

Master Agreement

between the

*Lapeer County Intermediate School District
Board of Education*

and the

*Lapeer Education
Technology Teachers' Association (LETTA) -
an affiliate of the MEA/NEA*

2018-21

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ARTICLE 1

RECOGNITION

The Board of Education of the Lapeer County Intermediate School District ("Board") hereby recognizes the Lapeer Education and Technology Teachers' Association ("LETTA"), an affiliate of the Michigan Education Association ("MEA") and the National Education Association ("NEA"), as the sole and exclusive collective bargaining representative for the purpose of negotiating an agreement with respect to wages, hours, and conditions of employment for all professional career and technical education ("CTE") personnel, whether active or on leave, employed by the Lapeer County Intermediate School District ("District"). Professional CTE personnel are defined as all regular CTE instructors and professional student services personnel employed by the District. Such representation will exclude CTE paraprofessionals, adult education instructors, persons engaged at least fifty percent (50%) of the time in an administrative or supervisory capacity, and positions that are funded primarily by grant dollars. The term "Member" refers to all employees represented by LETTA. References to instructional programs will include student services delivery systems.

The Board agrees not to negotiate with or recognize any labor organization other than LETTA for the duration of this Agreement.

ARTICLE 2

WITNESSETH

Whereas, the District's Board of Education ("Board") has a statutory obligation under the Public Employment Relations Act ("PERA") to bargain with LETTA as the representative of its professional CTE personnel with respect to hours, wages, terms and conditions of employment; and

Whereas, the parties, following deliberate and professional negotiations, have reached certain understandings which are outlined in this Agreement.

In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE 3

MANAGEMENT RIGHTS

- A. 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 of the Constitution of the State of Michigan and/or the United States.
- B. 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 and applicable State and Federal Constitutions, statutes, rules and regulations.

ARTICLE 4

MEMBER RIGHTS

- A. Nothing contained within this Agreement shall be construed to deny or restrict to any Member or the Board rights they may have under the Revised School Code, Teachers' Tenure Act, PERA, or other applicable laws, rules, and regulations. The rights granted hereunder shall be deemed to be in addition to those provided elsewhere.
- B. It is recognized teaching can best be accomplished in an atmosphere free of unreasonable censorship and restraint. During normal school activities, Members are not to advocate their religious or political philosophies, especially for the purpose of influencing students to support any cause, whether political or religious.
- C. The Board recognizes that a wide variety of teaching methods and techniques are appropriate to meet the needs of students. It shall be the Member's responsibility to assist in the selection of materials used for instruction and curriculum development, and to work collaboratively with Administration in the determination of appropriate teaching methods and techniques for the instruction of students. A recommendation from the Program Advisory Committee shall be solicited whenever there is a difference of opinion regarding curriculum, if requested by the Member or Administration. However, Administration retains the right to rule on the propriety of subject matter and materials to be used in all courses of instruction. This paragraph is not intended to require automatic approval of materials, equipment, and facilities; however, if the Board mandates special instructional programming, the Board will provide the necessary materials, equipment, and facilities.

ARTICLE 5

PAYROLL DEDUCTIONS

- A. Upon appropriate written authorization from a Member, the Board shall deduct from the salary of any Member and make appropriate remittance no later than thirty (30) days after the deduction for the following:

- 1. *Annuities*

The District offers a 403(b) and Section 125 Plan. Participation in these plans is universally available on a voluntary basis. The vendor list shall include companies mutually agreed upon by LETTA, other bargaining unit members, non-bargaining unit employees and the Board. A minimum of five (5) District employees must request the same company before it will be considered for addition to the vendor list. Furthermore, said companies must agree to comply with IRS Code mandates or the District's plan as adopted by the Board prior to being considered for addition to the vendor list. Vendors in current use by employees will not be eliminated from the plan unless the vendor refuses to comply with IRS Code mandates or the District's plan as adopted by the Board. The total number of companies shall not exceed ten (10) at one time. Members may contribute to no more than two (2) companies during any given pay period.

- 2. *Credit Union;*

- 3. *Savings Bonds;* and

4. Any other plans or programs jointly approved, and agreed to in writing, by LETTA and the Board.

ARTICLE 6

NEGOTIATION PROCEDURES

- A. The parties acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and LETTA, for the life of this Agreement each voluntarily and unqualifiedly waive the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to, or covered in this Agreement or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both parties at the time that they negotiated or signed this Agreement.
- B. LETTA shall designate a Member as a representative of LETTA, known as the Association Representative ("AR"). The Principal and the AR shall meet on a regular basis as mutually determined by the parties, but at least bi-monthly, for the purpose of reviewing the administration of this Agreement and resolving related problems. These meetings are not intended to bypass the Grievance Procedure. If, after meeting with the Principal, the AR believes that within the contract language there exists a misinterpretation of table intent, LETTA may request that a representative of the Board and LETTA's negotiation committee meet to attempt to resolve the problem.

Should such a meeting result in a mutually acceptable amendment to the Agreement, the amendment shall be subject to ratification by the Board and LETTA.

- C. Negotiations shall not be required during regular hours, unless release time is provided for LETTA's negotiation committee.

ARTICLE 7

GRIEVANCE PROCEDURE

- A. Definitions:
 1. A Grievance is defined as any claim by a Member(s) or LETTA that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement.
 2. All time limits herein shall consist of workdays. Time limits may be extended only upon written mutual consent of the parties.
 3. All Grievances and dispositions shall be completed in writing on the forms set forth in this Agreement. LETTA shall be provided with the appropriate copies of these forms. See Appendix

4. Written Grievances as required herein shall contain the following:
 - a. Signature(s) of the grievant(s).
 - b. A statement of the facts giving rise to the alleged violation.
 - c. Citation(s) of the section or subsection of this Agreement that has been allegedly violated.
 - d. Date of the alleged violation.
 - e. The relief requested.

B. Purpose:

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

C. Procedure:

Level I (Issues Meeting) – LETTA and the Administration shall attempt to resolve the conflict through direct discussion between the parties involved. Said discussion shall take place within fifteen (15) days from the discovery of the event, giving rise to the conflict absent exigent circumstances. LETTA Representative(s) may participate at any such discussion. Administration shall respond within ten (10) days of said discussion. The verbal discussion may be documented by either party in a written memo and signed by the grievant or LETTA and the appropriate Administrator.

Level II (Administrator) – If no resolution is reached at Level I, the Grievance shall be submitted in writing to the appropriate Administrator within twenty (20) days from receipt of the administrative response or said grievance shall be considered null and void. Within ten (10) days of receipt of the Grievance, the Administrator and/or the Administrator's Representative shall meet with the Grievant(s) and LETTA Representative(s) in an effort to resolve the Grievance. Within ten (10) days of said meeting, the Administrator or the Administrator's Representative shall provide a written copy of their disposition to LETTA.

Level III (Superintendent) – If the Grievant(s) or LETTA is not satisfied with the disposition of the grievance upon completion of Level II, or if no disposition has been provided within the timelines set forth under Level II, LETTA or the Grievant(s) may file an appeal with the Superintendent or designee. Said appeal shall be filed either within ten (10) days of the receipt of the disposition of the grievance or, if no disposition has been provided, within ten (10) days of the deadline for providing such disposition as set forth under Level II. Failure to file an appeal within these timelines shall be considered an automatic withdrawal of the grievance by the grievant(s) and/or LETTA. Within ten (10) days of the receipt of the appeal, the Superintendent or designee shall meet with the Grievant(s) and the LETTA Representative in an effort to resolve the grievance. Within ten (10) days of said meeting, the Superintendent or designee shall provide a written copy of the disposition of the Grievance to LETTA.

Level IV (Board of Education) – If the grievant(s) or LETTA is not satisfied with the disposition of the grievance upon completion of Level III, or if no disposition has been provided within the timelines set forth under Level III, LETTA or the grievant(s) may file an appeal with the Board of Education of the

Intermediate School District. Said appeal shall be filed either within ten (10) days of the receipt of the disposition of the grievance or, if no disposition has been provided, within ten (10) days of the deadline for providing such disposition as set forth under Level III. Failure to file an appeal within these timelines shall be considered an automatic withdrawal of the grievance by the grievant(s) and/or LETTA. Within ten (10) days of the receipt of the appeal, or the next regularly scheduled Board meeting, whichever is sooner, the Board shall meet with the Grievant(s) and a LETTA Representative in an effort to resolve the grievance. Within ten (10) days of said meeting, the Board shall provide a written copy of their disposition of the grievance to LETTA.

Level V (Mediation) - If LETTA or the Board is not satisfied with the disposition of the grievance upon completion of Level IV, or if no disposition has been provided within the timelines set forth under Level IV, the dissatisfied party may request mediation with the Michigan Employment Relations Commission. Said request shall be made either within ten (10) days of the receipt of the disposition of the grievance or, if no disposition has been provided, within ten (10) days of the deadline for providing such disposition as set forth under Level IV.

Level VI (Arbitration) - If LETTA is not satisfied with the disposition of the grievance upon completion of Level IV or, if no disposition has been provided within the timelines set forth under Level IV or, the result of the mediation under Level V, LETTA, if further action is to be pursued, shall notify the Superintendent, in writing, within ten (10) days of the receipt of the disposition of the grievance or, if no disposition has been provided, within ten (10) days of the deadline for providing such disposition as set forth under Level IV, or within ten (10) days of the result of the mediation under Level V, that the grievance is to be submitted to arbitration before an impartial arbitrator. Failure to submit a demand for arbitration within these timelines shall be considered an automatic withdrawal of the grievance by LETTA. LETTA agrees not to submit for arbitration a grievance filed on behalf of a Member who has been employed by the district for two (2) years or less.

The American Arbitration Association guidelines shall govern the arbitration proceedings, including the selection of the arbitrator. Both parties agree that the decision of the arbitrator shall be final and binding, subject to the right of the Board or Association to judicial review, any lawful decision of the arbitrator shall be forthwith placed in effect. The fees and expenses of the arbitrator shall be shared equally by the parties.

D. Powers of the Arbitrator are subject to the following limitations. The arbitrator shall have no power to:

1. Add to, subtract from, disregard, alter or modify any of the terms of this Agreement.
2. Establish salary scales.
3. Interpret State or Federal law unless specifically referred to in this Agreement.
4. Where no financial loss has been incurred, the Board shall be under no obligation to make monetary adjustments and the Arbitrator shall have no power to order one.
5. Arbitration awards or Grievance settlements will not be made retroactive beyond the date of occurrence or non-occurrence of the event upon which the Grievance is based.
6. Rule on any claim or complaint for which there is another remedial procedure or forum established by law or by regulation having the force of law, including any matter subject to the procedures specified in the Teachers' Tenure Act, the Civil Rights Commission, the Workers' Compensation Agency, or the Employment Relations Commission.

7. Rule on any matter involving a prohibited subject of bargaining under state or federal law.
- E. The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In the event a Grievance is filed after May 15th of any year, the Board shall use its best efforts to process such Grievance prior to the end of the school term, or as soon thereafter as possible. Any grievance upon which a disposition is not made by the District within the time limits prescribed, or any extension which may have been mutually agreed to, shall be referred by LETTA to the next step in the Grievance Procedure. Any grievance not carried to the next step by LETTA within the prescribed time limits, as set forth in this Article or such extension which may have been agreed to, in writing, shall be considered automatically withdrawn.
- F. Notwithstanding the expiration of this Agreement, any claim or grievance arising hereunder may be processed through the Grievance Procedure until resolution.
- G. Rights to Representation:
 1. LETTA shall designate a representative to be present at all formal levels of the Grievance Procedure when requested by the grievant.
 2. LETTA has the right to initiate Association Grievances. These grievances may be initiated at either Level I or II, depending on where the decision being grieved originated. Grievances filed at Level II must be filed in writing within twenty (20) days from the alleged occurrence.
 3. LETTA shall have the exclusive right to determine whether or not to process a grievance by an employee or group of employees at Level V and VI of the Grievance Procedure.
- H. General Provisions:
 1. A grievance may be withdrawn at any level without establishing a precedent. A complaint or grievance may be withdrawn at any level without prejudice or record.
 2. Information necessary to the determination and processing of any grievance shall be furnished upon request.
 3. Documents, communications, and records dealing with a grievance shall be filed separately from the personnel files of the Members.

ARTICLE 8

CALENDAR (WORKHOURS AND WORKDAYS)

A. Calendar

At least one (1) Member designated by LETTA will meet with Administration to negotiate the workdays and workhours for Members that are not mandated by law to be adopted by the District (i.e., Winter and Spring Breaks).

In the event that local districts are required by law to schedule make-up days for classes that were cancelled during the school year, Members will be required to report on those days as long as there will be CTE students in attendance at the Education & Technology Center.

B. Workdays

1. *Standard*

Members shall be required to work 186 days. Members shall not be required to work more days than the standard number of workdays without receiving additional compensation (see article 22(K)(2)).

2. *Training Days*

Up to three (3) additional Training Days may be scheduled in addition to the standard number of workdays. Said days will be scheduled immediately following the end of the school year, which include any make-up days, excluding weekends and holidays, unless the parties mutually agree to schedule them on other days. Members will be notified when Training Days are to be scheduled no later than April 1st of each year.

C. Workhours

1. *Standard*

Members will have a workday of seven (7) hours and fifteen (15) minutes, including a twenty-five (25)-minute unpaid, duty-free lunch period, except on Fridays and the day prior to the commencement of breaks when Members may leave following the departure of the school buses. Members will report no less than fifteen (15) minutes prior to the regular start time of the morning session for students. Members will be notified of the specific dates.

2. *Professional Development and In-Service Days*

Professional Development and In-Service Days will be no more than five (5) hours, forty-five (45) minutes, which will include a forty-five (45) minute working lunch period.

3. *Preparation and Planning Time*

The CTE Instructor's standard workday will include forty-five (45) minutes of preparation and planning time.

4. The time between sessions can be used for lunch, as well as for preparation and planning time. Administration will be notified if preparation and planning time will take place off-site.

D. Reporting of Absences

If a Member is unable to report to work on time, the Member must contact his/her immediate supervisor, or the supervisor's designee, and give him/her an estimated time of arrival. If a Member is unable to report for work at all, the Member must report his/her absence at least one (1) hour prior to the Member's normal reporting time, except in an emergency when it may not be possible or practical for the Member to provide such advance notice.

E. Closings

1. When 1) the Lapeer Community Schools and one additional school district in Lapeer County Or all school districts in Lapeer County excluding Lapeer Community Schools are closed due to inclement weather (i.e., "Act of God" days/hours), classes will be cancelled for Lapeer County

Career and Technical Education students and Members. In the event of closure prior to the start of the workday, Members shall not be expected to report to work. In the event of closure during the workday, Members shall be dismissed within one (1) hour of closure, assuming all students have departed and official permission has been given by Administration. When the Education and Technology Center is open and Members are unable to report to work because of severe inclement weather, an "Act of God", or their health and safety are threatened by attempting to report; those Members may use a personal business or sick day and shall not be penalized for failure to report. The above paragraph refers to those conditions between the Member's normal place of residence and the Education and Technology Center. All District buildings and offices may be closed for inclement weather when the Superintendent determines that weather conditions are so severe that it is not reasonable to remain open. In this event, Members will not suffer a loss of pay.

F. Mandatory Activities

Participation in the following activities will be mandatory, absent extenuating circumstances, and will not result in the payment of additional compensation:

1. Staff Meetings; however, there will be no more than two (2) per month unless necessity dictates;
2. Open Houses; however, there will be no more than one (1) per school year; and
3. Advisory Committee Meetings; however, there will be no more than two (2) per school year.

ARTICLE 9

ASSOCIATION RIGHTS

- A. LETTA and its representatives shall be permitted to use rooms in the Education and Technology Center on regular business days during normal operating hours for conducting LETTA business, excluding periods of classroom instruction, provided that there are rooms available. When special custodial service is required, the Board may make a charge. All rooms desired for use by LETTA shall be scheduled with the appropriate Administrator, or the Administrator's designee, prior to the date of usage.
- B. LETTA may use District equipment, including computers and printers, photocopiers, other duplicating equipment, calculating machines, and audio-visual equipment when equipment is not in use. LETTA may be required to reimburse the District for any costs for materials consumed and repairs to equipment if damaged, as a result of their misuse.
- C. LETTA may post notices of activities and matters of LETTA concern on designated bulletin boards. LETTA may use the District mail service and employee mailboxes for communication to Members.
- D. Duly authorized representatives of LETTA shall be permitted to transact official LETTA business on District property other than during periods of classroom instruction, provided that this shall not interfere with or interrupt normal school operations. The Principal, or the Principals' designee, shall be informed of a representative's presence when possible.

- E. A Member engaged during the school day in negotiating on behalf of LETTA with any representative of the Board or participating in any step of the Grievance Procedure, including arbitration, shall be released from regular duties without loss of salary.

ARTICLE 10

SENIORITY

- A. Seniority is defined as the length of continuous years on the LETTA seniority list as of the Member's first paid workday. For all purposes other than for longevity (i.e., general seniority), Members shall be given a half (.5) credit when forty-five (45) days or more are worked during a semester or a full (1) credit when one-hundred thirty-five (135) or more days are worked during the regular school year. For purposes of longevity (i.e., longevity seniority), Members shall be given credit based on a percentage of days worked in relation to the number of negotiated workdays as long as they have been given credit for general seniority. Seniority will be awarded on a prorated basis to Members who work less than full time.
- B. Each Member will be assigned a seniority rank which will determine placement on the seniority list. If two (2) or more Members have equal seniority, a drawing shall be held within thirty (30) days of their hire date to determine their positions on the seniority list. LETTA and the Members so affected will be notified, in writing, of the place and time of the drawing. The drawing shall be conducted openly to allow affected Members and LETTA representatives to be in attendance.
- C. Loss of seniority shall occur when a Member either 1) retires, 2) resigns, 3) is discharged which is not reversed, 4) fails to report to work within ten (10) workdays from receiving a written notice of recall from layoff, 5) is off the active payroll for any reason, except due to an involuntary layoff, for a period of two (2) years, or the length of the Member's seniority, whichever is less, or 6) refuses an offer of either a long-term or permanent position that the Member held at the time of layoff.
- D. Seniority shall accrue during any involuntary layoff or leave of absence (see article 20) up to a maximum of one (1) year.
- E. By October 1st of each year, the District shall provide the LETTA President with a copy of the seniority list. This list shall include all Members on leave or layoff, certifications of record, the Member's first (1st) working day and the amount of seniority, including seniority for purposes of longevity. Members will remain on the seniority list for a maximum of three (3) years from the date of an involuntary layoff in accordance with the Teachers' Tenure Act.

The LETTA President shall notify the District of any concerns within fifteen (15) workdays. The District shall research and address any concerns and post the final seniority list by November 1st. Members shall have fifteen (15) workdays after the final seniority list is posted to submit a written challenge to the list to the District. Challenges not submitted during this period will not be considered. Challenges that have been ruled upon previously by the District shall not be reconsidered at a later date.

- F. General seniority shall not be lost for a Member who has been discharged and reinstated; however, longevity seniority shall not accrue during the period between discharge and reinstatement.

ARTICLE 11

VACANCIES, PROMOTIONS, AND TRANSFERS

- A. Vacancies are defined, for purposes of this Agreement, as available bargaining unit positions occurring when a new position is created or when a position is vacated.
- B. When a vacancy arises, or is anticipated, Administration will place a copy of the job posting on designated employee bulletin boards and on the District website for a minimum of seven (7) calendar days. In addition, Administration will send a copy of the job posting to the President of LETTA and to all employees via e-mail to their District e-mail addresses. It will be assumed that employees who do not have District e-mail addresses will be notified of any job postings by their placements on designated employee bulletin boards or on the District website.
- C. Special talents or expertise needed for the implementation of a new program but not possessed by current Members may be obtained through the retraining of existing staff.
- D. Administration shall advise LETTA of additions, deletions, and transfers of Members as they occur.

ARTICLE 12

PERSONNEL FILES AND RECORDS

- A. A personnel file for each of the District's employees shall be maintained in the Board of Education's Office. The personnel file shall include the following information:
 - 1. *Employment Information*

The employment information shall include, but not be limited to, the following: Pre-employment correspondence, application, transcripts, certificate, personnel change form, and employment contract.
 - 2. *Evaluation Information*
 - 3. *Disciplinary Information*
 - 4. *Other Information*

Other information shall include, but not be limited to, complaints against and commendations of a Member. It is agreed and understood that prior to the placement of a complaint against a Member in the Member's personnel file; it shall be properly investigated and found to be legitimate.
- B. Member's Access to His or Her File: Members shall have the right to review the contents of all records of the District pertaining to said Member and to be accompanied by a representative of the LETTA in such review, at all reasonable times, i.e., during regular office hours. The Superintendent or the Superintendent's designee will be given written notice prior to such review and may be present during such review.

- C. No material, other than employment information (see definition above), originating after initial employment will be placed in a Member's personnel file unless the Member has had the opportunity to review and sign the material. If the Member is asked to sign the material, such signature shall be understood to indicate the Member's awareness of the material, but in no instance shall the Member's signature be interpreted to mean agreement with the content of the material. The Member may submit a written statement regarding any material and the same shall be attached to the file copy of the material in question. If the Member believes that material to be placed in their file is untrue or unrelated to job performance, the Member may receive adjustment through the Grievance Procedure, whereupon the material will be corrected or expunged from the file.
- D. The Member shall have the right to add pertinent documents to their file upon approval of the Superintendent or the Superintendent's designee and in accordance with the law.

ARTICLE 13

PROFESSIONAL QUALIFICATIONS AND ASSIGNMENTS

- A. In the event that changes in teaching assignments are necessary for the following regular school year, affected Members shall be notified prior to May 1st of the current regular school year.
- B. Teaching assignments in addition to the normal teaching schedule during the regular school year include:
 - 1. Adult education courses;
 - 2. Extended school day; and
 - 3. Extended school year.
- C. Members employed by the District who are teaching under the authority of an Annual Authorization must comply with State requirements to maintain credit track standing.
- D. Members are required to maintain any certifications they possessed at the time of hire unless said certifications are no longer required by the District.

ARTICLE 14

TEACHER PROTECTION

- A. Although each Member bears the primary responsibility for maintaining control and discipline of students, the Board recognizes its responsibility to provide appropriate assistance to its Members. The Members recognize that all disciplinary actions and methods invoked by them shall be reasonable, just, and legal. It shall be the responsibility of the Member to report immediately to the Principal, or the Principal's designee, the name of any student, who, in the opinion of the Member, needs particular assistance from skilled personnel. The Member shall be advised by the Principal, or the Principal's designee, of the disposition of the Member's report that a particular student needs such assistance within five (5) regular school days of the disposition.

- B. Any case of assault upon Members while performing their duties shall be promptly reported, in writing, to Administration. The Board shall seek legal counsel, upon request, before advising Members of their rights and obligations with respect to such matters and shall render all reasonable assistance to Members in connection with handling of such matters by law enforcement and judicial authorities. Time lost as a result of such matters shall not be charged against a Member's pay or sick leave unless the Member is judged negligent.
- C. Members shall be expected to exercise reasonable care with respect to the safety of students and property, but shall not be individually liable, except in the case of gross negligence of duty, for any damages or loss to person or property.
- D. The Board will reimburse replacement costs not covered by the member's personal insurance for loss or damage of clothing or personal property sustained while in the line of duty on or off District property unless the member's negligence contributed to or directly caused the loss or damage. Members are strongly discouraged from bringing or wearing personal items that are of significant value to work.
- E. Damage to Vehicles

When Administration determines that a Member's car has been damaged by a student while under District supervision, the following will apply:

1. The Member will turn the claim for repair in to their insurance company.
2. The District will reimburse the costs of repair which are not covered by the Member's insurance company. It is understood that costs of repair will not exceed the value of the vehicle.
3. The District will not be responsible for damage done to a vehicle unless it is parked in the employees' (North East) parking lot or in the back parking lot.

ARTICLE 15

TEACHING FACILITIES

- A. The parties recognize that optimum school facilities are desirable to insure the high quality of education that is the goal of both LETTA and the Board.
- B. The District shall provide properly trained personnel and the equipment necessary to ensure first aid treatment for the Members and students. The Building Trades instructors shall be provided with proper training and the equipment necessary to deliver first aid treatment when off site.
- C. The District shall make available in the Education and Technology Center restroom facilities exclusively for Member use and one (1) room appropriately furnished which shall be reserved as a workroom for Members.
- D. Adequate off-street paved parking facilities shall be provided, maintained, and identified for Member use.
- E. Telephone facilities shall be made available for Member use. Personal long distance calls shall be the responsibility of the Member.

- F. The District shall, on days when programs are in session, make duplicating facilities available for Member use during normal operating hours for instructional-related materials. The District shall provide word processing services or equipment for word processing, copying, and audio-visual, to aid Members in the preparation of instructional materials. If available, sufficient secretarial support shall be provided.
- G. The District shall provide a separate desk with a lockable drawer space for the exclusive use of each Member at the Education and Technology Center.
- H. The District shall provide smocks for the Careers in Education Program or where appropriate; and shop coats and/or coveralls for trade and industry areas. Proper laundering service for all of said items shall be provided, without charge, to the Member.
- I. Members may use their assigned work areas outside of the standard workdays and workhours for program and CTSO-related activities as long as the areas are not being used for Adult/Community Education classes or other previously-scheduled activities. Members must notify Administration when such use will extend past 4:00 p.m. on regular business days, as well as on non-regular business days.

ARTICLE 16

TEACHING CONDITIONS

- A. The parties recognize that optimum school facilities for both students and Teachers are desirable to insure the high quality of education that is the goal of both the LETTA and the Board. It is also acknowledged that the primary duty and responsibility of the Teacher is to teach and that organization of the school and the school days should be directed toward this end.
- B. The parties agree that the student to Teacher ratio will not exceed twenty (20) students to one (1) Teacher in a program (or cluster) without the Teacher's consent or unless a paraprofessional is employed and assigned to the program.

In the event of economic emergency or necessity, as determined by the Board, or the enrollment of a program falls below eighteen (18), paraprofessional staff may be reduced or discontinued.
- C. The ratio of students to Teacher and paraprofessional will not exceed twenty-six (26) students to one (1) Teacher and paraprofessional without the Teacher's consent unless the program has one (1) computer station for each student in which case the maximum enrollment ratio is thirty (30) students to one (1) Teacher and paraprofessional.
- D. Enrollments shall be determined during the first three (3) weeks of the school year. After three (3) weeks, students will only be enrolled with the approval of the Teacher, or after a meeting between the Teacher, Counselor, and Principal has been held to review the potential impact of the new student to the ongoing program and likely success the student will achieve. Transfer students from outside the County may be enrolled at any time during the school year.
- E. No Member shall be required to provide medical services for any student, unless required to do so elsewhere in this Agreement (see article 15(B)).

ARTICLE 17

STUDENT DISCIPLINE

- A. The Board recognizes its responsibility to give reasonable support and assistance to Members with respect to the maintenance of control and discipline in the classroom. When it appears that a particular student requires the attention of special counselors, social workers, law enforcement personnel, physicians or other professional persons, or that the presence of a particular student in the class will impede the education or the balance of the class because of disruptions caused by said student, the Member shall refer the problem to the Principal or their designee.
- B. A Member may exclude a student from one (1) class and refer the student to the Principal or their designee when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. In severe cases, the Member will furnish the Administration, as promptly as their teaching obligations will allow, full particulars of the incident in writing. The student shall not be returned to class until after a consultation between the Principal or their designee and the Member.
- C. LETTA may make recommendations regarding student conduct to the Principal or their designee. A student handbook containing the Education and Technology Center's rules will be distributed to students, staff and parents at the commencement of each regular school year. The student discipline policy shall be reviewed by Administration during staff orientation at the beginning of each regular school year.
- D. The use of corporal punishment is prohibited; however, a Member may use reasonable effort to remove dangerous weapons from a student or to maintain discipline when the immediate safety of staff member, students or others is threatened. See Board Policy 5630.

ARTICLE 18

STUDENT ORGANIZATIONS

Career & Technical Student Organizations (CTSOs) are an integral part of high quality education programs. CTSOs promote occupational excellence, leadership, and citizenship. The District encourages all Teachers of career & technical programs to operate CTSOs as a co-curricular component of their programs.

- A. CTSO Advisors shall be defined as Teachers of any students who participate in a recognized student organization.
- B. The following is a list of recognized student organizations:
 - 1. ProStart
 - 2. FFA
 - 3. MITES
 - 4. DECA
 - 5. HOSA
 - 6. Skills USA
 - 7. NTHS

8. BPA

Other student organizations may be added with Administration approval.

- C. A CTSO Advisor shall be paid twenty-five hundred dollars (\$2,500) per year providing his/her CTSO participates in at least one (1) CTSO, skills-based competition. In the event there are multiple CTSO Advisors working with a single CTSO, said amount will be equally split between them.

In addition, the CTSO advisor must do at least three (3) of the following:

1. Community service activity;
2. Participate in a CTSO, leadership-based competition;
3. Elect officers and hold regular meetings;
4. Host or Chair (or the equivalent of) a CTSO competition/ event;
5. Participate in one (1) other student-oriented competition unless the purpose of said competition is to screen for regional competitors (i.e., only students enrolled at the Education & Technology Center participate); or
6. Fund-raising activity not related to the vending machine proceeds.

The annual payments shall be made no later than the first payday in June.

D. Extra Compensation

1. CTSO Advisors will be paid twenty-five (\$25) per hour (capped at eight (8) hours per day) for non-discretionary CTSO activities (e.g., conferences, conventions, and competitions) involving students on days not scheduled as part of the regular school year calendar.
2. CTSO Advisors will be paid twenty dollars (\$20) per hour (capped at four (4) hours per day) for non-discretionary CTSO activities (e.g., conferences, conventions, and competitions) related to recognized student organizations as defined by Article 19(B) involving students on days that are scheduled as part of the regular school year calendar.
3. No extra compensation will be paid for discretionary CTSO activities either involving or not involving students unless prior approval for the payment of extra compensation is obtained from Administration.
4. The following CTSO-related activities will not result in the payment of any extra compensation:
 - a. Community service;
 - b. Leadership meetings and retreats;
 - c. Participation in a competition that is sponsored by a non-recognized student organization as defined by Article 19(B);

- d. Fundraisers, including plant sales; and
 - e. Practices.
5. Participation in competitions, whether skills-based or leadership-based, that are sponsored by a recognized student organization as defined by Article 19(B) will result in the payment of extra compensation in accordance with Article 19(D)(1) and Article 19(D)(2).
 6. Attendance at conferences and conventions, whether skills-based or leadership-based, that are sponsored by a recognized student organization as defined by Article 19(B) will result in the payment of extra compensation in accordance with Article 19(D)(1) and Article 19(D)(2).
 7. Prior approval for activities under this section must be obtained from Administration before said activities take place.
- E. The District will pay for the Advisor's expenses in a manner consistent with Article 21(F)(1).
- F. The District should support the student organizations by:
1. Providing supervision of the students during all activities.
 2. Providing a telephone and shelter for the CTSO's departure to and return from activities.
- G. To determine active participation and ensure communication between CTSO Advisors and Administration, Administration will review each CTSO Advisor's plan of activities at the beginning of each school year.
- No later than May 15th of each regular school year, Administration will meet individually with each CTSO Advisor to review the CTSO's efforts in comparison to the plan of activities.
- H. All CTSOs must follow any Administrative Guidelines set forth by the District.
- I. In the event a CTSO Advisor is unable to accompany a student, or students, to a non-discretionary CTSO-related activity (e.g., competition, conference, or convention), the following individuals, in order, shall be considered to provide supervision of said student, or students:
1. The Paraprofessional of the CTE program, if the Paraprofessional is also a CTSO Advisor;
 2. A CTSO Advisor from the same student organization;
 3. A CTSO Advisor from a different student organization; and
 4. A Member that is not a CTSO Advisor.

Administration, however, shall retain sole discretion as to who will be asked to provide supervision of said student, or students. Administration shall provide LETTA with written rationale when it exercises said discretion.

ARTICLE 19

SUBSTITUTE, STUDENT, AND INTERN TEACHING ASSIGNMENTS

- A. The Board agrees at all times to maintain an adequate list of substitute teachers. Once a teacher has reported unavailability in accordance with Article 22(G), it shall be the responsibility of the Administration to arrange for a substitute teacher. The use of regular teachers, Student Services personnel and paraprofessionals as substitutes shall be avoided whenever possible.
- B. Supervisory teachers of student teachers shall be tenured teachers or non-State Secondary provisional, continuing, or permanent certificated teachers who have completed two (2) continuous years of successful teaching at the Education and Technology Center.
- C. Supervisory teachers shall work directly with the university/college program coordinator, assisting in the development of extensive opportunities for the student teachers to observe and practice the arts and skills of the profession.
- D. Supervisory teachers shall file a written report and evaluation with the university/college program coordinator and Administration, with a copy to the student teacher, as required.
- E. Monies made available to the District, other than for the reimbursement of expenses, by the placing university/college for student teachers shall be used for purchasing materials and/or equipment for the Supervisory teacher's program. The Supervisory teacher and the Principal or their designee will agree on which materials and/or equipment shall be purchased under this Article.

ARTICLE 20

LEAVES

A. Personal Illness or Disability

Each Member covered by this Agreement shall earn the equivalent of one (1) sick day per month of employment (not to exceed ten (10) per year) during the regular school year in an individual sick leave bank. These days shall be granted at the beginning of the fiscal year. In cases where the Member leaves the District before the completion of the regular school year, a deduction equivalent to the number of credited but unearned sick days will be made from the Member's final pay.

- 1. Each Member shall be entitled to an accumulation of the unused portion of each year's sick leave up to a maximum of ninety (90) days. Sick days shall accrue in half or full days. The Member will be paid for each unused sick day beyond ninety (90) or upon termination at the rate of forty-five (\$45) dollars for each unused sick day, provided the Member has been employed at least one (1) year with the District and does not owe days to the Member's sick leave bank. Each Member will be notified by October 1st of each year of the number of sick leave days carried over from the preceding year.
- 2. The Member may use all or any portion of their leave for:
 - a. Emergency leave with good cause shown;

- b. Illness in the Member's immediate family or extended family;
 - c. To recover from their own illness or disability; and
 - d. Military leave.
3. Immediate family shall be defined as the Member's Spouse, or the Member's or Member's spouse's, mother, father, step-parents, sibling or step-sibling, spouse, children or step-children and other legal dependents' living in the household.
 4. Extended family shall be defined as the Member's or the Member's spouse's grandparents or grandchildren.
 5. For uses of sick leave days that are more than five (5) consecutive days in duration, the Member may be required to provide documentation, including a physician's statement, detailing the nature of the Member's, or Member's immediate or extended family member's illness and/or disability. Said statement must be actually signed by the physician. A stamped signature may not be accepted.
 6. Return Slips Following Serious Illness or Injury

Employees may be required to provide proof of ability to return to work only in cases of leave when an employee is on sick leave for a clearly serious, communicable disease, or serious medical/psychological leave where the person may be harmful to himself/herself or others. The employee shall provide a physician's statement specifying the date that the employee is able to reasonably perform their tasks. In cases of emotional illness, the evaluation should be conducted just prior to the date of return.

If the District is not satisfied with the physician's statement, a second opinion from a doctor selected by the District may be required. In such event, the District shall be responsible for the doctor's fee and mileage to and from the employee's home. The appointment should be scheduled as soon as practical. The employee shall not be penalized for sick time lost, provided the physician determines the employee is able to return to work.

Should the doctor's opinions disagree, a mutually agreed upon third doctor will be selected and their opinion shall control. Customary expenses (as defined above) shall be assumed by the District.

7. Work-Related Injury or Illness

If a Member is injured while in the line of duty, the Member shall be paid as follows: In cases of disability resulting clearly from work-related injury or illness, as determined by the Administration, the combination of Worker's Compensation payments and the gross payroll for the period of disability shall not be less than seventy-five percent (75%) of the normal gross pay which would have been earned during the same period. Furthermore, in the event the disability is less than the required days for Worker's Compensation payments, the Member will receive their normal gross pay and no charge will be made against personal sick leave accumulation. However, in no instance shall payroll reimbursement be made when Worker's Compensation is equal to or greater than seventy-five percent (75%) of the normal gross pay for said period provided the Member has applied for LTD benefits upon notification by administration to do so.

B. Sick Leave Bank

1. A Sick Leave Bank Committee shall be established by LETTA.
2. Beginning each regular school year, Members with less than ten (10) years of LETTA membership shall contribute one (1) sick day per year to the LETTA Sick Leave Bank, to a maximum of ten (10) days. Members who have required days from the Sick Leave Bank shall repay the Sick Leave Bank at a rate of one (1) day per regular school year to a maximum of ten (10) days, or the lesser amount to repay the days.

Any Member who leaves LETTA and owes days to the LETTA Sick Leave Bank, because of being granted days from the Sick Leave Bank, will repay the days from the Member's individual sick leave bank if the days are available.

3. Any Member on leave for personal illness or disability, having exhausted their own leave days may request up to thirty (30) additional leave days from the LETTA Sick Leave Bank by filing an application with the Sick Leave Bank Committee. The Board shall self-insure at full pay from the forty-first (41st) working day until the ninetieth (90th) calendar day. If, after the termination of a disability, the Member again becomes disabled for the same or directly related cause, the later period of disability shall be considered a continuation of the previous period unless the Member had actively worked full-time for a period of at least six (6) months.
4. The Sick Leave Bank Committee may grant or deny leave day requests from the bank. Its judgment and/or decision will be final. Written approval from LETTA by the Sick Leave Bank Committee must be provided to the payroll office before compensation will be made. Said approval must be received by the Business Office at least eight (8) workdays prior to the payroll date.
5. Sick Leave Bank days shall accumulate.
6. It is the intent of the parties to have the individual or the Sick Leave Bank cover the first forty (40) consecutive and non-consecutive workdays of disability resulting from the same or related illness or disability during the regular school year. A Member having exhausted the forty (40) days will be granted up to a maximum of fifty (50) additional days by the District provided the illness is for the same or related causes. Once the individual qualifies for LTD, they shall not be required to use individual sick days during the regular school year, provided the illness or disability is for the same or related causes. Verification that the illness or disability is for the same or related causes must be provided.

C. Return Rights and Fringe Benefits – Long Term Disability (LTD)

1. A person on LTD shall have fringe benefits and return privileges to a position as follows:
 - a. Health insurance coverage shall continue for a period of twelve (12) months from the date the person qualifies for LTD insurance payments unless said coverage is continued by the LTD carrier.
2. Members returning within two (2) years shall be reinstated to their position.
3. Such return is conditioned on the Member providing Administration with a doctor's statement indicating the Member might possibly return to work during the regular school year. If the Member fails to provide such notification prior to the beginning of the regular school year, the

Member may return if an opening exists, assuming said Member has the necessary qualifications and has more seniority than the least senior affected Member. If a position is unavailable, they shall be placed on the layoff list.

4. Leaves are subject to renewal at the will of the Board, provided that absent a request, leaves of absence because of physical or mental disability may be granted by the Board for a period not to exceed one (1) year, provided further, that any Member so placed on a leave of absence shall have the right to a hearing by the Board of Education.

D. Bereavement

1. Members will be allowed to use up to five (5) leave days without loss of pay for the death in the immediate family (see article 20(A)(3)).
2. Members will be allowed to use up to three (3) leave days without loss of pay for a death in the extended family (see article 20(A)(4)).
3. Members will be allowed to use one (1) leave day per year without loss of pay for a death of a person that is not in either the immediate family or the extended family.
4. Members approved to attend the funeral as representatives of the District shall also be granted a Bereavement Leave Day without loss of pay.

E. Unpaid Leaves of Absence

1. Study

A leave of absence of up to one (1) year may be granted to any Member with three (3) years of accredited college or university or for a retraining session with industry, reasonably related to their professional responsibilities to the Lapeer County Intermediate School District. Upon return from such leave, a Member shall be placed at the same position on the salary schedule as they would have been had they taught in the District during such period. Notice of intent to return must be submitted at least seventy (70) days prior to the end of the regular school year. To be eligible to apply for such leave of absence, a Member shall not have taken such leave within five (5) years of next preceding application.

2. Child Care

Upon written request, a leave of absence shall be granted to any Member for up to one (1) regular school year for the purpose of child care. The leave may be extended for an additional one (1) year upon written request of the Member. It is further provided that:

- a. The Board agrees to continue the Member's health insurance coverage in accordance with the Family and Medical Leave Act (FMLA).
- b. A Member may terminate said child-care leave provided the District has not entered into a contract with another Member for said period.

3. Return Provisions

- a. For seniority and salary purposes, the Member shall be given credit for a full semester if they teach forty-five (45) or more days during the semester during which time the leave was granted.
- b. Seniority rights shall be maintained while on leave.
- c. Reinstatement shall be to the Member's former position if they return during or at the end of the initial leave period. Following an extended leave period, the Member shall be reinstated to a position for which they are certified or may be certified.
- d. It shall be the responsibility of the Member on an extended leave to notify the Board, in writing, of their intent to return to work within seventy (70) days prior to the expiration of the leave. Failure to notify the Board of such intent within said time frame shall be considered voluntary termination of employment with the District.
- e. The Member shall provide the course outline and curriculum materials.

F. Professional, Personal, and Association

- 1. At the discretion of Administration, a Member may be granted time off during the school year to attend conferences, workshops, seminars, training sessions, or to view other instructional techniques or programs. (This may include more than one (1) conference.) Reasonable expenses related to the attendance at such events will be reimbursed.
 - a. Conference days may not be granted when, as a result of other absences, the total amount of instructional time missed impairs the quality of the instructional program.
 - b. Reasonable expenses include: registration fee, lodging, meals, and miscellaneous expenses as approved by the District.
 - i. All travel by Members will be in accordance with Administrative Guideline 3440A (Job-Related Expenses).
 - ii. Miscellaneous expenses will be restricted to those expenses directly related to the function. Expenses for optional social activities are the responsibility of the individual. No expenses for alcoholic beverages will be paid.
 - iii. The rates of reimbursement for meals are not to exceed the amounts established by Administration Guideline 3440A without prior Administrative approval. However, a line item may be exceeded as long as a single meal does not exceed the allowable amounts for lunch and dinner combined. In the event any meals are included in the registration fee, an appropriate adjustment to the allowable amounts will be made.

However, the allowable amounts for Members shall in no circumstance fall below the following:

Breakfast	\$ 8.00
Lunch	\$ 12.00
Dinner	\$ 25.00
Lodging per night	\$100.00 or group rate

- c. In granting conference days, consideration will be given to the following:
 - i. Out-of-state or in-state conferences shall be evaluated by the same criteria;
 - ii. Priority for attending a conference shall be given to Members that have not attended a conference during the previous one (1) or two (2) years;
 - iii. The conference should be related to the instructional program;
 - iv. Cost; and
 - v. Budgetary constraints.
- d. LETTA will be given copies of all conference requests.

2. Personal Business

At the beginning of every fiscal year, each Member will be credited with two (2) personal business days. Except during emergencies, a Member planning to use a personal business day or days shall notify the Principal at least three (3) days in advance and will not expect business days to be granted before or after a holiday or recess. Personal business days not used will be credited to a Member's accumulated sick leave at the end of the regular school year. Any Member with ninety (90) or more sick days accumulated in their personal bank will be able to elect to use one (1) sick day as a personal business day.

3. Jury Duty

Any Member called for jury duty during school hours or who is subpoenaed to testify during school hours shall be paid their full salary without loss of leave days or personal business days for such time spent on jury or giving testimony. Additional expenses of mileage and meals incurred by the Member shall be deducted from the fees paid by the court and the balance of the fees is to be endorsed and submitted to the Lapeer County Intermediate School District treasurer to be deposited in the Career and Technical Education operating fund.

4. Association Business Days

In the event that LETTA requests to send up to two (2) representatives to local, state or national conferences conducted by LETTA, or its affiliates (i.e., MEA or NEA) for the purpose of furthering the cause of pursuing its own professional purposes or other business leave pertinent to the LETTA affairs, said representatives shall be excused 1) providing the frequency does not impair the quality of classroom instruction (as determined by Administration) and 2) providing that said request has been submitted to Administration for approval as soon as possible prior to the leave. LETTA will reimburse the District for the cost of substitutes when provided.

5. Retraining Leave for Displaced Personnel

- a. Members shall be entitled to a one (1) year (i.e., two (2) semesters) retraining leave of absence under the following conditions:
 - i. The Member shall make written application for said leave prior to the end of the academic year and while still actively teaching at the District. The Board will act

on the leave request no later than the second (2nd) Board meeting following receipt of the application and final submission of necessary documentation.

- ii. The Member has been displaced or could be displaced.
- iii. If a Member does not have certification for a viable program area, they will demonstrate that they will be able to complete the necessary requirements to obtain such certification prior to the end of the leave.
- iv. The Member has at least seven (7) years of service with the District.

b. Return Provisions

The applicant provided they have the requisite seniority and proper certification, must return to a position for a period of not less than two (2) years after the completion of the leave or return the full amount of pay received while on the granted leave, plus the costs of any benefit coverage during that period of time. This provision does not apply if there is a conflict with the Tenure Act.

c. Benefits of Leave

Successful applicants for retraining leave shall receive full health insurance benefits, life insurance benefits and fifty-percent (50%) of the previous year's salary, as well as seniority accrual during the period of the retraining leave.

G. Break in Service

Members on approved leaves of absence shall not be considered as having a break in service.

H. Family and Medical Leave Act (FMLA)

When appropriate, leave that qualifies for protection under FMLA shall run concurrently with other types of medical-related leave.

ARTICLE 21

FRINGE BENEFITS

- A. The District will offer to each Member the following benefits: health, vision, dental, long-term disability, and life insurances. Furthermore, the District shall solicit four (4) or more bids at least every three (3) years in accordance with the Public Employees Health Benefit Act; however, the plan(s) and carrier(s) shall be of LETTA's choosing. LETTA must inform the District of the plan(s) and carrier(s) selected by November 30th of each year. All health insurance plans selected by LETTA must be affordable as defined by the Affordable Care Act as long as the Affordable Care Act is in effect. District will confirm said plans are affordable.

Insurance coverages will be terminated on the last day of the month of a Member's last day of employment.

- B. The maximum allowance for insurance coverage (other than short-term disability) to be paid by the District, which includes all related costs such as fees, taxes, and assessment, will not be more than

that allowed under the Publicly Funded Health Insurance Contribution Act (“Legislative Cap”) or six percent (6%) of the previous year’s maximum allowance (“Contract Cap”), whichever is the least cost to the District. Should the actual cost to the District for said insurance coverages exceed the maximum allowance, it is expressly understood that each Member will be financially responsible for the difference, which will be paid in the form of a Member contribution through payroll deductions. Said deductions will be made on a bi-monthly basis beginning in January.

- C. The District will pay up to the Legislative Cap for health insurance coverage, including premiums and contributions to health savings accounts, as well as all related costs such as fees, taxes, and assessment.
- D. Monthly Maximum Allowances

		2018-19	2019-20	2020-21
<i>Legislative Caps</i>				
Health		Determined by PA 152 of 2011		
<i>Contract Caps</i>				
Health, Dental, Vision, Life, and Long-Term Disability		\$2,580.57	\$2,735.40	\$2,899.53
Dental, Vision, Life, and Long-Term Disability	Single:	\$164.62	\$174.50	\$184.97
	2-Person:	\$251.14	\$266.21	\$282.18
	Family:	\$381.21	\$404.08	\$428.33

- E. Members electing to receive non-medical benefits only will receive a cash option of one-hundred fifty dollars (\$150.00) per month during the time that coverage is not in effect.
- F. Members working less than full-time shall receive fringe benefits or a cash option in lieu of health insurance in proportion to the amount of time worked.
- G. Members losing health insurance coverage under a spouse’s plan at any time during the regular or extended year will be eligible to resume health insurance coverage under this Agreement and will no longer receive a monthly cash option. In this event, Members must enroll under the District’s health insurance coverage within thirty (30) calendar days of the date of loss.
- H. The open enrollment period for health insurance coverage is November 1st thru November 30th. Changes made during the open enrollment period will take effect January 1st.
- I. No bargaining unit member shall have duplicate health insurance coverage under both the Employer’s health insurance and health insurance coverage of a spouse or other family member. Upon signing of this Agreement, each bargaining unit member shall be required to complete a statement indicating whether or not they have dual coverage. Members who are covered under another policy shall have sixty (60) days to elect to continue coverage under that policy and drop the Employer’s coverage, or to continue coverage under the Employer’s policy. If coverage with the Employer is elected the Member must certify to the Employer that he or she has been dropped from the other coverage. Should a Member fail to make the election in a timely fashion, the Employer shall have the right to drop the Member from the Employer’s coverage with thirty (30) days’ notice to the Member. In addition, failure to comply with this Article may result in disciplinary action being imposed.
- J. Members who are covered under another health insurance policy must provide written authorization to permit the Employer to obtain necessary documentation from the other insurance carrier to confirm that coverage has been dropped.
- K. Members who maintain duplicate coverage contrary to the terms of this provision shall be required to reimburse the Employer for the cost of the Employer-provided coverage for all months in which

duplicate coverage was maintained by the Member, said reimbursement is to be made through payroll deductions.

- L. Members whose spouses have mandatory health care coverage are exempt from this requirement.

ARTICLE 22

COMPENSATION

- A. The basic salaries of Members covered by this Agreement are listed in Appendix A and shall remain in effect during the term of this Agreement.

- B. New Hires

- 1. Formal Teaching and Counseling Experience

All newly hired Members shall be given full credit on the salary schedule for the full years of either outside formal teaching experience (i.e., non-substitute teaching experience), if being hired as a teacher, or outside formal counseling experience, if being hired as a counselor, in any school district in the State of Michigan or any other state which has a reciprocity agreement in Member certification with Michigan.

- 2. Work Experience

Recent, relevant, and related work experience in the newly hired Member's area of assignment, or in Student Services, unless being hired as a counselor, shall be credited on the basis of two (2) years of work experience equal to one (1) step on the salary schedule. Documentation to substantiate work experience must be submitted to Administration within thirty (30) calendar days of a Member's start date. Administration shall consider at least a verification of employment and a task analysis of the job when considering a work experience request.

- 3. Substitute Teaching Experience

Recent, relevant, and related substitute teaching experience shall be credited on the basis of two (2) years of substitute teaching experience equal to one (1) step on the salary schedule.

- 4. Newly hired Members with no formal teaching experience will not be placed higher than Step 9 on the salary schedule.

- 5. Work experience and teaching experience credit shall be combined toward placement on the salary schedule. Newly hired Members will be placed one (1) step above the step(s) they received credit for. Half steps will be allowed.

- 6. Administration will provide LETTA's President with a notice of initial placement (i.e., Personnel Change Form).

- C. The salary schedule is based upon the regular school year calendar and the normal workday, as defined elsewhere in this Agreement (see article 8).

- D. Members required, in the course of their work, to drive personal automobiles shall be reimbursed at the prevailing IRS rate. Members who were approved to drive personal automobiles for field trips or other

District business shall be reimbursed at the same rate.

- E. Members who work less than full time for an entire regular school year will be credited with one (1) year of work experience. For placement on the salary schedule, two (2) years of work experience equal one (1) step on the salary schedule. Half steps will be allowed.
- F. Members who complete only one (1) semester of service in any one regular school year will be considered half-step Members. All newly hired Members with half-steps of experience will also be considered half-step Members. All half-step Members will receive a payroll change at the beginning of the next contract year and will be placed at the appropriate half-step on the salary schedule.
- G. Members assigned to Student Services will work and be compensated for five (5) days during the Summer Break at Appendix B rates. Said workdays will be mutually agreed to by the members and Administration prior to the Summer Break. Additional workdays may be mutually agreed to by the members and Administration prior to the Summer Break.
- H. In recognition of service to the District, a payment of twenty-seven percent (27%) of the Member's last year's salary will be paid to any Member leaving the District, providing they have worked in the District ten (10) years. Recognition of service pay, as defined in this contract, does not apply to any Member hired after July 1, 1995.
- I. In recognition of service to the School District, the following schedule of Longevity Pay is established:

12 years or more	1½%	15 years or more	2%
20 years or more	2½%	25 years or more	3%
- J. Graduate credits on the salary schedule are semester credits. Term credits shall be considered two-thirds (2/3) of a semester credit. Graduate credits to be considered for advancement on the salary schedule shall meet the following conditions:
 - 1. Prior to advancement on the salary schedule beyond a BA, a teacher must submit Section I of the "Application for Advancement on the Salary Schedule" to the Superintendent prior to registration. See Appendix F. The Superintendent will either approve or deny its submission.
 - 2. For advancement on the salary schedule, the following guidelines will be followed:
 - a. Graduate credits must be in an area specifically related to the teacher's areas of responsibility.
 - b. The Superintendent may consult with the College/University Registrar as to whether the additional course work is related to the teacher's areas of responsibility.
 - c. Timelines:
 - i. Section I must be submitted to the Superintendent prior to registration;
 - ii. Section II must be submitted to the Superintendent no later than May 1st; and
 - iii. Section III must be submitted to the Superintendent no later than September 1st.
 - 3. Administration will provide LETTA's President with notice of any changes in placement on the salary schedule (i.e., Personnel Change Form).

4. Members will NOT be eligible to advance on the salary schedule during the first year of this Agreement as the result of earning graduate credits; however, they will be eligible to advance during the second and third years of this Agreement.

K. Extra Compensation

1. Members that are assigned to be Mentors shall receive five-hundred dollars (\$500) per year.
2. For approved extended school days or extended school year assignments, Members will be compensated at the hourly rates in Appendix B starting at the signing of this agreement.
3. Program-related
 - a. Extra compensation at the rate of twenty dollars (\$20) per hour will only be provided to Members who 1) attend training that is required by Administration, 2) participate in non-discretionary program-related activities either involving or not involving students, except that no extra compensation will be paid for field trips, and 3) represent the District as part of a committee, consortium, or similar group as required by Administration up to a maximum of eight (8) hours per day. Members receiving extra compensation in accordance with this section for required training shall also be compensated one (1) hour for out-of-class preparation at the rate of twenty dollars (\$20) per hour for every eight (8) hours of in-class training.

- b. CTSO-related (see article 18).

4. Agriscience/Horticulture Program

- a. Extended School Year

The Agriscience/Horticulture Program has an extended school year component that requires the instructor to put in up to a maximum of eighty (80) additional work hours beyond the number of work hours negotiated for the regular school year. Compensation for these additional hours will be computed at the hourly rates in Appendix B and the instructor will be required to submit timesheets in order to receive additional compensation. The instructor's main job duty during the extended school year will consist of performing Supervised Agriscience Experience (SAE) visits. SAE visits include visits made to local farms, the District's Animal Facility, and the Lapeer County Fair.

- b. Evening Session

The Agriscience/Horticulture Program has an evening session component that requires the instructor to put in additional work hours. Compensation for these additional hours will be computed at the hourly rates in Appendix B and the instructor will be required to submit timesheets in order to receive additional compensation.

5. Curriculum Revision Work

Teachers are expected to continually revise and update their curriculum. Approximately one (1) hour per month (nine (9) hours per year) is a reasonable amount of time for curriculum revision work. It is the intent of the parties that work involved in curriculum revision and updating will be completed within the one (1) hour per month (nine (9) hours per year) time frame. In the event that unusual circumstances or a special project requires more time than specified above, affected staff and the Administration will mutually agree upon the approximate length of time

required. Participation shall not be mandatory for staff. The rate of pay will be negotiated by the LETTA and the Board representatives when the need arises.

L. Step Increases

1. Annual step increases on both Appendix A salaries and Appendix B hourly rates for eligible Members shall take effect on July 1st. In order to be eligible for a step increase, a Member must have been employed by the District for at least six (6) months and must have received either a highly effective, effective, or minimally effective rating on his/her most recent annual performance evaluation.
2. Eligible Members who worked full-time will receive one (1) step increase. Members who worked less than full-time will receive a half-step increase (see article 22(E)).

M. Stipends

In order to be eligible to receive stipends (other than stipends paid to Members who are either CTSO Advisors or assigned to be Mentors), a Member must have been employed by the District for at least one (1) year.

ARTICLE 23

MISCELLANEOUS

- 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 a written and signed amendment to this Agreement.
- B. This Agreement shall supersede any rules, regulations, or practices that are contrary to or inconsistent with its terms.
- C. If any provision of this Agreement or any application of this Agreement to a Member or group of Members is found to be 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.
- D. Should the District be combined with one or more other districts, the Board shall provide written recommendations for continued employment of all Members who have been rated as effective or highly effective in their performance evaluations.
- E. Any individual contract between the Board and an individual Member shall be subject to and consistent with the terms and conditions of this Agreement or subsequent Agreements to be executed by the parties. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- F. Members may request from the Board permission to obtain personal copyrights for materials produced totally or in part on work time. All rights for materials produced by Members during other than work time remains the property of the Member.
- G. Any department head structure, which may be desired by the Board, shall be negotiated prior to its enactment.

ARTICLE 24

DURATION OF AGREEMENT

This agreement shall be effective upon ratification by the Board of Education and shall expire at 11:59 pm on June 30, 2021.

If, pursuant to negotiations, an agreement on the renewal or modification is not reached prior to the expiration date, this Agreement shall expire at such expiration date unless it is extended for a specific period or periods by mutual written agreement of the parties.

There shall be three (3) signed copies of any final Agreement. One (1) copy shall be retained by the Board, one (1) by LETTA, and one (1) by the MEA UniServ Director.

Copies of this Agreement, titled " Master Agreement between the Lapeer County Intermediate School District Board of Education and the Lapeer Education and Technology Teachers' Association (LETTA) - an affiliate of the MEA/NEA 2018-21", shall be printed at the expense of the Board within thirty (30) calendar days after the Agreement is signed and copies presented to all current and future Members.

Ten (10) additional copies of the Agreement shall be sent to the President of LETTA.

IN WITNESS THEREOF, the parties have executed this Agreement by their duly authorized representatives on the 1st day of July, 2018.

Board of Education

BY: 

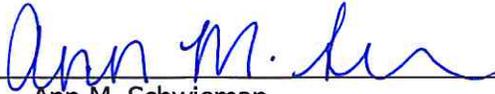
Lawrence Czapiewski
Board President

BY: 

Paul Bowman
Board Vice-President

BY: 

Steven A. Zott
Superintendent

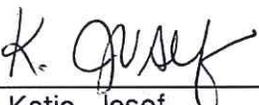
BY: 

Ann M. Schwieman
Chief Negotiator

LETTA

BY: 

Michael Bammer
Chief Negotiator

BY: 

Katie Josef
LETTA Vice-President

BY: 

Jennifer Holladay
LETTA Negotiator

BY: _____
Sally Steinborn
LETTA Negotiator

BY: 

Tamara Hyatt
LETTA Negotiator

Appendix A

SALARY SCHEDULE

2018-19					
(1% Increase from 2017-18)					
Step	Annually Authorized Teacher	Annually Authorized Teacher +20 or B.A. with State Teaching Certificate*	B.A.+15 with State Teaching Certificate	B.A. + 30/MA with State Teaching Certificate*	M.A. + 15 with State Teaching Certificate
1	\$37,122	\$38,905	\$40,509	\$42,116	\$43,721
2	\$39,790	\$41,574	\$43,503	\$45,436	\$47,367
3	\$42,617	\$44,396	\$46,548	\$48,699	\$50,854
4	\$45,859	\$47,364	\$49,811	\$52,258	\$54,707
5	\$48,551	\$50,327	\$52,930	\$55,532	\$58,134
6	\$51,509	\$53,450	\$56,121	\$58,792	\$61,465
7	\$54,636	\$56,421	\$59,314	\$62,209	\$65,102
8	\$57,458	\$59,242	\$62,432	\$65,624	\$68,814
9	\$60,427	\$62,212	\$65,551	\$68,889	\$72,228
10	\$63,398	\$65,178	\$68,667	\$72,155	\$75,646
11	\$66,438	\$68,224	\$71,973	\$75,719	\$79,465

*A State Teaching Certificate is defined as a teaching certificate issued by the Michigan Department of Education.

2019-20					
(1% Increase from 2018-19)					
Step	Annually Authorized Teacher	Annually Authorized Teacher +20 or B.A. with State Teaching Certificate*	B.A.+15 with State Teaching Certificate	B.A. + 30/MA with State Teaching Certificate*	M.A. + 15 with State Teaching Certificate
1	\$37,493	\$39,294	\$40,914	\$42,537	\$44,158
2	\$40,188	\$41,990	\$43,938	\$45,890	\$47,841
3	\$43,043	\$44,840	\$47,013	\$49,186	\$51,363
4	\$46,318	\$47,838	\$50,309	\$52,781	\$55,254
5	\$49,037	\$50,830	\$53,459	\$56,087	\$58,715
6	\$52,024	\$53,985	\$56,682	\$59,380	\$62,080
7	\$55,182	\$56,985	\$59,907	\$62,831	\$65,753
8	\$58,033	\$59,834	\$63,056	\$66,280	\$69,502
9	\$61,031	\$62,834	\$66,207	\$69,578	\$72,950
10	\$64,032	\$65,830	\$69,354	\$72,877	\$76,402
11	\$67,102	\$68,906	\$72,693	\$76,476	\$80,260

*A State Teaching Certificate is defined as a teaching certificate issued by the Michigan Department of Education.

2020-21					
(1% Increase from 2019-20)					
Step	Annually Authorized Teacher	Annually Authorized Teacher +20 or B.A. with State Teaching Certificate*	B.A.+15 with State Teaching Certificate	B.A. + 30/MA with State Teaching Certificate*	M.A. + 15 with State Teaching Certificate
1	\$37,868	\$39,687	\$41,323	\$42,962	\$44,600
2	\$40,590	\$42,410	\$44,377	\$46,349	\$48,319
3	\$43,473	\$45,288	\$47,483	\$49,678	\$51,877
4	\$46,781	\$48,316	\$50,812	\$53,309	\$55,807
5	\$49,527	\$51,338	\$53,994	\$56,648	\$59,302
6	\$52,544	\$54,525	\$57,249	\$59,974	\$62,701
7	\$55,734	\$57,555	\$60,506	\$63,459	\$66,411
8	\$58,613	\$60,432	\$63,687	\$66,943	\$70,197
9	\$61,641	\$63,462	\$66,869	\$70,274	\$73,680
10	\$64,672	\$66,488	\$70,048	\$73,606	\$77,166
11	\$67,773	\$69,595	\$73,420	\$77,241	\$81,063

*A State Teaching Certificate is defined as a teaching certificate issued by the Michigan Department of Education.

Appendix B

EXTENDED SCHEDULE COMPENSATION

Payment per hour based on the following schedule:

Step	2018-19 (1% Increase from 2017-18)	2019-20 (1% Increase from 2018-19)	2020-21 (1% Increase from 2019-20)
1	\$29.80	\$30.10	\$30.40
2	\$32.19	\$32.51	\$32.84
3	\$34.57	\$34.92	\$35.27
4	\$36.96	\$37.33	\$37.70
5	\$39.25	\$39.64	\$40.04
6	\$41.71	\$42.13	\$42.55
7	\$44.09	\$44.53	\$44.98
8	\$46.49	\$46.95	\$47.42
9	\$48.86	\$49.35	\$49.84
10	\$51.26	\$51.77	\$52.29
11	\$53.65	\$54.19	\$54.73

NOTES:

- 1) This schedule shall not be increased during the contract period.
- 2) The Member's time sheet will reflect, and the Member will be compensated for, actual time worked.

APPENDIX C

GRIEVANCE REPORT FORM

Grievance #: _____

Lapeer County Intermediate School District

Name of Grievant: _____ Date Filed: _____

(If additional space is needed for any section, attach an additional sheet)

STEP I

A. Date Cause of Grievance Occurred: _____

B. Statement of Grievance: _____

Relief Sought: _____

Date: _____ Signature: _____

C. Disposition by Principal: _____

Date: _____ Signature: _____

D. Position of Grievant and/or Association: _____

Date: _____ Signature: _____

STEP II

A. Date Received by Superintendent or Designee: _____

B. Disposition of Superintendent or Designee: _____

Date: _____ Signature: _____

C. Position of Grievant and/or Association: _____

Date: _____ Signature: _____

STEP III

A. Date Received by Board Secretary or Board Designee: _____

B. Disposition of Board: _____

C. Position of Grievant and/or Association: _____

Date: _____ Signature: _____

STEP I V

A. Date Submitted to Arbitration: _____

B. Disposition and Award of Arbitrator: _____

Date: _____ Signature: _____

APPENDIX D

PROVISIONS APPLICABLE TO NON-TEACHERS

NOTE: The provisions in this Appendix only apply to non-teachers as they contain prohibited subjects of bargaining for teachers (PSBs). They are listed as they appeared in the 2009-2012 Master Agreement with PSBs identified by **BOLD** font.

ARTICLE 1

RECOGNITION

Members hired to replace a Member on leave who is returning during the school year may be laid-off without notice required in Article 12. In such an event, the Member will be given notice of layoff at the time of employment or be given notice of the possibility of layoff at the time of employment.

ARTICLE 4

MEMBER'S RIGHTS

- C. Unless it can be reasonably determined that the effective operation of classroom activities is interfered with:**
- 1. The Member's religious or political activities, or lack thereof, shall not be grounds for discipline or discrimination;**
 - 2. Members shall be entitled to full rights of citizenship; and**
 - 3. The private and personal life of a Member will not be within the appropriate concern or attention of the Board unless a Member is convicted of a felony or it is required by law.**

ARTICLE 8

GRIEVANCE PROCEDURE

H. General Provisions:

- 4. Terminations of Members who are terminated in accordance with sections G and H of Article 14 are not subject to the Grievance Procedure.**

ARTICLE 10

DEFINITION – SENIORITY

- C. Loss of seniority shall occur when a Member either 1) retires, 2) resigns, 3) is discharged **for just cause** which is not reversed, 4) fails to report to work within ten (10) workdays from receiving a written notice of recall from layoff [**see articles 11(B) and 12(J)**], 5) is off the active payroll for any reason, except due to an involuntary layoff, for a period of two (2) years, or the length of the Member's seniority, whichever is less, or 6) refuses an offer of either a long-term or permanent position that the Member held at the time of layoff.

ARTICLE 11

VACANCIES, PROMOTIONS, AND TRANSFERS

- A. **The Board recognizes that it is desirable in making assignments to consider the interests and aspirations of its Members. Therefore, the Board declares its support of the policy of filling vacancies from within its own staff when possible. The Board and the LETTA also agree that in filling such vacancies, professional qualifications and benefits to students will be evaluated.** A vacancy shall be defined for purposes of this Agreement as a position previously held by a Member or when a new position is created including extended school year and extra-duty activities.
- B. Whenever a bargaining unit vacancy arises or is anticipated, a notice of such vacancy shall be posted for not less than ten (10) workdays before the position is filled and a copy of the posting shall be sent by certified mail to all Members on leave or layoff to their last known address. It is the responsibility of each member to notify the District of any change in address. During the regular school year, posting shall be defined as a notice posted in all buildings. During the summer, posting shall be included with the paycheck mailing. Any Member not receiving a summer paycheck shall be responsible for leaving a self-addressed envelope with the Director of Personnel and Administrative Services. Members that are not on layoff who are interested in the vacancy have the responsibility of contacting the Director of Administrative Services and Personnel, indicating their interest in said position within seven (7) workdays of receiving such notification. **A laid-off Member who receives a vacancy notice and who is certified, or may be certified, for the vacant position must contact the Director of Administrative Services and Personnel within ten (10) workdays of receipt of the vacancy notice or said Member will be dropped from the seniority list and will have no further rights to employment by the District.** The Board may also post the position with universities. **Concurrently, the Board shall take the necessary steps to fill the position or positions which may be vacated by a transfer.** Minimum certification requirements shall be set forth in the postings. If the job requirements are changed, the positions shall be reposted with the new qualifications posted pursuant to this Agreement.
- C. **In filling a vacancy within the LETTA, the Board agrees to hire the most senior Member who meets the qualifications for the position. Qualifications, for the purpose of filling a vacancy, are defined as:**
- 1. Current vocational endorsement (or counseling endorsement) for the position and**

- a. **Additionally maintained ongoing professional development in the area at the rate of six (6) semester hours or 18 CEUs (or a combination) within the last five (5) years, or**
 - b. **Having recent relevant work experience in the area with a minimum of 750 hours within the last five (5) years, or**
 - c. **Having taught at least half time for one (1) year in the area within the last five (5) years.**
2. **In the event that no Member within the bargaining unit meets the posted qualifications, or none apply for the vacancy, the position may be filled from outside the bargaining unit.**
- E. **The LETTA recognizes that when vacancies occur during the regular school year, it may be difficult to fill them from within the Education and Technology Center without undue disruption to the existing instructional programs. If the Principal, after consulting with the LETTA, in their reasonable judgment so determines, such vacancy may be filled on a temporary or tentative basis until the end of the current school year, at which time the position will be considered vacant.**
- F. **Involuntary transfers will take place only in times of an emergency and when a qualified Member is not available. Any Member in the bargaining unit who has been affected by an involuntary transfer will return to their original position at the beginning of the next regular school year.**

If an involuntary transfer is deemed necessary by the Administration, they will notify the affected Member and LETTA of the reasons for such transfer.

G. Non-Permanent Positions

Whenever a vacancy in a non-permanent position occurs (i.e., the position has a definite starting date and ending date) the filling of said vacancy shall occur in the same manner as the filling of a vacancy in a permanent position except that the posting will also specify the ending date.

The layoff provisions of this Agreement will not apply to Members who are hired to fill a non-permanent position but only with regard to the non-permanent position.

H. Nondiscrimination Statement

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, marital or family status, genetic information, height, weight, military status, ancestry, or any other statutorily protected category (collectively "Protected Classes") in its programs, activities, or employment. The following individuals have been designated by the Board of Education as the District's Compliance Officers to handle inquiries regarding the District's nondiscrimination, prohibition against discrimination based on disability, and anti-harassment policies: Michelle Proulx, Director of Special Education (student-related) or Ann M. Schwieman, Director of Administrative Services and Personnel (staff-related); Address (for mailing purposes only): Lapeer County ISD Administration Building, 1996 W. Oregon St., Lapeer, MI 48446; Phone (to speak to or schedule an appointment with a Compliance Officer): (810) 664-5917.

ARTICLE 12

LAYOFF AND RECALL

- A. Any reductions in staff shall be considered a layoff, subject to the terms of this Article. If the Board finds a reduction in staff is necessary, the Board will follow the procedure outlined below.
- B. **2-year Plan.** On the first day of each regular school year, the District will present LETTA with a 2-year plan of projected program changes. The plan shall include all changes that are reasonably known or anticipated by the District at the time of reporting. In addition, the plan shall include at least the following information about each program:
1. Budgetary concerns;
 2. Curriculum changes;
 3. Program changes; and
 4. Staffing adjustments.
- C. **Program Changes or Closures**
1. In the event the plan contains any proposed program changes or closures of any CTE program that are to take effect at the end of the regular school year, the District shall arrange to meet with LETTA prior to October 15th to discuss the impact of any proposed program changes or closures and to project a tentative staffing plan.
 2. In the event there are any proposed changes to or closures of any CTE program that are immediate in nature, the District shall arrange to meet with LETTA to discuss the proposals prior to their implementation. In the event that LETTA would like to meet with District further to discuss the proposals, it shall request a 2nd meeting at the 1st meeting. The 2nd meeting shall be scheduled to take place within five (5) workdays of the 1st meeting. District shall consider any suggestions made by LETTA with regards to the proposals at either the 1st or 2nd meeting prior to making any final decisions regarding the proposals.
 3. In the event of a vacancy occurring in a program for which a laid-off member is certified, District shall review at least three (3) significant factors prior to any CTE program changes or closures. Significant factors include, but are not limited to, the following:
 - a. TRAC Audit Report;
 - b. Enrollment data;
 - c. Budget; or
 - d. Funding sources.

- 4. A vacancy in a CTE program resulting from a separation of employment will not be the only criteria used to determine the closure of a program.**
- D. In the event that the District decides to reduce staff the following regular school year, the District shall meet with LETTA at least ninety (90) days before the end of the regular school year. The parties will discuss priorities and alternative actions and will attempt to reach a mutual agreement on a plan for staff reduction.**
- E. The District shall give no less than sixty (60) calendar days' notice before the end of the regular school year to all Members who may be laid-off. The District shall not layoff Members during the regular school year.**
- F. Any Member whose job has been eliminated or whose hours have been reduced may take a leave, as provided elsewhere in this Agreement, or move into any position for which they are certified, or may be certified by the beginning of the semester needed, and for which they rank higher on the seniority list than the present Member. The procedure shall be followed until which time all displaced Members have accepted leaves or moved into positions for which they are certified, or may be certified, and for which they rank higher on the seniority list than the present Member. If there are no positions or leave to be taken, the Member will automatically be laid-off. It is the intent of this Article that the most senior Members will be retained. The LETTA shall have the right to review the layoff list prior to notification of the Members to be laid-off. The seniority list will include all certifications known at the beginning of the regular school year.**
- G. Recall will be in inverse order of layoff, provided the Member is certified or may be certified for the vacancy. No new Member shall be employed by the District while there are Members who are on layoff, unless there are no laid-off Members that possess the qualifications needed to obtain authorization for the posted positions.**
- H. Changes in a Member's certification while on layoff shall not affect their position on the layoff list during the layoff period. Members subject to layoff for the following regular school year shall not lose their fringe benefits or salary over the summer months afforded them under this Agreement and in individual or supplemental employment contracts.**
- I. Should a position become vacant and a Member is unable to accept recall because of contractual obligations with another district, the position shall be temporarily filled. The Board shall grant such Member a leave of absence to the beginning of the following regular school year, at which time the Member shall return to the temporarily filled position. If the Member fails to return at that time, the Member's recall rights shall be terminated.**

If a similarly situated Member is under contract in the private sector (rather than another school district), the Member may request a leave of absence. The Board will, in good faith, consider the request and if the leave is granted, the Member will return to the temporarily filled position upon completion of the leave. If the Member fails to return at that time, the Member's recall rights will be terminated.

- J. The District shall provide written notice of recall from layoff by sending a certified letter to the Member to be recalled to said Member's last known address. It is the responsibility of each Member to notify the Board of any change in address. A Member who receives a recall notice must contact the Director of Personnel and**

Administrative Services within ten (10) workdays of receipt of the recall notice or said Member will be dropped from the seniority list and will have no further rights to employment by the District.

- K. Members on layoff will be placed on the substitute list and will be given first priority for substitute positions.**
- L. Members to be laid-off may apply for any one of the unpaid leaves of absence, as described elsewhere in this Agreement.**
- M. Members on layoff shall not be considered as having a break in service.**

ARTICLE 13

PERSONNEL FILES AND RECORDS

- A. A personnel file for each of the District's employees shall be maintained in the Board of Education's Office. The personnel file shall include the following information:
 - 2. Evaluation Information: The evaluation information shall include documentation generated in accordance with Article 17.**
 - 3. Disciplinary Information: The disciplinary information shall include documentation generated in accordance with Article 14.**
- C. No material, other than employment information (see definition above), originating after initial employment will be placed in a Member's personnel file unless the Member has had the opportunity to review and sign the material. If the Member is asked to sign the material, such signature shall be understood to indicate their awareness of the material, but in no instance shall their signature be interpreted to mean agreement with the content of the material. **Recommendations for continuation of employment or discharge shall be based on the contents of the Member's personnel file.** The Member may submit a written statement regarding any material and the same shall be attached to the file copy of the material in question. If the Member believes that material to be placed in their file is untrue or unrelated to job performance, they may receive adjustment through the Grievance Procedure, whereupon the material will be corrected or expunged from the file.
- D. **Any negative evaluation or disciplinary information (see definitions above) that has been corrected for four (4) years shall be expunged from the Member's file (except those documents that are required by law to be maintained) upon request, in writing, to the Director of Administrative Services and Personnel, but not before the Member has reached tenure or tenure status.** The Member shall have the right to add pertinent documents to their file upon approval of the Superintendent or the Superintendent's designee and in accordance with the law.

ARTICLE 14

DISCIPLINE OF TEACHERS

- A. No Member who has been employed by the District for more than two (2) years shall be disciplined, or suffer loss of seniority or transfer rights without just cause. The Member shall be informed of the grounds forming the basis for disciplinary action in writing. The Union shall have access to information reasonably necessary to effectively represent the Member.**
- B. The parties recognize the merits of progressive discipline. The Board agrees to follow the concept of progressive discipline which includes verbal warning, written warning, written reprimand, suspension with or without pay, and discharge as a final and last resort. Alleged breaches of discipline shall be brought to the Member's attention as promptly as possible. Administration reserves the right to impose the level of discipline appropriate to the seriousness of the offense committed. Oral advisories, which are non-disciplinary in nature, and therefore not subject to the Grievance Procedure, may be issued at Administration's discretion. Notice of a verbal warning shall be documented in writing and labeled "verbal warning" with a copy presented to the member. Any complaint not called to the attention of the Member may not be used as the basis for any disciplinary action against the Member.**
- C. A Member shall be entitled to have a representative of the LETTA present during any disciplinary action when such actions will become a part of the Member's personnel file, providing the representative shall not interfere with an investigatory proceeding. When a request for such a representation is made, no action without prior notification shall be taken with respect to the Member, until such representative of the LETTA is present. Further, in the event a disciplinary action is to be taken, the Member shall be advised of the right of representation under this provision of the Agreement prior to action being taken. It will be the Member's responsibility to have the representative present at a mutually agreed upon time, but without disruption of the normal workday unless so requested by the Administration.**
- D. Any grievance originating over a tenure dispute will be dismissed immediately upon the filing of an appeal to the Tenure Commission and the Commission shall thereafter govern all proceedings involving the Member.**
- E. A Probationary Member may grieve a Board decision to terminate the Member's employment through Level V of the Grievance Procedure. *See article 8(C).***
- F. The LETTA recognizes that abuses of sick leaves and other leaves, chronic tardiness or absenteeism, willful deficiencies in professional performance, or other unprofessional conduct by a Member reflect adversely upon the teaching profession and create undesirable conditions at the Education and Technology Center. In the event a Member is believed to have engaged in chronic or habitual unprofessional conduct, Administration shall notify the Member, in writing, of the alleged problem. Said writing shall include the expected correction and a reasonable period to allow for correction. Failure of a Member to make the appropriate corrections within the allotted time may result in disciplinary action.**

- G. **Members who violate Sections E and F of Article 15 may be terminated at the sole discretion of the District.**
- H. **If the law prohibits the District from continuing to employ a Member, said Member shall be terminated immediately.**

ARTICLE 15

PROFESSIONAL QUALIFICATIONS AND ASSIGNMENTS

- B. **Members shall not be reassigned outside the scope of their teaching certificates except on a temporary basis and for good cause. If such reassignment shall last longer than five (5) consecutive working days, written notification of such assignment and the reasons for it shall be given to the Member and LETTA.**
- D. Teaching assignments in addition to the normal teaching schedule during the regular school year include:
 - 1. Adult education courses and/or classes;
 - 2. Extended school day;
 - 3. Extended school year; and
 - 4. CTSO advisors hired prior to August 1998 shall not be obligatory, but shall be with the consent of the Member.

Extended school day and extended school year teaching assignments will be offered to Members whose regular teaching assignment is in the same program via a posting. Teaching assignments which are not accepted by the Member will be offered to other qualified Members from the bargaining unit. Any remaining teaching assignments may be filled by applicants from outside the bargaining unit.

Teaching assignments of Adult Education courses and/or classes will be offered to Members first, as long as the Member's performance is satisfactory, according to Administration. In the event the position is not offered to a Member, good cause must be shown.

- E. Members employed by the District who are teaching under the authority of an Annual Authorization must comply with State requirements to maintain credit tracking standing. **Failure to do so may result in disciplinary action up to and including discharge.**

ARTICLE 17

EVALUATION PROCESS

Member evaluations will be conducted in accordance with the District's Educator Performance Evaluation System.

ARTICLE 25

LEAVES

E. 3. Return Provisions

- c. **Reinstatement shall be to the Member's former position if they return during or at the end of the initial leave period. Following an extended leave period, the Member shall be reinstated to a position for which they are certified or may be certified.**

APPENDIX E
Application for Planned Program/Additional Course Work

SECTION I - PLANNED PROGRAM/ADDITIONAL COURSE WORK

Note: This Section must be submitted to the Superintendent *prior to* registration.

Date: _____
Staff Member: _____ Position: _____
Current Level of Pay: _____

Option 1: Please attach a copy of the planned program provided by your college/ university that you are planning on completing. It should include course names and numbers, course descriptions, number of credits and an advisor's signature. In addition, please explain why the planned program is related to your present areas of responsibility.

Reason:

Option 2: Please list the course(s) that you are planning on completing, including course name and number, course description, and number of credits. In addition, please explain why the course work is related to your present areas of responsibility.

Course Name and #	Course Description	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____

Reason:

Teacher Signature: _____

The above planned program/additional course work is approved/denied.

Reason:

Superintendent/Designee Signature: _____

APPENDIX E
Application for Planned Program/Additional Course Work

SECTION II – ANTICIPATED COURSE WORK

NOTE: This section must be submitted to the Superintendent, along with a copy of Section I, no later than May 1st.

Date: _____

Staff Member: _____

Position: _____

Current Level of Pay: _____

Please list the course(s) that you plan to complete prior to September 1st.

Course #	Course Description	Estimated Date of Completion
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total number of anticipated credit hours: _____

Teacher Signature: _____

APPENDIX E
Application for Planned Program/Additional Course Work

SECTION III - COMPLETED COURSE WORK

NOTE: This section must be submitted, along with transcripts, to the Superintendent no later than September 1st.

Date: _____
Staff Member: _____ Position: _____
Current Level of Pay: _____

Please list the completed course(s) that you completed: (NOTE: These courses must have been listed Section I).

Name and Course #	Course Description	Date of Completion
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total number of completed credit hours: _____

Teacher Signature: _____

The above completed course work is approved/denied.

Amended Level of Pay: _____

Superintendent/Designee Signature: _____

- cc: Department Head
- Employee
- Payroll
- Personnel

APPENDIX F

CALENDAR(S)

See attachment for the 2018-19 CTE Calendar.



Career and Technical Education Program

2018-19 Calendar

Phone: (810) 664-1124 Fax: (810) 724 - 7600

July										January															
S	M	T	W	T	F	S				S	M	T	W	T	F	S									
1	2	3	4	5	6	7				1-2							1	2	3	4	5				
8	9	10	11	12	13	14											6	7	8	9	10	11	12		
15	16	17	18	19	20	21											13	14	15	16	17	18	19		
22	23	24	25	26	27	28				21							20	21	22	23	24	25	26		
29	30	31															27	28	29	30	31				
August										February															
S	M	T	W	T	F	S				S	M	T	W	T	F	S									
			1	2	3	4	20		Work Day													1	2		
5	6	7	8	9	10	11	21		Staff Orientation/PD Day									3	4	5	6	7	8	9	
12	13	14	15	16	17	18	22		PD Day									10	11	12	13	14	15	16	
19	20	21	22	23	24	25	23-24		No School									17	18	19	20	21	22	23	
26	27	28	29	30	31		27		1st Day of School									24	25	26	27	28			
							31		No School																
September										March															
S	M	T	W	T	F	S				S	M	T	W	T	F	S									
						1																1	2		
2	3	4	5	6	7	8	3		No School (Labor Day)									3	4	5	6	7	8	9	
9	10	11	12	13	14	15												10	11	12	13	14	15	16	
16	17	18	19	20	21	22												17	18	19	20	21	22	23	
23	24	25	26	27	28	29												24	25	26	27	28	29	30	
30																		31							
October										April															
S	M	T	W	T	F	S				S	M	T	W	T	F	S									
	1	2	3	4	5	6												1	2	3	4	5	6		
7	8	9	10	11	12	13												7	8	9	10	11	12	13	
14	15	16	17	18	19	20												14	15	16	17	18	19	20	
21	22	23	24	25	26	27												21	22	23	24	25	26	27	
28	29	30	31															28	29	30					
November										May															
S	M	T	W	T	F	S				S	M	T	W	T	F	S									
				1	2	3																1	2	3	4
4	5	6	7	8	9	10	9		PD Day (No Students)									5	6	7	8	9	10	11	
11	12	13	14	15	16	17	21-23		No School (Thanksgiving Break)									12	13	14	15	16	17	18	
18	19	20	21	22	23	24												19	20	21	22	23	24	25	
25	26	27	28	29	30													26	27	28	29	30	31		
December										June															
S	M	T	W	T	F	S				S	M	T	W	T	F	S									
						1																		1	
2	3	4	5	6	7	8												2	3	4	5	6	7	8	
9	10	11	12	13	14	15												9	10	11	12	13	14	15	
16	17	18	19	20	21	22	20-31		No School (Winter Break)									16	17	18	19	20	21	22	
23	24	25	26	27	28	29												23	24	25	26	27	28	29	
30	31																	30							

Work Days	
Month	Teacher
August	7
September	19
October	23
November	19
December	13
January	21
February	19
March	16
April	21
May	22
June	6
Total	186

CTE Hours

Instructors

7:25 AM - 2:40 PM