faith have reached agreement on all such matters and desire to execute this contract covering such agreement.

1.4 EXTENT OF AGREEMENT

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

- B. Any individual contract between the Board and an individual Unit Member, shall be subject to and consistent with the terms and conditions to this Agreement and Board Policy. If an individual contract contains language inconsistent with this Agreement or Board Policy, this Agreement, during its duration, and/or Board Policy shall be controlling to the extent of such conflict or inconsistency.
- C. This Agreement shall supersede any rules, regulations, or practices of this Board, which shall be contrary to, or inconsistent with, its terms.
- D. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- E. An emergency manager appointed under the Local financial Stability and Choice Act is authorized to reject, modify, or terminate this Agreement as provided in the Local Stability and Choice Act, 2012 Public Act 436.

1.5 DURATION OF AGREEMENT

- A. Professional Agreement between the Glen Lake Community School District and the Glen Lake Federation of Teachers/AFT/MFT/AFL-CIO is for 2016-2017 and 2017-2018 school year.
- B. This Agreement shall be effective as of September 1, 2016, and shall continue in effect until August 31, 2018. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.
- C. Glen Lake Federation of Glen Lake Community Schools Teachers/AFT/MFT/AFL-CIO Board of Education.

 <hr/> President, GLFT	 <hr/> Vice President, Board of Education
 <hr/> Federation Team Member	 <hr/> Board Member
 <hr/> Federation Team Member	 <hr/> Board Member
 <hr/> Federation Team Member	 <hr/> Superintendent, Glen Lake CS

1.6 PAYROLL DEDUCTIONS

A. Annuities

1. Section 403(b) of the Internal Revenue Code of 1954, as amended, permits the purchase of an annuity contract for an employee who performs services for an educational institution.
2. Therefore, the Board's finance officer is authorized to adopt a proper procedure for the administration of handling of all funds, the handling and transmission of which has been made necessary through the adoption of the implementation of the annuity policy.
3. All Unit Members of the Glen Lake Community Schools shall be informed of the policy by the Board at the time of employment.
4. Glen Lake Community Schools will offer a 403(b) program consistent with current IRS regulations and in accordance with MRIC agreement. GLCS maintains the right to restrict the number of vendors in order to not create an administrative burden but will set the number of minimum vendors at no less than four (4).

B. Credit Union

1. All members of the bargaining unit of this district may, if they so elect, subject to all applicable requirements and conditions, participate in the purchase of shares and all services of the TBA Education Credit Union.
2. The Board will provide payroll deduction service for members of the bargaining unit transacting business with the TBA Education Credit Union as allowed by law.
3. All members of the bargaining unit of the Glen Lake Community Schools and all individuals, who shall subsequently be employed, shall be informed of the credit union policy by the Board at the time of employment.

C. SET Options

At the request of the employee, the Board shall payroll deduct the amount necessary to pay for SET-SEG, INC., or current carrier options:

- | | |
|-------------------------------|--------------------------------|
| 1. Group hospital confinement | 2. Group short term disability |
| 3. Group additional term life | 4. Group dependent life |
| 5. Group survivor income | |

1.7 SALARY

- A. The employees' salary will be paid in twenty-one (21) or twenty-six (26) installments beginning with the first pay period in September and every two weeks thereafter. Employees who are on 26 pays will have the option of taking a lump sum payment for the summer in the second pay in June providing the funds are available.

B. Deductions

1. Required:

- (a) Federal Withholding Tax
- (b) State Withholding Tax
- (c) Social Security and Medicare Tax
- (d) MPSERS deductions
- (e) Orders by courts of competent jurisdiction and court authorized agencies (child support, garnishments, judgments, etc.)
- (f) Payroll deductions for insurance contributions

2. Optional:

- (a) U.S. Savings Bond - first pay of each month
- (b) Annuities
- (c) SET-SEG, INC. INSURANCE or current carrier options
- (d) H.S.A. Employee Contribution

C. Changes in payroll deductions may be made upon written notice one (1) week prior to July 1, October 1, January 1, and April 1.

D. The Employer may make corrections in an employee's pay due to bona fide Employer or employee error. In such cases, an explanation of the reason for the correction will accompany the pay adjustment.

1.8 COPIES OF MASTER AGREEMENT

Copies of the Agreement titled 'Glen Lake Community School and Glen Lake Federation of Teachers/AFT/MFT/AFL-CIO Master Agreement shall be reproduced within thirty days after the Agreement is signed. Copies will be presented to all Unit Members now employed or hereafter employed. The expense of reproducing the Agreement will be borne equally by the Board and the Federation.

1.9 SCHOOL CALENDAR

For the term of this Agreement, the school calendars shall be as set forth in **APPENDIX B**.

In the event that the board chooses to require days to be made up due to "Act of God" days (snow, ice, fog, epidemic, etc.), Unit Members shall receive no additional compensation for the rescheduled days/hours unless the total number of days when Unit Members are required to provide services exceeds the total number of work days on the school calendar.

Teacher attendance days are defined as any day in which Unit Members are required to attend school for at least one half (1/2) of the school day.

Student attendance days are defined as any day in which students are required to attend school at least one half (1/2) of the school day.

1.10 GRIEVANCE PROCEDURE

A claim by a Unit Member, or the Federation that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement, may be processed as a grievance as hereinafter provided.

Any employee having a grievance shall first discuss the matter with his/her immediate supervisor informally within ten (10) working days following the alleged contract violation or the date the employee reasonably should have known of the violation.

Failure at any step of this procedure by the Board to communicate the decision on a grievance within the specified time limit shall permit the lodging of an appeal at the next step of this procedure. Failure to file a grievance or appeal a decision at any step within the specified time limit shall be deemed a withdrawal of the grievance.

The time limits established by this grievance procedure shall be strictly construed. The time limits may be extended only by written mutual agreement of the parties, except that time limits shall be extended for ten (10) days upon the written request of either party during a vacation period (as long as such written request is delivered to the other party within the usual time limits established by this grievance procedure)

Step I

If, as a result of the informal discussion with the principal or supervisor, the alleged grievance still exists, he may invoke the formal grievance procedure on the form set forth in Appendix A, signed by the grievant and a representative of the Federation, which form shall be available from the Federation representative in each building. A copy of the grievance form shall be delivered to the principal within five (5) working days after oral discussion. If the grievance involves more than one (1) school building, it may be filed with the Superintendent or a representative designated by him or her.

Step II

Within five (5) working days of receipt of the grievance, the principal shall meet with the Federation's grievance representative and the affected Unit Member(s) in an effort to resolve the grievance. The principal shall indicate his/her disposition of the grievance in writing within five (5) working days of such meeting, and shall furnish a copy thereof to the Federation's grievance representative and to the affected Unit Member(s).

Step III

If the Federation's grievance representative is not satisfied with the disposition of the grievance at Step II, within five (5) working days from receipt of the principal's disposition the grievance shall be transmitted to the superintendent. Within five (5) working days the superintendent, or his/her designee, shall meet with the Federation's grievance representative and to the affected Unit Member(s) and shall indicate his/her disposition of the grievance in writing within five (5) working days of such meeting, and shall furnish a copy thereof to the Federation's grievance representative and to the affected Unit Member(s).

Step IV

If the Federation's grievance representative is not satisfied with the disposition of the grievance by the superintendent, or his/her designee, within five (5) working days from receipt of the superintendent's disposition the grievance shall be transmitted to the Board by filing a written copy thereof with the secretary, or other designee of the Board. The Board, no later than its next regular meeting, or two (2) calendar weeks, whichever shall be later, may hold a hearing on the grievance, review such grievance

in executive session, or give such other consideration as it shall deem appropriate. Disposition of the grievance in writing by the Board shall be made no later than seven (7) working days thereafter. A copy of such disposition shall be furnished to the Federation's grievance representative. Grievance hearings at the Board level shall be in accordance with Michigan's Open Meetings Act, Public Act 267 of 1976.

Step V

If the Federation is not satisfied with the disposition of the grievance at the previous level, or if no disposition has been made within the period above provided, the Federation may file a Demand for Arbitration of the dispute with the American Arbitration Association, whose rules shall govern the arbitration proceeding. The Federation shall file for arbitration no later than thirty (30) calendar days from the date of Board action. The arbitrator shall have no authority to add to, subtract from, modify, change, alter or amend the terms and conditions of the Agreement.

The arbitration procedure shall remain in effect for the duration of this Agreement, and may be revoked with notice upon expiration of this Agreement.

The arbitrator's authority is limited to the following:

- 1) The arbitrator shall have no authority except to pass upon alleged violations of the expressed provisions of this agreement and to determine disputes involving the applications or interpretations of such express provisions.
- 2) The arbitrator shall have no power or authority to add to, subtract from or modify any of the terms of this agreement and shall not substitute his judgment for that of the employer, where the employer is given discretion by the terms of this agreement or by the nature of the area in which the employer was acting. The arbitrator shall not render any decision which would require or permit an action in violation of the Michigan school laws.
- 3) The costs and expenses of the arbitrator shall be shared equally by the parties.
- 4) Both parties agree to be bound by the award of the arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction.

1.11 NEGOTIATION PROCEDURES

Representatives of the Board and the Federation negotiation committees may meet during the regular school year, by the request of either group, to resolve problems that may arise. These meetings are not intended to bypass grievance procedures, as set forth in this Agreement.

Each party will submit to the other, notice covering what it wishes to discuss. All meetings between the parties will be scheduled to take place at times when the Unit Members involved are free from assigned instructional responsibilities, unless otherwise mutually agreed

Should such a meeting result in a mutually acceptable amendment to this Agreement, then the amendment shall be subject to ratification by the Board and the Federation provided that the Negotiation Committee shall be empowered to effect temporary accommodations to resolve special problems.

Neither party, in any negotiations, shall have control over the selection of the negotiations representatives of the other party. "The parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, in the course of negotiations. After ratification by both parties, their representatives shall attach their signatures to the ratified agreement within five (5) days of ratification. There shall be three (3) signed copies for purposes of record. One (1) each will be retained by the Federation, the Board, and the Superintendent.

SECTION II - EMPLOYMENT RELATIONS

2.1 NEW HIRES

A. The Board shall notify the Federation President, within five (5) school days after the beginning of each semester, or hiring date, concerning the employment of new staff members. The following information, in writing, shall be given:

1. Name
2. Step on salary schedule
3. Extra duties.

B. Both parties recognize that the filling of vacancies, and/or newly created supervisory and administration positions, is the prerogative of the Board.

2.2 FEDERATION RIGHTS

A. The Federation shall have the same rights and responsibilities as the public in the use of school facilities and equipment.

B. The Board and Federation may request study groups to have a closer working relationship between the School, the Federation and the public.

C. The provisions of this Agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex, marital status, disability, genetic identity or membership in, or association with, the activities of any employee organization.

2.3 PROFESSIONAL DUTIES

A. The Federation will provide two (2) sponsors per class for grades 9-12 when practical and possible. These two sponsors shall be Unit Members in grades 9-12. If fewer than two (2) are assigned then the percent of reimbursement will be divided among the assigned sponsors.

B. Teacher Mentor Program

Every new Unit Member will have a mentor, preferably from their department or grade level, during their first year of employment; the mentor will be selected by the building principal with input from the Federation

- Mentor teacher will meet new Unit Member on mutually agreed upon date before the start of the school year whenever possible for orientation (see details below) and minimally on a monthly basis throughout the year. Upon completion of each monthly meeting, the mentor and

new Unit Member will fill out an information sheet providing a description of topics covered and progress or concerns. This information will be turned into the principal.

- The new Unit Member will receive a packet of containing reference information and procedures (see details below)
- The mentor teacher and mentee will meet with the principal as needed on an on-going basis throughout the year
- A stipend of 2% of step 1 BA schedule will be paid to the mentor teacher as authorized by the principal. The Administration reserves the right to work collaboratively with the GLFT in the definition of this program but limits contract language to the 2% stipend.

Items Obtained in New Unit Member Handbook:

- Grading Set Up in grades and classes where applicable
- How to email/Input Grades from Home in grades and classes where this is applicable
- School Calendar
- List of Employees (Support Staff), Duties, Responsibilities, Phone Numbers
- List of Union Officers and Reps

Half-Day Orientation Topics for Mentoring

- Lunch, Bathroom & Cafeteria
- Office & Secretary Staff (Copies, Forms, Supplies, Field Trip, Referrals, etc.)
- Sub Plans & Emergency Sub Plans
- Budget & Ordering
- Developing Class Syllabi, Grading Rationales, Policies, Rules and Procedures
- Developing Progressive Disciplinary Process
- Preparation for Parent/Teacher Conferences
- Technology Training & Phone System
- Lesson Planning & Emergency Lesson Plans
- Hall Pass System
- Emergency Procedures
- Setting Up & Inputting Grades in Grade Book

2.4 PERSONNEL FILES

- A. Each Unit Member shall have the right, upon request (subject to the "Bullard-Plawecki Employee Right to Know Act"), to review the contents of the personnel file maintained in the Unit Member's name in the office of the Superintendent. A representative of the Federation may, at the Unit Member's request, accompany the Unit Member in this review. The review shall be made in the presence of the Administrator responsible for the safekeeping of these files.
- B. The Unit Member shall have the right to answer any material contained in the file as allowed pursuant to the Bullard-Plawecki Employee Right to Know Act and the answer shall be attached to the file copy.

2.5 SENIORITY

- A. **Seniority** - Shall be defined as total years of continuous service to the Glen Lake School District within the bargaining unit.
1. Seniority shall not continue to accumulate when bargaining unit members are on unpaid leaves. Seniority shall be frozen at the time of leave, and accumulation will begin upon return to service.
 2. Title I and other Special or Federal program Unit Members shall accrue seniority the same as all other teachers.
 3. Date of hire is to be defined as date of formal Board action. In the circumstance of more than one individual having the same effective date of hire, all individuals so affected will participate in a drawing to determine placement on the seniority list. Seniority shall be expressed in years and months.
 4. Seniority will continue to accumulate for those members of the bargaining unit who are on layoff. This subsection applies to seniority only, and will not be interpreted to grant any right to recall.
 5. At the beginning of each school year, the Administration shall prepare a seniority list. Copies shall be posted in the Unit Members' workrooms, and a copy given to the bargaining unit President by October 1. If no written objections to the accuracy of the seniority list are received by November 1, the seniority list prepared by the Administration will be regarded by the parties as accurate.

2.6 PROFESSIONAL IMPROVEMENT

The parties support the principle of continuing training of Unit Members, participation by Unit Members in professional organizations in the areas of their specialization, leaves for work on advanced degrees or special studies and participation in community educational projects.

2.7 BOARD OF EDUCATION RIGHTS

The Board retains all rights, powers and authority vested in it by the laws and constitution of Michigan and the United States. The Board reserves unto itself all rights, powers and privileges inherent in it or conferred upon it from any source whatsoever, provided, however, that all of the foregoing being manifestly recognized and intended to convey complete power in the Board shall nonetheless be limited but only as specifically limited by express provisions of this agreement and under Act 379 of the Michigan Public Acts of 1965. Rights reserved exclusively herein by the Board which shall be exercised exclusively by the Board shall include by way of illustrated and not by way of limitation, the right to:

1. Manage and control the school's business, the equipment, the operations and affairs of the employer.
2. Continue its rights and past practice of assignment and direction of work of all of its personnel but not in conflict with the specific provisions of this agreement.

3. The right to direct the working forces, including the right to hire, promote, suspend and discharge employees, transfer employees, assign work to employees, determine the size of the work force and to lay off employees.
4. Determine the services, supplies and equipment necessary to continue its operations and to determine the methods and standards of operation, including the institution of new and/or improved methods or changes therein.
5. Adopt reasonable policies, rules, and regulations. Said policies, rules, and regulations shall not be subject to grievance.
6. Determine the qualifications of employees.
7. Determine the location or relocation of its facilities, including the establishment or relocation of new schools, buildings, departments, divisions or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities.
8. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations.
9. Determine the size of the management organization, its functions, authority, amount of supervision and table of organization provided that the employer shall not abridge any rights from employees as specifically provided for in this agreement.

2.8 JOINT INSTRUCTIONAL COUNCIL/IN-SERVICE TEACHER DEVELOPMENT

A. In-Service Training Days:

1. Regularly scheduled In-Service training shall be scheduled in the calendar, Monday through Friday unless mutually agreed by the majority of the In-Service Committee.
2. A committee of three (3) will be appointed by the Federation and shall meet with two (2) administrative representatives to plan the In-service sessions and staff work days. There shall be a mandatory meeting of the committee held annually, not later than June 30 of the previous school year at which a regular schedule of future meetings will be set. Program content will be determined by mutual agreement of both parties.
3. Professional Improvement: The administration agrees to consider any application from Unit Members who desire to attend select professional conferences or workshops related to teaching assignment and Michigan Department of Education Curriculum Committee meetings. Travel, meals, lodging, and registration fees will be deemed appropriate expenses of the Board, as well as the cost of the substitute Unit Member needed to relieve the participant. A Unit Member attending such conference and meetings shall be granted sufficient leave time to attend without loss of compensation. If advance notification is given, hotel and conference fees will be paid in advance to the conference sponsor and hotel. Reimbursement for personal expenses will be made at the first regularly scheduled Board meeting following submission of required documentation, but at no time will reimbursement be made that is in excess of established Board limits. Documentation for personal expense reimbursement must be received one week prior to the next regularly scheduled board meeting.

4. Staff members attending meetings, conferences, work sessions, or other programs at the request of the Board of Education or the Board's agents during non-contractual days will be compensated at the rate of \$20 per hour for the actual days of the meeting, conference, or other program including length of session and travel time. This compensation will be in addition to any travel expense incurred in relationship to the meeting, conference, work session, or program. At the Board's discretion, staff members may be granted a comp day (in addition to the compensation outlined above) when providing multiple days of service to the Employer. Comp days shall be treated as personal days, but shall not roll over or accumulate.
5. In addition to the calendar of workdays that was used for the 2010-2011 school year, each Unit Member will be responsible for completing an additional 14 hours of PD time each school year under the proposed contract term. These hours are beyond the work days listed in this contract. PD will be primarily directed at technology integration into the curriculum with exceptions approved by the principal. The PD plans will include individual goals agreed upon by Unit Member and principal or designee. PD plans will be pre-approved by building principals/designee. Time and dates of training will be documented, as well as agreed upon output and submitted to principal/designee. PD time requirements shall be fulfilled by May 1. Payment for these PD hours will occur at the next scheduled payroll after the 14 hours have been completed and the PD payment has been authorized by the principal/designee. GLFT members will receive a 1% off schedule payment in each of the years of this contract when the PD requirement has been met.

The topics to be covered will be determined by the Unit Member(s) in cooperation with principal(s)/designee.

Technology training: Each group PD training shall be offered at least three different times, of which one shall be in the morning before school, and one immediately after the end of the school day. At least two weeks' notice shall be given before the dates of the training(s).

B. Curriculum and Instruction:

1. The Board and the Federation shall work together to provide for an ongoing evaluation of instructional practices, with the intent of developing, maintaining and updating the curriculum and instructional programs of the district to meet the ongoing needs of the district and/or to meet state and/or federal recommendations and/or requirements.
2. Curriculum and instructional practice changes will comply with State and/or Federal requirements and will be placed before the Board of Education for approval in a timely fashion.
3. Board and Federation representatives will meet in September each year to outline areas of curriculum and instructional practice review (with anticipated timelines). The outline and timelines may be reviewed and adjusted throughout the year to meet the needs of the district and/or to meet state and/or federal recommendations and/or requirements.

4. Membership from the District School Improvement Committee will be responsible to:
 - (a) Annually review policies concerning all testing programs and instructional programs.
 - (b) Review and make recommendations on all proposed textbook adoptions.
 - (c) Watch over to guide and see that proposed initiatives/changes are happening and following expected timelines.

At least one principal, Unit Member and counselor will minimally represent the elementary and secondary school from their respective building to see that these expectations are met.

2.9 TEACHERS' RIGHTS

Pursuant to the Michigan Public Employment Relations Act (the "Act"), the parties recognize that every Unit Member shall have the right freely to organize, join and support the Federation for the purposes of engaging in collective bargaining or negotiations or to refrain from such activities. As a duly elected body exercising governmental power under cover of law of the State of Michigan, the parties agree that they will not directly or indirectly discourage or deprive or coerce any Unit Member in the enjoyment of any rights conferred by the Act or Constitutions of Michigan and the United States, that they will not discriminate against any Unit Member with respect to hours, wages, or any terms or conditions of employment by reason of his membership or non-membership in the Federation, his participation (or lack of participation) in any activities of the Federation or collective professional negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

SECTION III - TEACHING CONDITIONS

3.1 TEACHING HOURS

- A. The regularly scheduled day for both the elementary and secondary Unit Members shall be seven (7) hours and twenty-one (21) minutes (8:00 a.m.-3:21 p.m.). In the event school is dismissed early, Unit Members shall be required to stay on duty until the end of the normal teaching day, except under dismissal for hazardous conditions. Under hazardous conditions, Unit Members will be required to remain until all students have safely cleared the buildings. Exceptions to these regulations will only be with the permission of the building principal. Adjustments to the instructional day may be made by the Board during the term of this contract only if necessary to meet the annual minimum hours of instruction required by the State Department of Education. If adjustments become necessary, such adjustments will be made only after consultation with the Federation.

In the event that elementary teaching staff is needed to help supervise afternoon recess to satisfy the State of Michigan requirements for student-Unit Member contact time, Unit Members shall be compensated at a rate of \$5 per recess. Unit Members shall share recess duties equally among those who volunteer. In the event that insufficient Unit Members volunteer, the elementary principal may assign the needed staff to satisfy State of Michigan requirements. Up to two (2) certified Unit Members may be used for afternoon recess duty. It is the Unit Member's responsibility to complete a time card in the corresponding pay period in order to receive compensation.

The administration and staff members may choose to pilot a "zero" hour to be held before or after the regular school day (when students are available to be enrolled in that "zero" hour class). "Zero" hour implementation may occur only if a teacher consents to work an early or late schedule.

The teacher who consents to work the "zero" hour schedule may report to work and leave work at a different time than listed above, as mutually agreed to between the parties. The "zero" hour may be canceled and the teacher returned to the regular workday schedule if enrollment/scheduling makes it impractical to operate the "zero" hour program.

- B. The regular day for middle school Unit Members shall include a preparation period equal to a regular class period. The weekly preparation time provided to high school Unit Members will be similar to the amount of preparation time provided weekly to middle school Unit Members. Middle and secondary Unit Members shall have an uninterrupted duty free thirty-five (35) minute lunch period.
- C. The regular day for elementary Unit Members shall include twenty-one (21) minutes of recess time per day, and teaching periods as scheduled by the principal. Elementary Unit Members may use recess time and time during which their classes are scheduled for instruction from various teaching specialists as professional periods and for class preparation. The parties agree that, except for economic conditions with the budget, Unit Members will receive four (4) preparations periods per week plus one (1) forty (40) minute professional period. Elementary Unit Members shall have an uninterrupted thirty-five (35) minute duty-free lunch period.

Teaching staff may use their prep time as they deem necessary to prepare instructional materials, evaluate student work, and confer with colleagues.

In the event that teaching staff are directed by an administrator to form grade level work groups, the teaching staff directly involved shall determine the meeting's location, time, and duration in consultation with the building level principal. Meetings can be conducted during regular school business hours, unless another time is agreeable to all workgroup members.

In the event that teaching staff is directed by an administrator to provide a written summary of grade level work group meetings, the teaching staff directly involved, along with input from the principal, will determine the format of the summary.

D. Part-Time Unit Members:

1. **Benefits and Salary:** A part-time Unit Member will be compensated for salary and benefits according to the following calculation: Each case has to be looked at on an individual basis based on what periods are worked (A and B days). How many minutes of actual work

- - 40 minute lunch (if PR periods over lap lunch)
- + Pro-rated lunch period
- + Pro-rated prep time

$\frac{\text{Total Min.}}{441} (\text{total minutes in FT day}) = \%$

Base rate for FT teacher (based on Step and column) is X by % + PT teacher salary. Professional Development days paid at full base rate (expectation is that teacher attends full day) PD days are TBD. Remaining student's days are paid at the above part time percentage.

Longevity will be calculated with the same percentage.

2. **Required Meetings:** All Unit Members, full time & part-time Unit Members are required to attend all PD days, open house schedules and parent teacher conferences. The additional 3% compensation included in the part-time Unit Member salary computation is compensation for these full day and evening schedules.

3. **Recess Duty:** Part time elementary Unit Members shall only be required to work a fraction of the recess duty required of full-time elementary Unit Members. The fraction shall be equal to the percentage of employment.

3.1. E Intervention Specialist

The Intervention Specialist will work with the administration to develop a schedule which is equivalent in student contact time and prep time to the annual hours worked by teaching staff as outlined in this contract in 3.1A. All days worked will fall within the regular school calendar.

3.2 CLASS SIZE

- A. The Board recognizes that the pupil-teacher ratio is an important aspect of a safe and effective educational program and that effort will be made to provide for a safe and optimum class size whenever possible. Utilization of teacher assistants is an appropriate remedy for classes with excessive pupil-teacher ratios; therefore, any time a class reaches 30 students, the superintendent will automatically consider placement of a teacher assistant if safety is an issue.
- B. While the Board retains the right, at its sole discretion, to establish pupil-teacher ratio and/or to approve/disapprove advanced programs, the Federation is encouraged to provide timely written recommendations to the Board (through the Superintendent of Schools) in regard to pupil-teacher ratio and/or advanced programs.

3.3 TEACHING CONDITIONS

- A. Definition of a professional period -- A professional period is one used for class preparation, student counseling, curriculum or other school related activities.
- C. Building Principals shall assign each new Unit Member to an experienced tenure teacher. The tenure teacher will act as a mentor teacher and in an advisory capacity to the new Unit Member.
- D. CA 60's – Student files (CA-60's) will be maintained by office staff. This includes adding end-of-year attendance numbers, filing report cards, and organizing assessment data.

SECTION IV - LEAVES OF ABSENCE

4.1 JURY, PROFESSIONAL, AND FEDERATION LEAVE

- A. Jury Duty:

A Unit Member called for jury duty, or to give testimony before any Judicial or Administrative Tribunal, on a scheduled Unit Member work day shall receive their full daily salary with the jury pay being returned to the Board of Education less mileage allowance. Excused time will be for actual travel and time necessary to perform said obligation. (EXAMPLE: If employee spends

1/2 day in court, then employee is expected to return to work for the remainder of the day.) Such time lost shall not be deducted from accumulated sick leave. The District shall not be obligated for said above compensation when such testimony or duty is connected with non-school employment.

B. Professional:

At the beginning of every school year, each Unit Member may be credited with three (3) days to be used for the Unit Member's professional business. These days shall not be deducted from sick leave or any other leave. The Unit Member planning to use a professional business day shall confer with and obtain approval from the principal at least one (1) week in advance of his absence. The Unit Member shall leave complete plans and adequate materials for substitute use. Professional Business days shall be used for the purpose of:

1. Visitation to view other instructional techniques or programs;
2. Conferences, workshops, or seminars conducted by colleges and universities, Professional organizations as related to their teaching or co-curricular assignment.

C. Federation:

At the beginning of every school year, the Federation shall be credited with twelve (12) days to be used for union business by Unit Members who are officers or agents of the Federation. No one (1) Unit Member shall be entitled to more than five (5) days per school year. Not more than four (4) Unit Members will be released at any one time. These days shall be used for Federation business only. The Federation agrees to notify the Board no less than forty-eight (48) hours in advance of taking such leave. The president of the Glen Lake Federation of Teachers shall be granted an additional three (3) days per year to be used for union business. The Federation shall reimburse the Board for the cost of any substitute teacher(s) required for any such day or days used beyond seven in any school year.

4.2 SABBATICAL LEAVE

- A. Any Unit Member, who has been employed for at least seven (7) consecutive years in the Glen Lake Community School District, may be granted a Sabbatical Leave for one (1) year. During said Sabbatical Leave, the Unit Member will be considered to be in the employ of the Board and shall be paid one-half (1/2) of his/her annual base salary only not including medical benefits.
- B. A Unit Member shall return as an employee of the school district in the school year following the leave, and shall remain an employee for a minimum of one (1) year following return from the leave, or return to the Board of Education all of the sabbatical pay.
- C. Application for leave will be submitted to the Board by April 1st of the year preceding requested leave and the final decision to grant or deny application for leave will rest with the Board. The Board will notify applicant within forty-five (45) days of application if possible.
- D. Two (2) Unit Members may be granted a Sabbatical Leave of a minimum of one (1) semester or one (1) Unit Member a maximum leave of one (1) school year. Total leave is not to exceed one (1) school year.

4.3 UNPAID LEAVES OF ABSENCE

- A. A leave of absence of one (1) year within a five (5) year period may be granted to any tenured Unit Member upon application. The application must be submitted, for consideration, prior to April 1st of the year preceding requested leave. The Unit Member shall advise the Board of his/her intent to return to duty, not later than March 1st preceding his/her official scheduled return date. Failure to notify the Board, by certified mail, shall be considered voluntary termination of employment with the school district.
- B. A Military Leave of Absence shall be granted to any Unit Member who shall be inducted, or shall enlist, for Military duty in any branch of the Armed Forces of the United States. Upon return from such leave, a Unit Member will be placed at the same position on the salary schedule as he/she would have been had he/she not taken the leave.

4.4 SICK & PERSONAL LEAVE DAYS

- A. Employees will be granted eight (8) sick and four (4) personal days yearly. The unused portion of such leave shall accumulate as sick leave from year to year to a maximum of one hundred twenty five (125) days.
 - 1. **Sick leave** - Sick leave will be granted for illness or injury to the employee and his/her immediate family. Immediate family will be considered spouse, child(ren), and/or parents. A doctor's affidavit may be required if there is reasonable cause to suspect abuse or misuse of this leave.
 - 2. **Personal days** - Personal days shall be credited to each Unit Member at the rate of four (4) days per school year. It is the intent of the parties that these days be used at the discretion of the individual Unit Member. These days shall be applied for at least three (3) days in advance, whenever possible. Unused personal days will be rolled into the individual Unit Member's sick bank.

Up to two (2) personal days per year may be used before or after a holiday period. These may be consecutive or at different times. Requests submitted prior to October 1st will be placed in a random drawing. A maximum of 10% of the teaching staff requests will be honored for any one day. In the event that fewer than 10% of the teaching staff request to use a personal day on the same day before or after a holiday, the remaining slots will be filled on a first-come-first-serve basis. Applications in writing will be submitted to the Superintendent's office. The initial drawing will occur with the Superintendent (or designee) and member of the GLFT executive board. Holidays that are applicable are:

- a. Thanksgiving, Christmas, Spring Break, and Memorial Day are eligible holidays.
- b. All applications for the above holidays will be submitted to the Superintendent or designee by October 1st of the applicable contract year.
- c. No more than 10% of the teaching staff will be released on any given day. In the event more than 10% of the teaching staff requests a given day, a random selection will be held to determine which staff members will receive the requested date. All individuals will be notified of the disposition of their request within one calendar week after the selection process.

The Superintendent and one member of the GLFT Executive Board will supervise this process. Adjustments to this process may be made by mutual consent of the agreeing parties through the Superintendent and the GLFT President. Ten percent (10%) shall be interpreted as five staff members for the duration of this contract. Married couples shall put both names on one slip for the drawing, and if drawn in the selection process shall count as one staff member for the purposes of this provision.

3. **Attendance Incentive** - Unit Members will receive an attendance incentive award if they use no more than the following combination of sick, business, and personal days.

No more than	Award
3 days used	\$ 100
2 days used	200
1 day used	300
0 days used	400

It is the Unit Member's responsibility to notify the Superintendent's Office of qualification for the attendance incentive prior to the last day of school.

- B. Leave accrual prior to present contract year shall be treated as sick leave only. Utilization of accrued sick leave may require physician's verification of illness if there is reasonable cause to suspect abuse or misuse of this leave with the exception of 4.4 A (2) for use of leave time..
- C. With the exception of 4.4 Section 2. No more than fifteen percent (15%) of the bargaining unit shall be granted non-illness personal days at any one time with the exception of the above 4.4 sec. 2. Applications will be granted on a first-come, first serve basis. In cases of emergency, the three (3) day advance notice personal leave and the fifteen percent (15%) limit may be waived by the Superintendent.
- D. **Teacher sick-bank** - The Board of Education will donate a number of sick days per school year equal to the number of employees listed on the seniority list for that school year, not to exceed a maximum of 140 days. The establishment of the sick bank is to protect the Unit Members wages from a catastrophic illness or injury. A committee will be established, consisting of two (2) Federation Executive Officers and two (2) Board of Education appointees. The current committee established rules and guidelines for handling Unit Member requests for catastrophic sick leave are as follows:

1. Eligibility

- (a) "Sick Bank Committee" shall be established to receive, screen, and approve eligible applications. The committee will consist of a GLFT officer (chairperson), one other GLFT member (selected by the executive committee), and two school board representatives (selected by Superintendent). The Sick Bank Committee shall need a majority decision to approve an application. Any committee member applying for bank days will be replaced by another GLFT member. Voting by committee members will be kept confidential and the chairperson will

present a written explanation for the committee's decision to the applicant. Decision of the committee is final and non-grievable.

(b) Eligible applicants shall:

- (1) Be a contracted Unit Member of Glen Lake Community Schools.
- (2) Have used all accumulated leave days.
- (3) Submit a completed application to the GLFT president (and copy given to the superintendent). The Sick Bank Committee shall act on the application within two working days after the applicants final leave day is used. Awarded days will be retroactive. (See Appendix F)

2. Application and Use of Days:

(a) Completed application must be accompanied by:

- (1) Two physician's statements supporting applicant's claim (one of whom may be selected by the board).
- (2) A promissory note stating in the event the applicant is found to have been gainfully employed, full or part-time, they shall reimburse any used days paid out of the bank during that employment (see Appendix G).

(b) Use of the bank days will:

- (1) Begin and end on the days approved by the bank committee.
- (2) Stops when the user is eligible for short or long term disability benefits.
- (3) Be for catastrophic, emergency or unavoidable type disabilities (illness or injury of the applicant).

E. A Unit Member, who is unable to teach because of personal illness or disability and who has exhausted all sick leave available, may be granted a leave of absence without pay for the duration of such illness or disability up to a maximum of one (1) year. The leave may be renewed for an extended period upon written request by the Unit Member and with the right of the Board to verify the reasons advanced for the leave. At the Board's discretion, the Unit Member may be required to submit to a physical examination by a Physician selected by the Board, and at the Board's expense.

F. Upon the death or retirement of a Unit Member (in accordance with the Michigan Public School Employees Retirement System and/or Social Security Act), the accumulated sick leave to his/her credit shall have the cash surrender value of thirty-three percent (33%) per day of up to one-hundred twenty-five (125) days, maximum of forty one and one-quarter (41 1/4) days pay, computed at the rate of the average daily salary for the last five (5) years of employment, or in case of death and employed less than

five (5) years, the average daily salary of years employed.

4.5 BEREAVEMENT LEAVE

- A. Up to four (4) days leave with pay will be granted for death in the immediate family per occurrence. 'The immediate family shall be interpreted as: Spouse, Father, Mother, Father-in-law, Mother-in-law, Grandparents, Children, Sisters, Brother or dependent (dependent being one who qualifies under Internal Revenue Service Regulations.) Such days shall not be deducted from any other leave.
- B. Additional leave may be granted for death in the immediate family due to extenuating circumstances. Said leave, at the discretion of the employee, shall be deducted from either personal or accumulated sick leave.
- C. At the Superintendent's discretion, up to three (3) days may be granted in the death of a person who was closely associated with the employee. Said leave, at the discretion of the employee, shall be deducted from either personal days or accumulated sick leave.

SECTION V- COMPENSATION AND BENEFITS

5.1 HEALTH INSURANCE

- A. Effective January 1, 2017, the Board's monthly contribution, equal to 1/12th of the Public Act 152 of 2011 hardcap amounts, as adjusted by the Michigan Department of Treasury, toward the medical benefit plan costs (including costs attributed to premiums, taxes, assessments, etc) of the health insurance plan will not exceed the factor authorized by the State Treasurer under Section 3 or 2011 Public Act 152 that specifies the yearly limits that a public employer may contribute.

The above monthly contribution by the Board will first be allocated to the medical benefit plan costs of the health insurance plan. If the Board's designated monthly cost contribution (as designated above) exceeds the medical benefit plan costs for the Plan selected by the eligible employee, the entire excess contribution amounts (if any) will be allocated on a monthly basis to the employee's H.S.A. deductible, subject to IRS limitations.

For all health plans, all amounts in excess of the Board's monthly contribution for medical benefit plan costs (as specified above), required for premium, deductible, H.S.A contributions and other medical benefit plan costs are the sole obligation of eligible employee and will be payroll deducted from eligible employee's compensation. Eligible employee hereby consents to the payroll deduction of such amounts.

Both the Employer and Federation have the right to negotiate new or revised terms covering health insurance for GLFT bargaining unit members as the parties negotiate a successor contract. Both parties also recognize the need to comply with all aspects of the Patient Protection and Affordable Care Act (the "Act"). Any insurance product chosen and implemented must comply with the Act as necessary to avoid penalties, taxes, or other

negative consequences associated with the Act. Should an insurance product fail to comply with the Act, the parties agree to immediately implement any necessary changes to ensure that the insurance complies with the Act.

Choice A

Medical coverage, dental coverage, disability & vision.

Choice B

\$7,000 (in lieu of medical coverage) + dental, disability & vision coverage.

Medical Plan Options:

1. SET/SEG H.S.A. \$1300/\$2600 Medical Plan with BCBSM Simply Blue (PPO) with 20% co insurance and \$10/40/80 Rx.
2. Any other plan mutually agreed upon by the Board and GLFT.

If Employer insurance premium costs for bargaining unit employees increase beginning July 1, 2016, the Employer and Federation will meet within thirty days of any announced rate change or within 30 days of the date of this ratified agreement, to discuss options, and the Employer will implement one or more of the following at the discretion and direction of the Federation in mutual agreement with the Employer.

1. Adjust benefit levels or insurance plans as mutually agreed between the Employer and Federation in order to reduce costs.
2. Deduct the difference through payroll deduction utilizing the IRS Section 125 plan.
3. Another plan recommended by the Federation to which the parties mutually agree.

Such decision and direction from the Federation will be made known to the Employer in writing no later than thirty days after the new insurance rates are known and the Employer and Federation have mutually reached agreement on how to proceed.

Prior to institution of a change of carrier/plan for health, dental, vision or LTD insurance, the Board shall meet and confer through a committee of two management representatives and two Federation representatives. This information will be communicated to the membership. Both the Employer and Federation realize that implementation of changes will require a minimum of sixty (60) days.

An employee must work a minimum of half time to qualify for benefits. Those employees working a minimum of half time (17 hours per week) but less than full time (at least 30 hours a week on average) will have benefits pro-rated.

All married teaching teams will be considered as one employee in computing health insurance premium assessments and supplemental severance/retirement accounts.

Unit Members who have access to another Unit Member's District funded insurance shall not be eligible for separate Board provided insurance, but must instead accept cash-in-lieu in accordance with the terms listed below. Exceptions shall be made for employees who are less than 26 years of age and who are covered by a parent's District funded insurance, but have dependents of their own. Those individuals may take the District funded insurance. During open enrollment, Unit Members electing health care coverage will sign a statement that they are complying with this paragraph.

Unless otherwise noted within this Agreement, or as required by law, Unit Members on unpaid leave status or who have exhausted leave allowed under this Agreement are financially responsible for the Board's portion of medical benefit plan cost contributions for those days.

C. \$7,000 (in lieu of medical coverage) + dental, disability & vision coverage.

In lieu of medical coverage the district agrees to pay the above employee compensation in equal installments over the term of their salary payments. Employees electing cash in lieu of health insurance coverage must present proof of insurance coverage to the superintendent's office by the 15th day of the month of August each year. If coverage changes occur within a school teaching year (annual pay period cycle for that year) the employee must present to the superintendent's office a proof of insurance coverage at the time of the qualifying event (change in coverage). The compensation payment will be prorated across the remaining pay periods of that teaching year after the employee is dropped from GLCS health insurance coverage.

5.2 DENTAL INSURANCE

The Board shall provide without cost to the employee the MASB/SET incentive Dental Care Plan 50/50/50, or its equivalent for all employees of the bargaining unit and their dependents including internal and external coordination of benefits.

5.3 DISABILITY INSURANCE

The Board will provide without cost to the employee, long term disability insurance plan (66 2/3% salary, 60 day waiting period).

5.4 VISION CARE

The Board will provide without cost to the employee MASB/SET Insurance plan Basic Vision (3X), or its equivalent for all employees of the bargaining unit and their dependents including internal and external coordination of benefits.

5.5 PROFESSIONAL MILEAGE COMPENSATION

Unit Members required to drive personal automobiles in the course of their work shall receive an allowance at the Internal Revenue Service rate.

5.6 SUBSTITUTE PAY

Regular Unit Members may substitute at fifteen dollars (\$15.00) per fifty (50) minute class period or thirty dollars (\$30) per block schedule class period, or receive compensatory equal to the time spent as substitute, not to exceed eighteen (18) hours, and only to be used during the afternoons of the secondary exam schedule. The substitutions shall be for the purpose of emergencies and unexpected situations only.

5.7 EXTRA-CURRICULAR DUTIES

A. Derivations of percentages shall be one step for every two years service in that activity up to step six on the bachelor's schedule. The percentage for athletics will be determined by Appendix C.

B. Activity Director or Sponsor:

1.	High School Cheerleading	10% (5% each, split)
2.	Middle School Cheerleading	3.5%
3.	Play Director	5%
4.	Assistant Play Director	2%
5.	Yearbook	8%
6.	Middle School Yearbook	3%
7.	9th Grade Class Advisors (2)	1.5% each
8.	10th Grade Class Advisors (2)	1.5% each
9.	11th Grade Class Advisors (2)	3% each
10.	12th Grade Class Advisors (2)	3% (each)
11.	National Honor Society	3%
12.	Student Council	5%
13.	Middle School Student Council	2%
14.	Debate Coach	4%
15.	Elem/MS Play Director (2)	3% each
16.	Musical Drama Director	2%
17.	Enviornthon Competition	3%
18.	Special Education Coordinator	5%
19.	Curriculum Coordinator	5%
20.	Band Director	15% with Marching band, 8% without marching band
21.	Choral director	10%
22.	Driver Education	\$21.00/hour

* All extra duty pay percentages are subject to fulfillment of the written job description.

*A job description for these positions (Grade Advisors, National Honor Society, Student Council and Enviornthon) is available from the HR office. Other tasks that are reasonable and appropriate for these positions may be added over time as identified.

C. Faculty members working as scorekeepers, timekeepers, announcers or crowd control shall receive for such services \$30.00/event. Ticket takers will receive \$36.00/event.

D. Faculty members employed to supervise activities outside the regular school day (for example, after school detention, monitor computer labs, etc.) will be compensated at a

minimum of \$20.00 per hour. Such positions will be posted as outlined in Section II, Subsection 2.1.

E. After school tutoring compensated at \$35 per hour. This only applies to extra-duty positions. Summer school teachers compensated at \$35 per hour. (3.5 hours of direct instruction & ½ hour planning time per day.) In the event that a principal is unavailable in the summer, one Unit Member shall be selected to supervise the program. This Unit Member will be compensated for one-half (1/2) hour additional work per day.

F. Unit members will receive a \$200.00 per day stipend for each day they spend the night on a school-sponsored field trip, receiving a maximum of two (2) days. Maximum of \$400.00.

G. Athletic Director

In the event that a shared teaching and AD position is agreed on by both the administration and the GLFT, the teaching portion of the position will remain as part of the collective bargaining agreement (CBA) and be subject to those terms, and the AD position will be considered administrative and will not be subject to CBA terms. Unless an alternate option is entered into by letter of agreement, the release time for the AD would include:

Athletic Director -

1. Release time for the AD:

a. AD will receive a minimum of 3 hours for AD functions, 3 hours for teaching and 1 hour prep time.

(1). Schedule Options

(a). All 4 hours together in the morning

(b). AD 1st three hours, teach three hours and have prep/AD 7th hour to cover classes for coaches leaving early or to fix problems occurring during the day.

(c). Teach 1st , AD 2-4, Teach 5,6 and then Prep/Ad 7th

(d). It is recognized that the teaching schedule will dominate what type of schedule that the AD has but to the extent possible some time should be blocked and have prep/AD time at the end of the day.

2. Compensation: The AD will receive \$10,000 compensation for presence at events for 3 seasons plus summer work.

3. If the duties of Athletic Director are assigned to the position of Assistant Principal, as a part of his/her duties, the position of Athletic Director shall be removed from the extra duty positions listed in the contract. If, however, at any time the duties of the Athletic Director are not assigned to an Assistant Principal, the position of Athletic Director will revert to the language contained in the contract.

H. Athletic Event Coordinator

Athletic Event Coordinator will provide a presence at middle and high school athletic events at \$15 per hour, minimum of \$30 per event. The coordinator will act as the MHSAA district designee per guidelines.

APPENDICES

- A. Grievance Report Form**
- B. School Calendar 2016-2017 & 2017-2018**
- C. Extra Duty Schedule**
- D. Salary Schedules 2016-17 and 2017-18**
- E. Sick Bank Application**
- F. Glen Lake Federation of Teachers Sick Bank**
- G. School Improvement and Curriculum Development**

APPENDIX A - GRIEVANCE REPORT FORM

Grievance # _____
School District _____

Distribution of Form
1. Superintendent 2. Principal 3. Federation 4. Unit Member

(Submit to Principal in Duplicate)

Building _____ Assignment _____ Name of Grievant _____ Date Filed _____

Step 1

A. Date Cause of Grievance Occurred _____

B. 1. Statement of Grievance _____

2. Relief Sought _____

Signature _____ Date _____

Step 2

A. Disposition by Principal

Signature _____ Date _____

B. Position of Grievant and/or Federation _____

Signature _____ Date _____

Step 3

A. Date received by the Superintendent or Designee _____

B. Disposition of the Superintendent or Designee _____

Signature _____ Date _____

Page 2 of 2
GRIEVANCE REPORT FORM (continued)

C. Position of Grievant and/or Federation _____

Signature _____ **Date** _____

Step 4

A. Date received by Board of Education or Designee _____

B. Disposition by Board _____

Signature _____ **Date** _____

C. Position of Grievant and/or Federation _____

Signature _____ **Date** _____

Step 5

A. Date sent to American Arbitration Association _____

B. Requested by _____

C Findings of the Arbitrator _____

Grievant and/or Federation _____ **Date** _____

Board of Education _____ **Date** _____

APPENDIX B – 2016-2017 SCHOOL CALENDAR * Amended 8-8-16

AUGUST '16						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER '16						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER '16						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER '16						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER '16						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY '17						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY '17						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH '17						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL '17						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY '17						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE '17						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

8/22 - 8/26 Room prep day*
 8/29 - 8/31 Teacher PD Days
 8/31 Open House K-12 (6:30 - 8:30 pm)

9/1 Teacher Work Day ½ day
 9/2 No school
 9/5 No school (Labor Day)
 9/6 First full day for students

10/7 No school students - PD for Staff

11/4 End of 1st marking period
 11/7 No school students - PD for Staff
 11/9 Parent-teacher conferences (5-8 pm)
 11/10 ½ day students -full day staff
Parent-teacher conferences
 12:30 to 3:00 pm
 5:00 to 8:00 pm

11/11 ½ day for students & staff
 11/23-25 Thanksgiving recess

12/23-1/2 Winter recess

1/3 School resumes
 1/16 No School - (MLK day)
 1/18 High School Exams (full day)
 1/19 High School Exams (1/2 day students full day teachers)
 1/20 High School Exams
 (½ day students- full day Secondary teachers)3
 (release ½ day Elementary teachers that supervised Holiday Concert)

1/23 2nd Semester begins

2/16 Parent-teacher conferences
 5:00 to 8:00 pm
 2/17 ½ day for students & staff
 2/20 No school (Presidents Day)

3/24 End of 3rd marking period
 3/27 - 3/31 Spring Recess

4/3 School Resumes
 4/14 No School (holiday)

5/29 No school-Memorial Day

6/4 Graduation (tentative)
 6/9 High School Exams (full day)
 6/12 High School Exams (full day)
 6/13 Last Day for Students (full day)
 6/14 Teacher Work Day (full day)
 6/15 Teacher PD day (1/2 day)

Note: Students are dismissed at 11:30 am on ½ days

This calendar **DOES NOT** have additional days added for inclement weather. Additional days **MAY BE ADDED** if an adjustment needs to be made.
 *8/22 - 8/26 Teacher room preparation day can be done on any day this week; after custodians are done preparing rooms.

180 student day - 189 teacher days

- Symbols**
- Holiday/ no school
 - Teacher work day
 - ◇ Professional Development Day
 - ⊃ Half day for all students

APPENDIX B – 2017-2018 SCHOOL CALENDAR

AUGUST '17						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER '17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER '17						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER '17						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER '17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY '18						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

8/21 - 8/25 Room prep day*	
8/28 - 8/30 Teacher PD Days	
8/30 Open House K-12 (6:30 - 8:30 pm)	
8/31 Teacher Work Day ½ Day	

9/4 No school (Labor Day)	
9/5 First full day for students	

11/3 End of 1 st marking period	
11/6 No school students - PD for Staff	
11/8 Parent-teacher conferences (5-8 pm)	
11/9 ½ day students -full day staff	
	<i>Parent-teacher conferences</i> 12:30 to 3:00 pm 5:00 to 8:00 pm
11/10 ½ day for students & staff	
11/22-24 Thanksgiving recess	

12/22-1/2 Winter recess	

1/3 School resumes	
1/15 No School -(MLK day)	
1/17 High School Exams (full day)	
1/18 High School Exams (½ day students full day teachers)	
1/19 High School Exams (½ day students- full day Secondary teachers; release ½ day for Elementary teachers that supervised Holiday Concert)	
1/22 2 nd Semester begins	

2/15 Parent-teacher conferences	
	5:00 to 8:00 pm
2/16 ½ day for students & staff	
2/19 No school (Presidents Day)	

3/23 End of 3 rd marking period	
3/26 - 4/2 Spring Recess	

4/3 School Resumes	

5/28 No school-Memorial Day	

6/3 Graduation (tentative)	
6/11-12 High School Exams (full day)	
6/12 Last day students (full day)	
6/13 Teacher Work day	
6/14 Teacher PD day (full day)	
6/15 Teacher PD day (1/2 day)	

Note: Students are dismissed at 11:30 am on ½ days	
This calendar DOES NOT have additional days added for inclement weather. Additional days MAY BE ADDED if an adjustment needs to be made.	
*8/21 - 8/25 Teacher room preparation day can be done on any day this week; after custodians are done preparing rooms.	
180 student day - 189 teacher days	

FEBRUARY '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL '18						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY '18						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE '18						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- Symbols**
- Holiday/ no school
 - Teacher work day
 - Professional Development Day
 - Half day for all students

**APPENDIX C – EXTRA DUTY SCHEDULE
ATHLETICS**

Varsity Basketball	12%
J.V. Basketball	9%
9th Grade Basketball	8%
M.S. Basketball (2)	6%
Varsity Football	12%
Varsity Assistant Football	9%
J.V. Football (2)	9%
M.S. Football (2)	6%
Varsity Volleyball	12%
J.V. Volleyball	9%
9th Grade Volleyball	8%
M.S. Volleyball (2)	6%
Varsity Wrestling	12%
Varsity Baseball	12%
J.V. Baseball	9%
Varsity Softball	12%
J.V. Softball	9%
Varsity Tennis	9%
Ass't Tennis	6%
Varsity Skiing	10%
Ass't Skiing	5%
Golf	9%
Varsity Cross Country	10%
M.S. Cross Country	6%
Varsity Track	12%
Ass't Varsity Track (1)	9%
M.S. Track (2)	6%
Soccer	12%
Assistant Soccer	6%
MS Soccer Co-Ed	6%
Bowling	10%
Robotics Coach	10%
Robotics Assistant	6%
Strength & Conditioning	12%

In the event a sports program does not run (or a coach does not work) a full season, salaries shall be prorated for the weeks of the season worked.

APPENDIX D – 2016-2017 SALARY SCHEDULE
1.5% Increase Over 2015-2016 Schedule*

A.

Step	BA	MA	MA + 20	EDS
1	\$40,859	\$44,155	\$45,473	\$46,792
2	\$42,480	\$45,777	\$47,095	\$48,413
3	\$44,512	\$47,809	\$49,126	\$50,444
4	\$46,147	\$49,443	\$50,761	\$52,081
5	\$48,170	\$51,467	\$52,786	\$54,105
6	\$50,205	\$53,502	\$54,820	\$56,140
7	\$52,245	\$55,540	\$56,858	\$58,179
8	\$54,273	\$57,570	\$58,888	\$60,206
9	\$56,295	\$59,591	\$60,908	\$62,229
10	\$58,332	\$61,629	\$62,947	\$64,267
11	\$60,369	\$63,666	\$64,984	\$66,302
12	\$64,025	\$67,322	\$68,641	\$69,959
Longevity Schedule				
13 - 15	\$65,626	\$68,922	\$70,240	\$71,559
16 - 18	\$66,282	\$69,578	\$70,897	\$72,214
19-21	\$66,946	\$70,242	\$71,562	\$72,879
22-24	\$67,822	\$71,119	\$72,439	\$73,755
25-27	\$68,695	\$71,992	\$73,309	\$74,629
28+	\$69,553	\$72,850	\$74,167	\$75,486

1.5% over the 15-16 Salary Schedule

APPENDIX D – 2017-2018 SALARY SCHEDULE*
.5% Increase Over 2016-2017 Schedule

B.

Step	BA	MA	MA+20	EDS
1	\$41,063	\$44,375	\$45,700	\$47,025
2	\$42,692	\$46,005	\$47,330	\$48,656
3	\$44,734	\$48,048	\$49,372	\$50,697
4	\$46,378	\$49,690	\$51,015	\$52,341
5	\$48,411	\$51,724	\$53,050	\$54,375
6	\$50,456	\$53,769	\$55,094	\$56,420
7	\$52,506	\$55,817	\$57,143	\$58,470
8	\$54,544	\$57,858	\$59,183	\$60,507
9	\$56,576	\$59,889	\$61,213	\$62,540
10	\$58,624	\$61,937	\$63,262	\$64,588
11	\$60,671	\$63,984	\$65,309	\$66,633
12	\$64,345	\$67,659	\$68,985	\$70,309

Longevity Schedule

13 - 15	\$65,954	\$69,266	\$70,591	\$71,916
16 - 18	\$66,613	\$69,926	\$71,251	\$72,575
19-21	\$67,281	\$70,593	\$71,919	\$73,243
22-24	\$68,161	\$71,475	\$72,801	\$74,124
25-27	\$69,039	\$72,352	\$73,676	\$75,002
28+	\$69,901	\$73,214	\$74,538	\$75,863

***0.5% over the 16-17 Salary Schedule**

Teacher Pay Schedule 17-18 .5% over 16-17

- A. Incoming Unit Members may, at the sole discretion of the Board, be granted their full teaching experience with full increment rate per year.
- B. Unit Members will receive 60% reimbursement for each semester credit hour taken within field of teaching with a maximum of twelve (12) credit hours per year. Credit shall be shown by an official transcript from a fully accredited college or university and shall be converted into semester hours. Unit Members must teach a minimum of one (1) semester after receiving credits to be eligible for reimbursement under the above provision. Any courses taken for reimbursement must be approved by the Administration prior to enrolling.

APPENDIX E - SICK BANK APPLICATION

GLFT Member: _____

Date your final leave day will be used: _____

Explanation of disability:

Signature

Date

Submit copies of the completed application, two physician's statements and promissory note to the GLFT president and the superintendent.

APPENDIX F – GLEN LAKE FEDERATION OF TEACHERS SICK BANK

PROMISSORY NOTE

If I am found to be gainfully employed (full or part-time) during the time I am using sick bank days, I agree to reimburse the sick bank for the days paid out to me. My daily rate of pay, from Glen Lake Community Schools, will be used as the reimbursement standard.

Applicant's Signature

Date

APPENDIX G – SCHOOL IMPROVEMENT AND CURRICULUM DEVELOPMENT

For the duration of this contract, the parties mutually agree that school improvement, curriculum development, and/or professional development will be as outlined in the school calendar.

Full days for school improvement, curriculum development, and/or professional development will be held during the same hours as the full contractual work day for student instruction, and half days for school improvement, curriculum development, and/or professional development will held from 12:10 p.m. to 3:21 p.m.

Meeting times and/or days may be adjusted, rescheduled, canceled, or changed only by mutual written agreement of the parties.

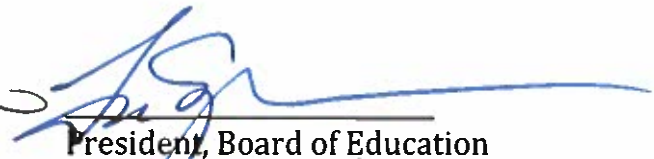
Letter of Agreement

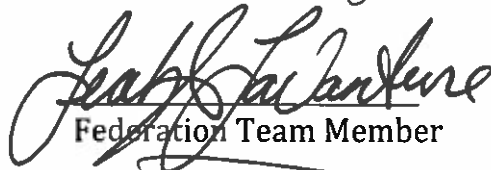
This is a letter of agreement between the GLFT and the Board of Education Glen Lake Community Schools to revise the negotiated contract of 2016-2018.

The proposed revision is to add "M.S. Baseball 6%; M.S. Softball 6%; Ass't Golf 6%; Varsity Fall Cheerleading 9%; Varsity Winter Cheerleading 9%" to APPENDIX C – EXTRA DUTY SCHEDULE ATHLETICS (see attached), and remove "High School Cheerleading 10% (5% each, split); Middle School Cheerleading 3.5%" from 5.7 EXTRA CURRICULAR DUTIES Section B (see attached).

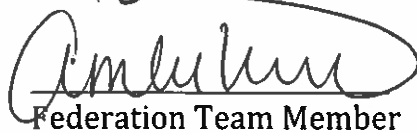
This agreement will be offered to the Board of Education for action at its February 12, 2018 meeting held in the High School Media Center at 7:00 P.M.

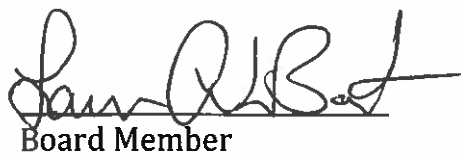

President, GLFT



President, Board of Education


Federation Team Member


Board Member


Federation Team Member


Board Member


Federation Team Member


Superintendent

**APPENDIX C – EXTRA DUTY SCHEDULE
ATHLETICS**

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M.S. Basketball (2)	6%
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Varsity Assistant Football	9%
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M.S. Football (2)	6%
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Varsity Tennis	9%
Ass't Tennis	6%
Varsity Skiing	10%
Ass't Skiing	5%
Golf	9%
Ass't Golf	6%
Varsity Cross Country	10%
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Varsity Track	12%
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Bowling	10%
Robotics Coach	10%
Robotics Assistant	6%
Strength & Conditioning	12%
Varsity Fall Cheerleading	9%
Varsity Winter Cheerleading	9%

In the event a sports program does not run (or a coach does not work) a full season, salaries shall be prorated for the weeks of the season worked.

5.7 EXTRA-CURRICULAR DUTIES

A. Derivations of percentages shall be one step for every two years service in that activity up to step six on the bachelor's schedule. The percentage for athletics will be determined by Appendix C.

B. Activity Director or Sponsor:

1.	High School Cheerleading	10% (5% each, split)
2.	Middle School Cheerleading	3.5%
3.	Play Director	5%
4.	Assistant Play Director	2%
5.	Yearbook	8%
6.	Middle School Yearbook	3%
7.	9th Grade Class Advisors (2)	1.5% each
8.	10th Grade Class Advisors (2)	1.5% each
9.	11th Grade Class Advisors (2)	3% each
10.	12th Grade Class Advisors (2)	3% (each)
11.	National Honor Society	3%
12.	Student Council	5%
13.	Middle School Student Council	2%
14.	Debate Coach	4%
15.	Elem/MS Play Director (2)	3% each
16.	Musical Drama Director	2%
17.	Envirothon Competition	3%
18.	Special Education Coordinator	5%
19.	Curriculum Coordinator	5%
20.	Band Director	15% with Marching band, 8% without marching band
21.	Choral director	10%
22.	Driver Education	\$21.00/hour