

Collective Bargaining Agreement
Between the

Stephenson Area Public Schools
Board of Education

and the

Stephenson Area Public Schools
Teacher Association (SEA)

2021 – 2023

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PREAMBLE

A Professional Negotiations Agreement between the UPEA/MEA and the Board of Education of the Stephenson Area Public School District. This Agreement entered into this 1st day of July, 2021 by and between the Board of Education of the Stephenson Area Public School District, Stephenson, Michigan, hereinafter called the "Board" and the Stephenson Education Association, hereinafter called the "Association."

WITNESSETH

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the children of the Stephenson Area Public School District is their mutual aim and that the character of such education depends predominantly upon the quality and ideals of the teaching service; and

WHEREAS, the members of the teaching profession are particularly qualified to assist in formulating policies and programs designed to improve education standards; and

WHEREAS, the Board has a statutory obligation, pursuant to Act 379 of the Michigan Public Acts of 1965, to bargain with the Association as the representative of its teaching personnel with respect to hours, wages, terms and conditions of employment; and

WHEREAS, the parties, following extended and deliberate professional negotiations, have reached certain understandings which they desire to set forth in writing and publicly declare. In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE 1: Recognition

A. The Board hereby recognizes the UPEA/MEA as the sole and exclusive bargaining representative as defined in Section 11 of Act 379, Public Acts of 1965, and outlined in Public Employment Relations Act (PERA) for certified teaching personnel, employed or to be employed by the Board (whether or not assigned to a public-school building), but excluding per diem substitutes. Community School employees, supervisory, executive personnel, office and clerical employees and all other employees. The term "Teacher" when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the bargaining or negotiating unit as defined above.

B. The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this Agreement. Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted without intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement, provided that a representative of the Association has been given opportunity to be present at such adjustment.

C. Nothing contained herein shall be construed to deny or restrict to any teacher the rights they may have under the Revised School Code, the Public Employment Relations Act or the Michigan Teacher Tenure Act.

ARTICLE II: Teacher Rights

A. Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that every teacher employed by the Board shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining or negotiations with respect to hours, wages, terms and conditions of employment; and that it will not discriminate against any teacher with respect to hours, wages or any terms or conditions of employment by reason of their membership in the Association, their participation in any activities of the Association or collective professional negotiations with the Board, or the institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment as defined by the Michigan Employment Relations Act.

B. The Association and its members shall have the right to use school building facilities for meetings at a time mutually agreed upon by the Association and the administration. No teacher shall be prevented from wearing insignia, pins or other identification of membership in the Association either on or off school premises. Bulletin boards and other established methods of communication shall be made available to the Association and its members in the teachers' workroom.

C. The Board agrees to furnish to the Association, in response to written requests, available public information concerning the financial resources of the district, tentative budgetary requirements and allocations, and such other information relevant to collective bargaining, as long as such information or materials are not privileged or prohibited from disclosure by law or non-employer regulation. The Association shall be billed for all materials defined in the section in accordance with the most recent board policy of FOIA charges.

ARTICLE III: Board of Education Rights

The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the constitution of the State of Michigan and of the United States, including but without limiting the generality of the foregoing, the right:

1. To the executive management and administrative control of the school system and its properties and facilities, and the professional activities of its employees;
2. To hire all employees and subject to the provisions of law, to determine their qualifications, and the conditions for their continued employment or their dismissal or demotion; and to promote, and transfer all such employees. In accordance with all provisions of the Revised School Code and the Public Employment Relations Act;
3. To establish grades and courses of instruction, including special programs, and to provide for athletic, recreational and social events for all students, all as deemed necessary or advisable by the Board;
4. To decide upon the means and methods of instruction, the selection of textbooks and other teaching materials and the use of teaching aids of every kind and nature; to monitor and ensure that all student instruction is in accordance with best practices for optimal student achievement;

5. To determine class schedules, the hours of instruction and the duties, responsibilities and assignments of teachers and other employees with respect thereto.

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

ARTICLE IV: Professional Compensation

- A. The salaries of teachers covered by the Agreement are set forth in Schedule A which is attached to and incorporated in this Agreement. Such salary schedule shall remain in effect for the state duration of this agreement.
- B. The salary is based upon a normal weekly teaching load, as hereinafter defined in Article V, Part A during normal teaching hours. In the event a teacher works part time on a regular basis, he/she shall receive a prorated salary from the salary schedule based on the amount of time she/he works. For extra work, the teacher shall be entitled to additional compensation as defined in Schedule B.
- C. All teacher salaries shall be spread over twenty-one (21) or twenty-six (26) pay periods at the bargaining unit member's option on a bi-weekly basis. The bargaining unit member shall notify the district on the appropriate form during the first week of school of the school year in which the change is to take effect. Once the 21 or 26 pay periods has been elected by the bargaining unit member, he/she shall continue with the option selected for the remainder of the year unless administrative approval has been obtained to change it. Newly hired employees shall select the option upon being hired.
- D. A teacher engaged during the school day in contract negotiations on behalf of the Association with any representative of the Board, or participating in any professional grievance, including arbitration, shall be released from regular duties without loss of salary.
- E. A teacher or teachers shall be released from regular duties without loss of salary for the purpose of participating in the area, regional or state meetings of the Michigan Education Association, not to exceed a total of twelve (12) days for all certificated personnel in any one school year. These days shall be used at the discretion of the SEA president for the purposes intended upon three (3) days notification, except in case of emergency. Use of these days shall be based on the availability of qualified substitutes. A "qualified" substitute shall be defined as a substitute teacher on the school's substitute list. Not more than three (3) days shall be taken consecutively by any one person without the prior approval of the superintendent. The Association shall reimburse the Employer for the cost of the substitute and the employee's retirement for all days beyond six (6).
- F. The Board of Education shall determine the salaries for those teachers who agree to be employed through a federal or state program which may or may not be partially funded by said entities. In no case shall salaries be determined by arbitrary and capricious means. Said salaries shall be based upon professional training and the available funding to conduct the program.
- G. Credit for graduate hours beyond the BA/BS or MA degrees and the earning of a Master's degree shall be credited to the employee by salary schedule adjustment beginning at the next semester following confirmation of the credit for graduate hours beyond the BA/BS or MA degree or credit hours. Bargaining unit members attending summer sessions shall be credited in the fall of that year

if evidence of credit or advanced degree is presented during the first week of school.

H. The salary schedule pay is based on a school year as per state guidelines.

I. Newly hired teachers will be given credit for at least 3 years' previous experience. Additional years of credit will be determined at the discretion of the Superintendent and administration with input from association leadership.

J. Each year of military service following teacher certification will count as one full year of teaching up to three (3) years.

K. If, for any reason, an employee is to be docked a day's pay, the formula used to compute the docked or lost wages shall be to divide the number of teacher contracted days into the employee's listed base salary on the particular salary schedule and step that person holds. In the event of deduction of pay or in hiring part-time employees, a fraction of one-sixth (1/6) or divisions thereof shall be used to determine employee hourly pay amounts in prorating pay for partial day employees from the above formula for determining a day's pay amount. This clause in no way impairs the employment practices of the Board.

L. Teachers who are working before or after regular school hours on curriculum or other related projects (Credit Recovery, School Improvement, etc.) are to be compensated at the extra duty rate of a minimum of \$25. (see Schedule B) Paid hours will be only those approved by a Principal and Superintendent. Prior approval and proper paperwork must be attained and completed for pay. Released time during the regular teaching day, extended days as negotiated, in-service days, time compensated elsewhere such as through the ISD or grant projects, Special Ed IEPC's, or other similar times are not eligible for extra compensation.

ARTICLE V: Teaching Hours

For the 2021-2022 school year, the teacher's normal teaching hours in the Stephenson Area Public Schools System shall be as follows:

1. Teachers are to report to the building assigned 15 minutes prior to the start of the students' instructional day. Teachers are to be available to assist students in preparation for the instructional day. At the end of the instructional day, teachers are to be actively involved in the process to assist in an orderly dismissal from school to buses or other transportation. Teachers are to remain in the building to which they are assigned for 15 minutes following student dismissal.
2. Staff shall meet up to a maximum of 90 minutes a month. The administrator will distribute agendas to the teacher no later than one day in advance. Teachers may suggest items for the agenda. Teachers are expected to attend the meeting unless excused in advance by the administrator. Meetings may consist of a department meeting, grade level, building level or full staff. Reminder: meetings could be in the morning.
3. When, in the judgment of the Superintendent of Schools, hazardous weather conditions prevent the opening of schools in the district, the school buildings will remain open for use by teachers who can reach them. Notice of closing will be given through the all-call system or other suitable avenues determined by the Board.

In the event school is closed under the authority of Section 101(3) of the State School Aid Act of 1984 prior to the start of school and State aid is lost for the day, bargaining unit members shall make up such days during remaining vacation days by mutual agreement with the Association or at the end of the school year. If school is called off after employees have reported for work but prior to noon, employees shall be paid a pro-rated amount based on their day's pay rate for the additional hours of work, determined from student dismissal time, if a full day must be made up at a later time. If the State law reverts to its former condition, in accordance with the past practice of the district, bargaining unit members need not report to school or for work on such days and shall not suffer any diminution of pay for such inability to work.

4. Employees shall dress in a manner appropriate to their work station.

The Board recognizes the principle of a standard work week and will set work schedules and make professional assignments which can reasonably be completed within such standard work week. The Board will not require teachers regularly to work in excess of such standard work week within or outside of any school building.

- A. Arrangements will be made to provide a duty-free, uninterrupted lunch period. Lunch room supervision will be done by aides unless bargaining unit members participate in the lunch supervision rotation (Article X, D, 5)

ARTICLE VI: Teaching Loads

A. The teaching load of instructors will be determined by the Board after review of the current student achievement data and the need to deliver program to students. Secondary and Middle School teachers shall teach five (5) and one-half (1/2) instructional periods and have one preparation period per day equal to the length of a standard class period. Elementary teachers shall have at least 195 minutes of preparation time per week. Administration will work to have additional preparation time whenever possible.

B. The administration shall finalize all teaching assignments in consultation with the teachers whenever possible.

C. The administration agrees to provide all teachers with a tentative teaching schedule and assignment postmarked on or prior to June 25th annually. Individuals receiving notice of no assignment for the following year shall be notified via US mail postmarked on or prior to June 25th. Individual teachers may request a voluntary transfer at any time prior to June 30. Said teachers must submit the request in writing to the Superintendent prior to June 30 annually. All teachers are required to provide documentation of any state certification changes to the Superintendent prior to the start of the school, reflecting changes over the past year.

D. Employees requested to substitute for other bargaining unit members during their daily preparation period can voluntarily agree to accept such duty to cover another teacher's absence from class. The volunteer teacher can choose to request compensation at the extra duty rate per class and submit the appropriate paperwork. In the event there is no volunteer available and it becomes necessary for the appropriate building administrator to assign another teacher to cover an absent teacher's class, he/she will be reimbursed at the extra duty rate per class. The appropriate paperwork will be submitted by the building administrator with signature of teacher. Reimbursement for a fractional class period will be prorated based on actual time spent in the classroom.

- C. In secondary grades, six through twelve inclusive, the ratio of pupils to teachers and other professional staff members of the high school and middle school shall average 27 to 1 wherever possible. The administration will try to achieve the best or manageable balance possible in both elementary and secondary grades. Only a staff member's time actually devoted to duties in the high school may be counted in determining the pupil/teacher ratio. Teachers who do not average 27 to 1 may have students taking online classes assigned to their classrooms for the hour and monitoring student progress shall count toward the 27-1 average. It is understood that Physical Education and Music classes at all levels will attempt to average under 40 students.
- D. The board recognizes that appropriate materials including but not limited to support technology, texts and other relevant support materials are essential. The parties will confer annually for the purpose of improving the selection and use of such educational tools. Teachers shall be consulted and involved in the selection of education supplies and equipment.
- E. If funds are available, elementary K-5 teachers will be relieved of bus duty and responsibilities in the cafeteria. Such responsibilities may be assigned to teacher aides. These responsibilities may include inventorying of supplies and equipment, collecting money for milk and lunch, and similar nonprofessional responsibilities.
- F. The Board shall make available an adequate lunchroom, restrooms and lavatory facilities exclusively for teacher use and at least one room, appropriately furnished which shall be reserved for the faculty.
- G. The Board will provide the necessary equipment and other aides in order for teachers to communicate with parents and for other educational purposes.
- H. The Association is granted the privilege of installing appropriate vending machines in the teachers' workroom, the proceeds to be used for the existing Teachers' Fund. The district shall incur no liability for monitoring of such funds from the vending machines.
- I. Adequate parking facilities shall be made available for teachers separate from students.
- J. Notwithstanding their employment, teachers shall be entitled to full rights of citizenship and no religious or political activities of any teacher or the lack thereof shall be grounds for any discrimination with respect to the professional employment of such teacher. The private and personal life of any teacher is not within the appropriate concern or attention of the Board.
- K. The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex, handicap or marital status or membership in or association with the activities of any employee organization. The Board and the Association pledge themselves to seek to extend the advantages of public education to every student without regard to race, creed, religion, sex, handicap, color or national origin and to seek to achieve full equality or educational opportunity to all pupils.
- L. Lesson plans must be up to date and made available online to the principal by 8:00 a.m. each Monday morning unless extended by the principal.
- M. For the purposes of this Agreement, a communicable disease shall be defined by the Michigan State Health Department. In the event that a child with an ongoing or chronic communicable disease is allowed by policy or law to attend school, all employees potentially having contact with the student shall be notified, unless compelled by law otherwise. The Board shall provide in-service instruction

or training in hygienic practices and management to employees coming into contact with such students. The Board agrees to indemnify bargaining unit members against any damages, fines, legal fees, or other costs that may result as a consequence of following Board policy and/or in-service instruction regarding management of students with communicable diseases. Any employee contracting a communicable disease shall have no fewer rights to continued employment with the employer than the rights afforded to a student to attend school. Such employees shall have the right to continue working as long as his/her personal physician certifies that she/he is able to continue unless there is contrary intervention by the Michigan Department of Health. The employer shall have the right to request a second medical opinion at its own expense.

N. Elementary teachers will be responsible to provide/support at least one evening program during the school year. All teachers will attempt to attend either graduation or the awards ceremony during the school year.

O. All teachers shall be visible outside their classrooms during passing periods whenever possible.

P. A Mentor Teacher shall be defined as a Master Teacher, a college professor, or a retired Master Teacher as identified in section 1526 of the School Code as in effect or as amended, and shall perform the duties of a Master Teacher as specified in the code. Each teacher in his/her first three (3) years in the classroom shall be assigned a Mentor Teacher, in a joint decision by the Association and the Administration, who can offer assistance, resources, and information in a nonthreatening, collegial fashion. A Mentor Teacher shall be assigned in accordance with the following:

- a) Participation as a Mentor Teacher shall be voluntary
- b) The district shall immediately notify the Association of those members requiring a mentor assignment or any mentor change.
- c) The assignment of the Mentor Teacher shall be finalized within the first month of school.
- d) Every effort shall be made to match Mentor Teacher and Mentees who work in the same building and have the same area of certification.
- e) Mentees shall only be assigned to one (1) Mentor Teacher at one time.
- f) The Mentor Teacher assignment shall be for one (1) year subject to review by the Mentor Teacher, Mentee, and Administration at the end of each semester. The appointment may be renewed in succeeding years.
- g) Mentor Teachers will be paid an annual stipend of \$100 (one hundred dollars) per mentee.

ARTICLE VIII: Vacancies and Transfers

A. A vacancy shall be defined as any position, either newly created or a present position that is not filled, which the Board intends to fill.

B. No later than thirty (30) days following ratification of this Agreement, and by September 30th thereafter, the Employer in consultation with Association leadership shall prepare and post in every building of the district a seniority list. Bargaining unit members shall be ranked on the seniority list from most senior to least senior. If a bargaining unit member does not object to her/his placement on the seniority list within thirty (30) days of the posting, that list shall become final.

C. Seniority shall continue to accumulate for any bargaining unit member on paid leave of absence, paid maternity leave, or sick leave. Teachers who are laid off following the end of the first semester or later during a contract year, shall be considered having completed the contract year for purposes of placement on the Salary Schedule and Seniority List. No salary scale advancement shall be granted if recalled during the same contract year. Individuals on unpaid leaves of absence shall not accrue seniority during such leave and the bargaining unit member shall be placed on the seniority list upon his/her return to employment in the same manner as those returning from layoff.

D. "Qualifications: are determined by the Administration and may be defined to include the following:

- a. Certified to teach the discipline assigned
- b. Advanced credit hours beyond minimum certification requirements
- c. Educationally related workshops and/or professional training in areas related to bargaining unit member's employment
- d. Past performance as revealed through formal evaluations.

Any teacher who shall be transferred to a supervisory or administrative position and shall later return to a teacher status shall be entitled to retain such rights as he may have had under this Agreement prior to such transfer to supervisory or executive status.

ARTICLE IX: Sick Leave

A. All full-time employees shall receive sick leave credit at the rate of 10 days per school year, with the maximum accumulation of unused days to be 130 days at the end of the school year annually. If during a particular illness in any one year an employee does not have sufficient sick days accumulated, unless participating in the sick leave bank, as defined below, that employee's salary shall be docked and then upon employee's written request, repaid to the employee up to the number of earned sick days in the 21st check in June of the contract year. When the maximum number of sick days is reached, deductions for sick days taken will be made at the end of the school year rather than on a monthly basis.

1. Unused sick leave shall be cumulative to 130 days at the end of the school year annually.
2. Teachers shall be given written notice of sick days available at the beginning of the school year. (Ex. This will be 140 days for employees who have accumulated 130 days the prior year.) The teacher shall be responsible for keeping a running account of sick leave throughout the balance of the school year.

B. A voluntary per occurrence sick leave donation fund may be established beginning with the 2019-2020 year as follows:

1. The Association shall establish and administer a voluntary sick leave bank for the benefit of teachers. The superintendent or designee will assist the association in keeping track of days in the sick bank and list of donors.
2. When a teacher has exhausted their sick leave and a catastrophic health-related incident as occurred, a teacher may request voluntary donations of sick leave days from other employees covered under said agreement. The teacher or their representative will

approach the Stephenson Education Association president in writing requesting sick leave contributions. A committee elected by the association membership annually, prior to the beginning of each school year, will administer the donated sick leave bank.

3. Teachers will be able to donate sick leave days to the sick leave bank. This donation will be on a completely voluntary and anonymous basis. If the sick leave donations are not used, the unused remaining days will remain in the bank until such time they are administered.
4. The Board shall in no way be responsible for the allocation of days to teachers or for naming or indicating the teachers who should donate days to the sick leave bank. Such matters shall be the sole and separate responsibility of the association. No grievance shall be filed by the association or any teacher on any matters which are specifically made the responsibility of the Association and not the Board. The Association agrees to indemnify and hold harmless the Board for any damages incurred by the Board with respect to the matters made solely the responsibility of the Association and not the Board.

C. Any teacher who is absent because of an injury or disease compensable under the Michigan Workers' Disability Compensation Law, shall receive from the Board the difference between the workers' compensation benefits and his/her regular pay for the number of days she/he is absent from teaching duties up to the limit of his/her accumulative leave in the sick bank with subtraction of sick leave.

D. The Board reserves the right to request a statement from physician in case of chronic, intermittent absences or mass absences or upon evidence of abuse. If a statement from a physician is requested, any expense of such statement shall be borne by the Board.

E. Procedure for notification of absence because of illness:

1. Please request your absence through the online substitute website no later than one hour prior to the start of the teacher's assigned arrival time, if you plan to be absent for the day because of illness. (Report of Absence form must be submitted after absence)
2. If extenuating circumstances exist, call the School Office prior to the start of the teacher's assigned arrival time.
3. The teacher's class list must be available to the substitute teacher.
4. Assignments and lesson plans will be provided for the substitute teacher. (See Article VII, Section L)
5. A teacher will not be charged for sick day(s) or personal leave or discretionary leave applied for in the event school is canceled on those days.

ARTICLE X: Leave of Absence

A. Any teacher whose personal illness extends beyond the period compensated under Article XII shall be granted a leave of absence without pay for such time as is necessary to complete recovery from such illness up to eighteen (18) months that run concurrently with L.T.D. Charges for the use of such days shall be at the minimum rate of one-half (1/2) day per time used. Such leave of absence

must be requested by the teacher in writing upon use of accumulated sick leave. The intention to return to a teaching position during the next school year shall be made in writing prior to April 15.

B. Leave of absence without pay chargeable against the teacher's sick leave allowance shall be granted for the following reasons. Charges for the use of such days shall be at the minimum rate of one-half (1/2) day per time used.

1. A maximum of ten (10) days per school year for a critical illness; critical illness shall be defined as any illness serious enough to require medical attention, in the immediate family. Immediate family is interpreted to mean: mother, father, spouse, parent of spouse, brother, sister, child, grandparents, or a dependent in the immediate household; or hospitalization of a grandchild.
2. One day when emergency illness in family requires a teacher to make arrangements for necessary medical or nursing care.
3. Attendance at a ceremony awarding degree to a staff member for such portion of the day as necessary.
4. One day, except when travel requires additional time, for attendance at the school graduation of a son, daughter, husband or wife.
5. Time necessary for attendance at the funeral of a person whose relationship to the teacher warrants such attendance. Leave to be approved by the Administration.
6. Death in the immediate family shall have a limitation of three (3) days for each bereavement. Bereavement days do not have to be consecutive if a spring burial is necessary. Additional time may be granted by the Superintendent for extenuating circumstances. Immediate family shall refer to husband, wife, child, mother, father, brother, brother-in-law, sister, sister-in-law, grandfather, grandmother and grandchild of the employee or of the spouse. Not more than one day of Sick Leave shall be granted by the Board for the death of an uncle or aunt of the employee or of the spouse. Special consideration may be granted to the employee for persons who reside with the family.
7. Professional development requests must be approved by an administrator prior to making arrangements for the leave. All paperwork and reservations must be completed by the staff member. These requests must be made in a timely manner. If a sub has not been secured by 4:00 p.m. on the day prior, the leave will be canceled.

C. Leaves of absence with pay not chargeable against the teacher's allowance shall be granted for the following reasons. Leaves of absence without pay, other than those described in this Master Agreement, shall be granted at the discretion of the district.

1. Jury duty: persons called for jury duty will be paid the difference between their pay as a juror and their regular salary. Such time as spent in jury duty will not be charged against personal business or sick leave. Any mileage fees paid by the Court to the employee may be retained by the employee without the amount being deducted from his/her pay.
2. Court appearances as a witness in a case connected with the teacher's employment or of the school and involving no moral turpitude on the part of the employee as verified by the proofs.

D. Teachers shall be entitled to three (3) days of personal leave. Two (2) additional personal leave days shall be granted with the employee accumulates 130 sick days at the end of said school year annually. Five personal leave days shall be granted when the employee accumulates 130 sick days at the culmination of the previous year. All discretionary leave days must be used by April 30 unless approved by the Superintendent. All personal leave must be approved by the teacher's immediate supervisor or the administrator designated by the Superintendent to authorize such leave. Any personal leave/discretionary days not used in the current school year will be allowed to accumulate as sick day) s) at the end of the current school year. Total accumulation of sick days is not to exceed 130 at the end of the current year. Starting with the 2019-2020 school year, any employee who accumulates more than 130 days of sick leave or personal leave days at the end of the school year annually shall be paid \$50.00 (fifty dollars) per day in a onetime stipend thus reducing the amount of sick days to 130 days to start the following year.

1. Those desiring to use such leave shall submit their request to the Administration five (5) days prior to the anticipated absence, except in cases of emergency. In such case, the employee shall apply as soon as possible. Request of Absence form must be submitted before absence.
2. Charges for the use of such days shall be at the minimum rate of one-half (1/2) day per time used.
3. These days shall not be used on the first or last day of school or to extend holidays or vacations, or on Parent-Teacher Conference days, or professional development/in-service days, unless under extenuating circumstances, to be determined individually in advance by the Superintendent. Use of these days shall be based on the availability of qualified substitutes. A "qualified" substitute shall be defined as a substitute teacher on the school's substitute list.
4. Days of discretion may be used during hunting season provided no more than ten (10) percent of the staff uses the leave on any one day and provided that qualified substitutes are available. If more than ten (10) percent of the staff applies for a day of discretion during hunting season for any one day, a drawing shall be held by the Association. Exceptions to the ten (10%) percent limit may be considered.
5. Personnel who participate in the breakfast/lunch supervision rotation are eligible for one (1) additional discretionary day. (See guidelines for discretionary days.) The number of days staff would work per school year will vary according to the number of staff who sign up for the rotation.
6. Personnel who are requested to work outside of the regular calendar will be compensated the extra duty rate (Schedule B) with administrative approval.

E. Leave of absence without pay shall be granted upon application for the following purposes, providing a qualified replacement can be found:

1. Study related to the teacher's licensed field
2. Study to meet state certification other than that held by the teacher
3. Study, research, or special teaching assignment involving probably advantage to the school system.

F. Military leaves of absence shall be granted in accordance with applicable law.

G. The Board may grant up to one (1) year leave of absence without pay for pregnancy or adoption. Details regarding when the teacher should cease employment or return to employment will be determined by the circumstances in each case and determined by the administration and the employee with the advice and assistance of a physician. This leave shall not result in a break in continuous service in the district (seniority) for leaves not exceeding one semester. In case of a leave exceeding one semester, the teacher shall retain the seniority she had at the date of the commencement of the leave of absence. In lieu of this provision, a teacher may elect to utilize the sick leave provisions of Article XI. In the event the adopting agency requires a period of child care as part of the adoption procedure, the employer will grant an unpaid leave of absence for the period of time required by the adopting agency.

H. Sabbatical Leave. No specific provisions are made for sabbatical leave of the regular employees. Each case will be considered and judged on its own merits.

I. When a regular employee qualifies for retirement, is laid off, or severs employment after 20 years of service, the Board shall pay to the employee the amount of \$50.00 (fifty) per day for an amount equivalent to accumulated sick days not used and shall be deposited into a 403b or 457 that aligns with district guidelines. Any employee who starts their last year of employment with the maximum number of accumulated sick leave days, shall be awarded the full ten (10) days at the end of his/her retirement year.

J. Professional Leave. School employees who are elected or appointed as delegates, committee persons or officers of professional and educational organizations may be approved by the Board for time off from school duties without loss of pay to attend the professional meetings. Each request shall be judged on its own merits.

K. Dental work scheduled during the teaching day will not be considered under sick leave unless a signed statement by the dentist is presented to the office prior to taking leave from work indicating that it is impossible for the dentist to make appointments at times other than the teaching day. This restriction applies only to normal checkups and cleaning, and shall not apply to those occurrences when the employee is in pain or need of dental work.

L. Medical checkups scheduled during the teaching day will not be accepted for sick leave. Beyond 75 miles will be accepted if a statement is provided by the family physician that the checkup is necessary immediately and cannot be arranged at recess periods during the school year, including Thanksgiving, Christmas, Easter and summer. This restriction applies only to regular physical checkups and not to diagnostic checkups or when the employee is ill or injured or is being fit into the physician's schedule for necessary medical diagnosis.

M. Leave of absence will be granted as per FMLA. Information about FMLA may be found at:
<http://www.dol.gov/esa/regs/statues/whd/fmla.htm#content>

ARTICLE XI: Protection of Teachers

A. Since the teacher's authority and effectiveness in her/his classroom is undermined when students discover that there is insufficient administrative backing and support of the teacher, the Board and administration recognize its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. The Board further recognizes that the teacher may not fairly be expected to assume the role of special counselors, social workers, law enforcement personnel, physicians or other professional persons for emotionally

disturbed students. Whenever it appears that a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians or other professional persons, the Board will take steps to aid the teacher with respect to such pupils.

Teacher(s) will make reasonable efforts to work with special counselors, social workers, law enforcement personnel, physicians, or other professional persons in regards to students who have special diagnosed problems. Bargaining unit members and administrators shall be mutually responsible for creating and maintaining conditions conducive to learning and the maintenance of discipline.

B. Any case of assault upon a teacher shall be promptly reported to the Board through its designated representative. The Board will render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities.

C. If any teacher has a formal, legal complaint lodged against him/her, or is sued for reason of disciplinary action taken by the teacher against a student, the Board will render all reasonable assistance to the teacher in her/his defense, providing the actions taken by the teacher were in compliance with P.A. 451 of 1989, MC.380.1312, Corporal Punishment.

D. Time lost by a teacher in connection with any incident mentioned in this Article shall not be charged against the teacher provided the teacher has been found innocent of all charges.

E. Teachers shall be expected to exercise reasonable care with respect to the safety of pupils and property.

F. The administration will provide teachers access to a confidential list/file of students with diagnosed health and emotional problems to the extent permitted by law.

ARTICLE XII: Negotiation Procedures

A. It shall specifically be unnecessary for any party to negotiate or bargain upon any area covered or not covered by the terms of this Agreement. In all such instances, no new area shall be bargained or negotiated upon until this Agreement shall have been lawfully terminated or has expired or until there shall be mutual written agreement by and between the parties.

B. In the event the salary schedule is reopened for negotiations by either party, as provided in Article II of this Agreement, the parties will promptly negotiate for the purpose of reaching an agreement covering wages, hours, terms, and conditions of employment of teachers employed by the Board.

C. The Board, through its authorized representative, may employ teachers to fill vacancies for the subsequent school year under the provisions of the Master Agreement in force. However, teachers so hired will be subject to the Master Agreement approved subsequent to the date of employment.

D. In any negotiations described in this Article, each party shall have control over the selection of its negotiation or bargaining representatives from within or outside the school district. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board of Education and by a majority of the membership of the Association, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations or bargaining, subject only to such ultimate ratification.

E. If the parties fail to reach an agreement in such negotiations, either party may invoke the mediation machinery of the Michigan Employment Relations Commission (MERC) or take any other lawful measure it may deem necessary.

F. Letters of intent to negotiate shall be delivered not later than Marh 1 of the calendar year in which this agreement expires.

ARTICLE XIII: Grievance Procedure

A. Definitions:

1. A grievance is an alleged violation of a part or article of this contract.
2. The grievance may be filed by an individual who is under the terms and conditions of this agreement or may be a class action grievance which is a matter that impacts the entire bargaining unit.
3. Leave days' definition as stated in the article. (Days which school is in session)

B. Purpose:

The primary purpose of the procedure set for in the Section is to secure, at the lowest level possible, equitable solution to the problems of the parties. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at any level of such procedure. Nothing contained herein shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration.

C. When a cause for grievance occurs, the affected bargaining unit member(s) and/or the Association, shall file a grievance in an attempt to resolve the problem. Association representatives shall be appointed and/or elected according to Association policy. The Board hereby designates the principal or immediate supervisor to act as its representative at Level One as hereinafter described and the superintendent or his/her designated representative to act at Level Two or during expedited grievances as hereinafter described.

1. Termination of or failure to re-employ a probationary teacher shall not be a subject of the grievance procedure; and neither shall
2. The termination of services or failure to re-employ any teacher to a position on the extracurricular schedule.

D. Written grievances as required herein shall contain the following:

1. It shall be signed by the grievant(s) or at least one Association member
2. It shall contain a synopsis of the facts giving rise to the alleged violation.
3. It shall cite the Article or subsections of the contracted alleged to have been violated.
4. It shall contain the date of the alleged violation
5. It shall specify the relief requested.

LEVEL ONE:

Within fifteen (15) days of the alleged violation or when the alleged violation should reasonably have been discovered, the individual member(s) and/or the Association shall first meet with the immediate supervisor concerned and informally discuss the problem. A record of the subject of the discussion shall be made and signed and dated by the administrator, the grievant and/or the Association. Within five (5) days of the oral discussion, the administrator shall give her verbal answer to the employee and/or the Association. If the employee/Association is not satisfied with the answer of the administrator, the grievance shall be submitted in writing and advanced to the next level.

LEVEL TWO:

If the complaint is not resolved in the conference between the affected bargaining unit member(s) and/or the Association and the administration, a formalized grievance shall be advanced and submitted in writing to the Superintendent at Level Two within ten (10) days from the initial discussion. If a grievance affects more than one member or is filed by the Association in defense of the contract rather than a specific individual(s), the grievance may be expedited and begin in writing at the Superintendent's level rather than with the immediate supervisor's level without there being any claim of technical failure to follow the grievance procedure by either party. The Superintendent and Association must agree to begin the grievance at the Superintendent level or it shall start at the principal level.

The Superintendent shall answer in writing within ten (10) days of receipt of grievance. The written answer shall specifically state whether or not the superintendent sustains or denies the grievance and the grounds for that answer and it shall be signed and dated, a copy to be transmitted to the grievant, the Association Secretary, the immediate supervisor concerned, and a copy to be placed in a permanent grievance file in this office. Within five (5) days of receipt of the Superintendent's denial, the Association and/or grievant shall advance the grievance to Level Three.

LEVEL THREE:

If the bargaining unit member(s) and/or the Association is/are not satisfied with the disposition of the grievance at Level Two, the Union may elect to proceed to the Board level. The Board with its designee, no later than its regular meeting or two calendar weeks, whichever is later, shall hold a hearing on the grievance with an Association representative. The disposition of the grievance, in writing, by the Board shall be made no later than seven (7) days hereafter. A copy of such disposition shall be furnished to the Association.

LEVEL FOUR:

If the bargaining unit member or the Association is/are not satisfied with the disposition at Level 3, the bargaining unit may elect to proceed to arbitration. The Association shall inform the Board of the demand for arbitration and a copy of the filing shall be provided to the Board. The arbitration process will be in accordance with the rules of the American Arbitration Association. The Michigan Employment Relations Commission shall be notified by the filing party. A list of available arbitrators shall be provided to the Board and the Association. Using a strike off procedure, the parties will arrive at agreement as to the selection of an arbitrator. Should an arbitrator be unable to jointly be agreed to, the parties will seek the assistance of MERC and an arbitrator will be provided to the parties to hear the case.

Prior to the actual filing for arbitration, the parties shall meet to discuss the issues and determine if a process of facilitative mediation would be an avenue to utilize prior to arbitration in order to resolve the matter under consideration. The mediator, should this process be agreed to, shall be trained under

the program of mediation through the Supreme Court of Michigan Administrative Procedures. The Mediator shall perform the facilitative process which may lead to an acceptable outcome satisfactory to both parties. If this process is not agreed to, the matter will proceed directly to arbitration. Mediation which leads to an acceptable outcome is determined by the parties. The Mediator has no power to issue a binding decision but must construct an acceptable resolution that both parties must agree to and will universally accept. The outcome of arbitration shall be a decision based upon the facts of the material presented and the arbitrator issues a ruling. The decision of the arbitrator shall be binding on both parties. Fees and expenses of the arbitration process will be the responsibility of the losing party.

- a. The arbitrator shall have no power to add to, delete from, or revise the specific terms of this agreement.
- b. Only the grievance question shall be considered by the arbitrator. Addendum or additional grievances, unless agreed to by the parties, are prohibited.

E. Right to Representation

All parties shall have the right to be represented at the arbitration by anyone who may be considered as a legitimate representative (including association representative) acting in said capacity.

F. Miscellaneous

1. During the pendency of any proceedings and until final determination has been reached, all proceedings shall be private and preliminary dispositions will not be made public without the agreements of all parties or as required by law.
2. There shall be no reprisals of any kind by administrative personnel taken against any party in interest of his Association Representative, any member of the Grievance Committee, Appeal Committee, or Ad Hoc Committee, or any other participants in the procedure set forth herein by reason of such participation.
3. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
4. Timelines as to filing and to advance or respond to a grievance within this procedure shall be strictly adhered to by all parties unless mutual written agreement to extend a timeline has been reached and signed by the parties involved.
5. Any grievance arising hereunder shall be processed until resolution. In the event this Agreement shall have expired; the parties agree that this procedure shall continue in full force and effect during the negotiations of a successor agreement and that all grievances shall be processed by this procedure until a successor agreement has been ratified and signed by the parties at which time the terms of the new contract shall take effect and a new procedure, if any, shall be used.
6. Any agreement reached between the Association and the employer is binding on all individuals concerned and cannot be changed by any individual.
7. All preparation, filing, presentation or consideration of a grievance shall be held at times other than when an employee or participating Association representative are to be at their assigned duty stations unless mutual consent has been obtained beforehand.

ARTICLE XIV: Miscellaneous Provisions

- A. Teachers will be available in their respective buildings for conferences with parents at a time that is mutually agreeable to all parties. These meetings will take place within a three-day period after notification from the office or telephone/email/other contact from the parent. Teachers reserve the right to ask an administrator to be present.
- B. Procedure for Reports of Injuries to School Employees: The Board of Education of the Stephenson Area Public Schools carries compensation insurance on every teacher employed. In case of an accident, inform the Office of the Superintendent at once. Report all accidents, even those of a minor nature. School employees are covered by Workmen's Compensation insurance at all times, in and out of the community, providing the employee is considered working within the course of his/her employment at the time of injury.
- C. This agreement represents the entire understanding between the parties on matters pertaining to wages, hours and working conditions and all permissible collective bargaining matters as permitted by law in accordance with the Public Employment Relations Act as amended. This agreement has been bargained in accordance with all laws, federal and state.
- D. The Agreement supersedes and cancels all previous agreements, verbal or written, or based on alleged practices, between the parties. Any amendment or agreement supplemental hereto shall not be binding upon either party unless executed in writing by the parties hereto.
- E. Extracurricular positions shall be considered non-tenure positions subject to review and rehire on an annual basis by the Board. Teachers will be given first consideration for open positions.
- F. Any agreement(s) reached between the Association and the employer is binding on all individuals and cannot be changed by any individual. All such agreements shall be in writing and signed by the appropriate parties.

ARTICLE XV: Insurance Protection

Area Purchasing Agreement (APA) Letter of Agreement

All qualifying employees will choose insurance from the plans available through the MESSA Upper Peninsula Area Purchasing Agreement (UPAPA). The specific MESSA Medical Plans available to eligible employees are determined by the Coalition Team of the Upper Peninsula Area Purchasing Agreement. Plans will be decided by the Coalition Team each September for implementation on the following January 1. Should the district no longer participate in the UPAPA, or if the UPAPA no longer exists, the existing MESSA plans will be in place until other plans are negotiated. Dental, vision, life and long-term disability benefits are still subject to this collective bargaining and are listed elsewhere in this contract.

It is understood that the superintendent will request medical insurance bids every three years as required by law. The timing of these requests will coincide with the renewal dates or a minimum of three years for the APA. Any proposed changes to participation in the APA and/or the Medical Insurance Carrier is considered a working condition and must have Association and Board approval in order to be implemented.

Two delegates from the school (the superintendent or superintendent designee and one association member chosen by the membership) will participate in the annual APA plan selection process. Both delegates will cast their votes in accordance with the wishes of the majority of the Association membership.

Insurance Information and Options

The Board shall pay no more than the Treasury defined caps under PA 152 for the medical benefit plan year beginning on January 1. This annual employer paid amounts shall adjust annually at the beginning of each medical benefit plan coverage year, to the maximum payment permitted by Section 3 of the Public Funded Health Insurance Contribution Act.

PA 54 and PA 152 govern the administration of all insurances and compensation. When appropriate, Medicare MESSA Choices II or limited Medicare supplement and Medicare Part B premiums shall be paid on behalf of the employee, spouse, or dependents eligible for Medicare. In no case shall the premiums exceed the cap numbers defined above. Employees may select from the following options:

Effective January 1, 2020, health insurance options will be determined by the current MESSA APA.

Non-Medical Coverage:

Dental

Diag & Prev:	100%
Basic Services:	90% (X-Rays)
Major Services:	90%
Annual Max:	\$2000
Orthodontics:	80%
Lifetime Max:	\$3000
Riders Included:	2 Clean

Life Insurance	\$75,000
AD&D Ins:	\$75,000

Vision	VSP 3 Plus
---------------	------------

LTD	66 2/3 %, Max \$3000
Waiting Period	60 CDSW
Alcohol/Drug	Same as any other illness
Mental/Nervous	Same as any other illness
Soc. Sec. Offset	Family
Pre-exist Condition	Yes
COLA	Yes
SS Freeze	Yes

Non-Medical Only Option (CIL)

The non-medical only option (cash in lieu of health insurance) is \$365.00 per month or \$4,380.00 per year.

If the employee selects MESSA ABX Plan 1, the employer will pre-fund \$1,050/\$2,300 of the deductible amount annual to each member's Health Savings Account by January 1 of the Plan Year.

The employer will provide the non-medical benefits for all benefit packages at no cost to the employee. Other MESSA options shall be available to all eligible employees at their own cost.

The cost for said options will be through payroll deduction. Part-time employees shall be entitled to pro-rated benefits in accordance with the time they are employed. Caps apply to all medical insurance in accordance with the caps. Consolidated Omnibus Reconciliation Act applies for all employees terminated or leaving the district. Persons retiring under MPSERS do not qualify for COBRA.

Any insurance benefits provided for herein shall be subject to the terms and conditions specified in the insurance policies and any claim by any employee shall not be the basis of a grievance or a subject to arbitration. The Board, by payment of any premium required to provide coverage as agreed upon, shall be relieved of all liability with respect to any insurance benefits provided in this Agreement. The failure of an insurance company to provide any of the benefits which it has contracted for, for any reason shall not result in any liability to the Board.

The Board of Education holds the policy for the aforementioned benefits and is required by law to bargain in good faith as to the level and types of benefits. This contract expires on July 31, 2023 and therefore all provisions of this agreement are open to negotiations as defined in the law. The Public Employment Relations Act governs all public sector collective bargaining. The Stephenson Area Public Schools comply with all State and Federal laws and conduct all negotiations within those legal definitions.

Where normally and to the extent provided as a part of the PAK, fringes shall include internal and external coordination of benefits. Other MESSA options shall be available to employees at their own expense on a payroll deduction basis, including annuities. Coverage as described in this document shall take effect upon ratification and completion of the open enrollment period. All part-time members shall receive pro-rated benefits in accordance with the time employed.

ARTICLE XVI: Multi-Building Assignments

Time schedules of teachers working in more than one building must be approved by the Office of the Superintendent.

ARTICLE XVII: Summer Employment

Summer employment positions in the Stephenson Area Public Schools summer school shall be filled by the most highly qualified candidate available. They will be filled first by teachers regularly employed in the Stephenson Area Public School System, if the applicants are the most highly qualified candidates to fill any such summer employment positions. Reimbursement for summer employment shall be at a rate equal to the extra duty rate.

Application by regularly employed teachers for summer employment will be filed with the Superintendent within two (2) weeks after such announcement concerning summer employment is made. The decision of the Board on such applications and filling of such vacancies, unless arbitrary, capricious or without basis in fact, will be final.

ARTICLE XVIII: Strike Prohibition

The Association recognizes that strikes (as defined by Section 1 of Public Act 336 of the P.A. of 1947, as amended, of Michigan) by teachers are contrary to law and public policy. The Board and the Association subscribe to the principle that differences shall be resolved by appropriate and peaceful means, in keeping with the high standards of the profession, without interruption of school programs.

Accordingly, the Association agrees that during the term of this Agreement, it shall not direct, instigate, participate in, encourage, or support any strike against the Board by any teacher or group of teachers. In the event a teacher, during the term of this Agreement, individually participates in a strike as presently defined by PERA, against the Board and in violation of the Association's admonition and above agreed to prohibition, the Board shall have the right to discipline said striking teacher unless the strike was precipitated by the Board's failure to implement the award of an arbitrator under the binding arbitration clause in this Agreement.

ARTICLE XIX: Agreements Contrary to Law

If any provision of this Agreement or any application of the Agreement to any teacher or group of teachers shall be found contrary to Federal or Michigan Law, then this provision or application shall be deemed invalid except to the extent permitted by law, but all other provisions hereof shall continue in full force and effect.

ARTICLE XX: Duration of Agreement

This Agreement shall be effective as of July 1, 2021 and shall continue in effect until July 31, 2023.

ARTICLE XXI: Academic and Professional Responsibility

Since teachers are working with students who have not reached full maturity, they are expected to consider carefully their words, deeds, actions and personal image in all classroom and supplementary duty situations.

It is the responsibility of the teacher to insure fair presentations of facts, philosophies and ideologies for consideration. Freedom of individual consciences, association and expression will be encouraged and fairness in procedure will be observed to safeguard the legitimate interests of the school and community.

Patriotism in its highest form requires dedication to the principles of our democratic heritage. Professional ethics require sharing the responsibility for the development of sound policy with all other citizens. As educators, we are particularly accountable for participating in the development of education programs and policies, and for interpreting them to the public.

The professional staff is committed to the Code of Ethics of the educational profession as adopted by the Michigan Education Association and the National Education Association. The Association agrees to establish a professional committee to work with the Board of Education in the areas listed:

- A. The implementation of Article XI and XII with specific reference to requests not specifically covered by the Master Agreement. The final decision in all cases, however, to remain with the Board of Education
- B. The implementation of the Code of Ethics of the Association.

ARTICLE XXII: Voluntary Union Membership

Any full-time teachers in the bargaining unit may voluntarily:

1. Become members of the Association
2. Full-time teachers hired during the school year may tender only a pro rata amount of the fee.

ARTICLE XXIII: Emergency Financial Manager

The parties agree to abide by all aspects of P.A. 4 which, as of the effective date of this agreement, includes provision for an Emergency Financial Manager. The Association registers its expectations to the powers granted to the EFM by P.A. 4.

ARTICLE XXIV: Merit Pay

In order to comply with Section 164h(1)(d) of PA 108 of 2017, the Board shall adopt policies to comply with this provision and communicate the details of those policies no later than October 1 of each year. Such policies shall not, in any way, alter the provisions contained in the collective bargaining Agreement.

COMPENSATION

1. Steps will accrue for all bargaining unit members in August 2021 and in August 2022. Lane advancements shall occur for all who qualify.
2. If General Fund Revenue, excluding Cyber Charter Revenue, COVID and Title funds, exceeds expenditures up to a maximum of \$20,000.00, staff members shall earn a one time annual off-schedule stipend. The stipend shall be distributed proportionally. For example, if the excess revenue is \$18,090.00, an off-schedule stipend of \$500 or a contribution of \$670 to a 403b or 457 plan within the Stephenson Area Public School options shall be made to each employee covered by this agreement.

3. The Salary Schedule below reflects a 2% raise for 2021-2022. Teachers will receive a 1% raise for 2022-2023.

2021-2022

STEP	BA	BA+15	BA+18	BA+24	BA+45/MA	MA+15	MA+24
0	37,469	39,060	39,377	40,014	41,604	43,194	44,148
1	37,469	39,060	39,377	40,014	41,604	43,194	44,148
2	37,469	39,060	39,377	40,014	41,604	43,194	44,148
3	37,469	39,060	39,377	40,014	41,604	43,194	44,148
4	37,469	39,060	39,377	40,014	41,604	43,194	44,148
5	39,060	40,649	40,967	41,604	43,194	44,784	45,739
6	40,649	42,240	42,558	43,194	44,784	46,375	47,329
7	42,240	43,830	44,148	44,784	46,375	47,964	48,919
8	44,148	45,739	46,057	46,693	48,283	49,874	50,828
9	46,057	47,647	47,964	48,601	50,193	51,781	52,736
10	47,964	49,556	49,874	50,509	52,100	53,691	54,644
11	49,874	51,464	51,781	52,418	54,009	55,598	56,552
12-14	51,781	53,373	53,691	54,326	55,916	57,508	58,461
15-19	53,373	54,963	55,280	55,916	57,508	59,097	60,051
20-24	55,280	56,871	57,189	57,794	59,415	61,006	61,960
25+	57,189	58,780	59,097	59,733	61,324	62,914	63,868

2022-2023

STEP	BA	BA+15	BA+18	BA+24	BA+45/MA	MA+15	MA+24
0	37,843	39,450	39,771	40,414	42,020	43,626	44,589
1	37,843	39,450	39,771	40,414	42,020	43,626	44,589
2	37,843	39,450	39,771	40,414	42,020	43,626	44,589
3	37,843	39,450	39,771	40,414	42,020	43,626	44,589
4	37,843	39,450	39,771	40,414	42,020	43,626	44,589
5	39,450	41,056	41,377	42,020	43,626	45,232	46,196
6	41,056	42,663	42,984	43,626	45,232	46,839	47,802
7	42,663	44,269	44,589	45,232	46,839	48,444	49,408
8	44,589	46,196	46,518	47,159	48,766	50,373	51,336
9	46,518	48,124	48,444	49,087	50,695	52,299	53,263
10	48,444	50,051	50,373	51,014	52,621	54,228	55,191
11	50,373	51,979	52,299	52,942	54,549	56,154	57,117
12-14	52,299	53,906	54,228	54,869	56,476	58,083	59,046
15-19	53,906	55,512	55,833	56,476	58,083	59,688	60,652
20-24	55,833	57,440	57,761	58,372	60,009	61,616	62,579
25+	57,761	59,367	59,688	60,331	61,938	63,543	64,507

**SCHEDULE B – ATHLETIC SALARIES
2021-2023**

SPORT		% of Base
FOOTBALL	Varsity Head Coach	14.50
	Assistant Varsity Coach	9.60
	Junior Varsity Coach	11.60
	Assistant Junior Varsity Coach	7.30
BASKETBALL	Boys Varsity Head Coach	14.50
	Boys Junior Varsity Coach	11.60
	Boys 8 th Grade Coach	4.80
	Boys 7 th Grade Coach	4.80
	Boys 6 th Grade Coach	4.80
	Girls Varsity Head Coach	14.50
	Girls Junior Varsity Coach	11.60
	Girls 8 th Grade Coach	4.80
	Girls 7 th Grade Coach	4.80
	Girls 6 th Grade Coach	4.80
TRACK	Boys Head Track Coach	11.60
	Boys Assistant Track Coach	7.70
	Boys Junior High Track Coach	4.80
	Boys Junior High Track Coach #2	3.00
	Girls Head Track Coach	11.60
	Girls Assistant Track Coach	7.70
	Girls Junior High Track Coach	4.80
	Girls Junior High Track Coach #2	3.00
CROSS COUNTRY	Jr. High/HS Cross Country Coach	10.50
	*Jr. High/HS X-C Assistant Coach	5.80
	*hired when number of primary sport athletes exceeds 18	
VOLLEYBALL	Girls Varsity Head Coach	14.50
	Girls Junior Varsity Coach	11.60
Elementary Sports Coordinator		
	(volleyball, basketball, flag football, running clubs)	\$1200.00
TIMER & SCORER	\$10 per Game	
FILMING GAMES	Staff Only \$8.50 per Game	
CHEERIO BUS	Chaperones per Bus	\$15.00 under 25 miles
		\$30.00 over 25 miles
	Split total if more than one chaperone per bus—funded by student charge	

Boys and Girls Assistant Varsity Track Coach hired when number of primary sports athletes exceeds 15 (7.7%)

Bargaining Unit Members will receive 1% increase on the base for every two years of continuous service in the same position. Coaches will have a maximum of 4 increases.

1st increase—beginning of 3rd Year
3rd increase—beginning of 7th year

2nd increase—beginning of 5th year
4th increase—beginning of 9th year

**SCHEDULE B – ADVISORY SALARIES
2021-2023**

Position	% of Base
Yearbook Advisor—High School/Junior High	6
Yearbook Advisor—Elementary	3
Art Club	2.50
Band Director	9.20
Building Coordinator: Elementary	\$2,250
High School	\$2,250
Business Professionals of America #1	6.10
Business Professionals of America #2	4.10
Extra Duty	\$25/hour
Newspaper	2.50
Play Director	4.50
Science Olympiad	3.70
Robotics—Head	2.50
Robotics—Assistant	2.00
Vocal Music	3.00
Chess Club	2.50
CLASS ADVISORS	
Seniors #1	3.90
Seniors #2	3.90
Juniors #1	3.90
Juniors #2	3.90
Sophomores	1.90
Freshmen	1.90
8 th Grade #1	1.50
7 th Grade #1	1.50
6 th Grade #1	1.50
5 th Grade #1	1.70
5 th Grade #2	1.70
DATA TEAM	\$25.00 per hour
HONORS ADVISORS:	
HI-Q	2.50
National Honor Society	1.90
HS Student Council	4.00
MS Student Council	3.60

Bargaining Unit Members will receive 1% increase on the base for every two years of continuous service in the same position. Bargaining Unit Members will have a maximum of 4 increases.

1st increase –beginning of 3rd year
3rd increase—beginning of 7th year

2nd increase—beginning of 5th year
4th increase—beginning of 9th year

Signature Page

Board President

Date: 6-23-21

Charlie Cappaert

Signature: Charlie Cappaert

Board Secretary

Date: 6-23-21

Dennis Johnson

Signature: Dennis Johnson

SEA President

Date: 6/16/21

James McDonald

Signature: James McDonald

Negotiation Team Member:

Date: 6/24/21

Erinn Parker

Signature: Erinn Parker

Letter of Agreement
Between
Stephenson Area Public Schools
And
Stephenson Educational Association, SEA

This Letter of Agreement is made and entered into by and between the Stephenson Area Public Schools ("District") and Stephenson Educational Association, SEA ("Teaching Staff").

The parties agree to the following:

The SEA agrees to add an Assistant Volleyball Coach when the number of primary sports athletes exceeds 24 at a pay rate of 4.8% of the base for the 2021-22 school year.

The terms and conditions of this Agreement can only be modified through mutual written agreement between the parties.

Date: 8/24, 2021

By: 
On behalf of the District

Date: 8/24, 2021

By: 
On behalf of the Union

**Letter of Tentative Agreement
Between
Stephenson Area Public Schools, SAPS
And
Stephenson Educational Association, SEA**

The Letter of Tentative Agreement is made and entered into by and between the Stephenson Area Public Schools, SAPS("District") and Stephenson Educational Association, SEA("Teaching Staff").


The parties agree to the following:

The SEA and SAPS agree to reopen the SEA Bargaining Agreement 2021-2023 for the sole purposes of the following items:

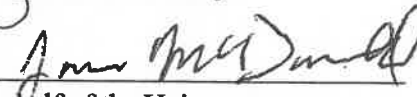
- Schedule B - Softball and Baseball Coaches added at 5.5% each
- Schedule B - Increase Business Professional #1 - 12% and Business Professional #2 - 8%

The terms and conditions of this Tentative Agreement can only be modified through a mutual written agreement between the parties.

Date: 10/1, 2021

By: 
On behalf of the District

Date: 10/1, 2021

By: 
On behalf of the Union