CASSOPOLIS PUBLIC SCHOOLS MASTER AGREEMENT
BETWEEN
THE BOARD OF EDUCATION
AND
THE CASSOPOLIS EDUCATION ASSOCIATION (MEA-NEA)

Cassopolis, MI

2026-2027
2027-2028
2028-2029
2029-2030

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COLLECTIVE BARGAINING AGREEMENT

This Agreement made as of the date hereinafter set forth by and between the Cassopolis Public School District, Cassopolis, Michigan, acting by and through its Board of Education (hereinafter called the "Board") and the Berrien-Cass Education Association/Michigan Education Association (hereinafter called "BCEA") and its affiliate, the Cassopolis Education Association (hereinafter called the "Association"), which will administer this Agreement.

ARTICLE I
PURPOSE

Section A:

The purpose of this Agreement is to set forth the wages, hours, and other conditions of employment for the members of the bargaining unit, which shall prevail for the duration of this Agreement.

Section B:

The parties recognize their obligation to bargain pursuant to Act 336, Public Acts of the State of Michigan of 1947, as amended.

ARTICLE II
RECOGNITION

Section A:

The Board recognizes the BCEA as the exclusive bargaining representative for all MDE certified teaching personnel, licensed counselors and including persons in positions requiring a bachelor's degree or above and are teaching under special permit authorized by the State Board of Education pursuant to Public Act 25 of 1990, excluding supervisory and executive personnel, school psychologist, vocational education director, and director of adult education. The Board further agrees that for the duration of this Agreement it will not recognize or bargain with any entity other than the BCEA with respect to the compensation and working conditions of the teachers.

Section B:

It is agreed by the Board and the Association that neither shall discriminate against any teacher because of race, creed, sex, nationality, religion, nor shall they discriminate against any teacher because of his/her exercising rights reserved to him/her under State or Federal Law.

Section C:

In the event of any legal action against the Employer brought in a court or administrative agency because of its compliance with this provision, the Association agrees to defend such action, at its own expense and through its own counsel.

Section D:

The Board and the Association recognize that every teacher shall have the right, pursuant to the Michigan Employment Relations Act, to freely organize, join, and support an organization for the purpose of engaging in collective bargaining or negotiation and other concerted activities for mutual aid and protection. The Board and Association undertake and agree that they will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by the Act or other laws, that they will not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of membership in an organization, participation in any activities of that organization or collective professional negotiations with the Board or institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

ARTICLE III
BOARD RIGHTS

The District retains all rights, powers and authority vested in it by the laws and constitution of Michigan and the United States. All policies of the Board of Education on behalf of the District as stated in Board of Education Policies, Board of Education minutes, or as set forth in any manner or powers which have been properly exercised by it, shall be limited only by the express provisions of this Agreement and shall remain in full force and effect, unless changed by the Board. Any additions, subtractions, or revisions, as may be made by the Board from time to time, shall be limited only by the express provisions of this Agreement and shall remain in full force and effect unless changed by the Board. The Board reserves itself all rights, powers, and privileges inherent in it or conferred upon it from any source, however, that all the foregoing being manifestly recognized and intended to convey complete power in the Board shall be limited but only by express provisions of this Agreement and state law. Rights reserved by the District which shall be exercised exclusively by the District without prior negotiations with the Association either as to the taking of action under such rights or with respect to the consequences of such action during the term of this Agreement shall include by way of illustration and not by way of limitation, the right to:

1. Manage and control the school's business, the equipment, the operation and to direct the working forces and affairs of the Employer.

2. Continue its rights and past practice of assignment and direction of work of all its personnel, determine the number of shifts and hours of work and starting times and scheduling of all the foregoing, and the right to establish, modify or change any work or business hours or days.

3. The right to direct the working forces, including the right to hire, promote, suspend, and discharge employees, transfer employees, assign work or extra duties to employees, determine the size of the work force and to lay off employees.

4. Determine the services, supplies and equipment necessary to continue its operation and to determine the methods, schedules, and standards of operation, the means, methods, and processes of carrying on the work including all aspects of instruction, automation thereof or changes therein, the institution of new and/or improved methods or changes therein limited only by the express terms of this Agreement.

5. Adopt reasonable rules and regulations.

6. Determine the qualifications of employees, including physical conditions, in compliance with State and Federal statutes.

7. Determine the location or relocation of its facilities, including the establishment or relocation of new schools, buildings, departments, divisions, or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings, or other facilities.

8. Determine the placement of operations, production, services, maintenance or distribution of work, and the source of materials and supplies.

9. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations.

10. Determine the size of the management organization, its functions, authority, amount of supervision and table of organization provided that the Employer shall not abridge any rights from employees as specifically provided for in this Agreement.

11. Determine the policy affecting the selection, testing, or training of employees providing such selection shall be based upon lawful criteria limited only by the express provisions of this Agreement and in compliance with all State and Federal statutes.

ARTICLE IV
TEACHER'S RIGHTS

Section A:

All rights granted to teachers shall be in addition to those provided by Federal and State Statutes.

Section B:

Each teacher shall have the right to review the contents of his/her personnel file by the end of the workday following his/her request. A representative of the Association may, if the teacher so desires, accompany the teacher during such review. The teacher will be given the opportunity to file a response within thirty (30) days, which response shall be attached to the original material.

Section C:

The parties support the principle of continuing training of teachers and participation by teachers in professional organizations in the areas of their specialization. Teachers who desire to attend selected professional conferences and who have received the prior approval of the administration will be paid actual conference related expenses. Meal expenses shall be reimbursed as follows: Breakfast $15, Lunch $20, and Dinner $30. All reimbursement receipt is to include meal detail and are not to show the purchase of any alcohol. All preset registration, lodging and transportation expenses shall be paid by the District prior to conference attendance. Mileage, meals, and other unknowns will be reimbursed after receipts are received by the administration office.If a teacher uses his/her own car, he/she will be paid at the established mileage rate for the District. When two (2) or more teachers are attending the same meetings, travel expenses will be allowed for only one(1) car, unless there are unusual circumstances in the judgment of the administration. Teachers attending such conferences and meetings will be granted sufficient leave time without loss of compensation. Teachers will, upon request, submit a written report regarding such conferences.

Section D. Academic Freedom

Any teacher on an IDP shall be provided funding up to $500 to attend conferences/trainings directly related to his/her IDP goals and approved by the building principal.

1. Both the Employer and the Association recognizing the importance of seeking to inspire students to develop respect for truth, a recognition of individual freedom, social responsibility and the democratic tradition and an appreciation of individual personality are pledged to work together to create and preserve an atmosphere which is free from censorship and artificial restraint. No special limitations shall be placed upon study and investigation of facts and ideas concerning man, human society, the physical and biological world or other branches of learning within curriculum guidelines. Unresolved issues related to course content and curriculum will be brought before the Instructional Council/School Improvement for resolution.

Any decision made by the Instructional Council/School Improvement may be appealed to the Board of Education.

2. Bargaining unit members may choose appropriate supplemental materials and generally accepted teaching techniques consistent with the educational goals and objectives of the Board of Education. All instructional materials, methods, lesson plans, other creative or decorative materials, written, composed, created or devised by a bargaining unit member during his/her employment and paid for by the District shall remain the property of the District unless mutually agreed.

Section E:

Any written and signed complaint made against a teacher by a non-administrator of the Cassopolis Public Schools District will be called to the teacher's attention.

1. The complaining party shall have first attempted to resolve the problem with the staff members involved, or as an alternative, will confer with the building principal. The teacher will be notified as soon as possible about the complaint.

Section F:

1. Any case of an alleged physical assault upon a teacher while the teacher is on official legitimate school business shall be reported within seventy-two (72) hours (3 business days, excluding spring and winter break) to the Board or its designated representative. The teacher may obtain legal counsel concerning his/her rights and obligations with respect to such assault. The Board will provide reimbursement of up to $300 for such legal fees.

2. In the event of destruction of a teacher's personal property directly attributable to the performance of his/her legitimate official school business, the teacher may, within seventy-two (72) hours (3 business days) of such event, (excluding spring and winter break) petition the Superintendent for consideration of remuneration. The decision of the Board as to the extent of its obligation shall be final.

3. It is expressly understood that the above obligations of the Board do not apply in incidents where the teacher was either proven negligent or acting outside of the rules and regulations of the District.

Section G:

If a teacher is requested by an administrator to temporarily substitute any portion of the day, including a prep period, the teacher will be paid the following rates:

$125 – full day
$62 – half day (up to 4 hours)
$25 – hour (up to 2 hours)

Section H:

Teacher Discipline will be handled in accordance with Board Policy 3139.01. The parties agree that this section of the contract (Teacher Discipline) may only be grieved through step two of the grievance procedure described in Article XV.

ARTICLE V
ASSOCIATION RIGHTS

Section A:

Teachers will be required each school year to sign an individual contract of employment as provided in Section 1231 of the School Code (MCLA 380.1231) and that every such contract shall contain the following:

"This contract is subject to The Board of Education policies and is a collective labor agreement heretofore or hereafter negotiated by the Employer and the exclusive bargaining representative of teachers and other employers who are members of the bargaining unit employed by the employer. The terms of such collective labor agreement are incorporated herein and by accepting and signing this contract, I agree to be bound by all such terms, including provisions of Article V."

Section B:

The Board and the Association agree to make available to each other upon written request of one of its executive officers (to be named) all material of a public nature, and that information which the Association is entitled to by law.

Section C:

The Association shall have the right to use the school building, facilities, and equipment, provided that such use is cleared with the building administrator. The Association will furnish its own supplies.

Section D.

The BCEA shall have the right to post notices of activities and matters relating to BCEA business on teacher bulletin boards in teacher lounges. All material to be posted shall contain nothing of a defamatory nature.

Section E:

The BCEA may use the regularly established District mail service and teacher mailboxes for communication of BCEA business to teachers, provided nothing of a defamatory nature is transmitted therein. All material placed in the District mail shall be signed by an official of the BCEA.

Section F:

The Board agrees that prior to the effective date of any rules or personnel policies established by it relating to salary, hours and working conditions of teachers, it shall give the Association reasonable notice of any such rule or policy. Such notification shall be given to afford the Association the opportunity to consult with the Board as to the same before its effective date.

Section G:

The first Wednesday of each month shall be reserved for Association executive meetings. The third Wednesday of September, January and May shall be reserved for Association general meetings. Members shall be allowed to leave the buildings in sufficient time to attend Association meetings, which shall not start earlier than ten (10) minutes after the dismissal of the latest building.

Section H:

Teachers shall not be required to report in advance of the regular reporting date for teachers according to the adopted school calendar, nor be required to remain after the regular closing date for school according to the school calendar, unless mutually agreed to by the teacher and the Board or by the Association and the Board. Compensation shall be prorated on the basis of the teacher's current salary, unless otherwise indicated in this Agreement.

Section I:

The President of the Association may use his/her conference or planning period to conduct the bargaining unit's business without loss of pay or other benefits, provided it does not interfere with his/her assigned duties and responsibilities with the District.

Section J:

Authorized representatives of the Association whose names shall be submitted to the Superintendent and building principal in advance shall be permitted to transact official Association business related to this contract, under conditions which will not interfere with nor impair a teacher's assignment or the normal operation of the school.

Section K:

At the beginning of the school year, the Association shall be credited with four (4) days to be used by the Association officers or designated Members with the approval of the Superintendent. The Association agrees to request such days no less than three (3) calendar days in advance and shall pay for the cost of the substitute.

Section L:

Within the first (2) weeks of school and upon request, the Board shall supply the Association a list of newly hired teachers.

Article VI
Association Dues

Section A: Any bargaining unit member who is a member of the Association, or who has applied for membership, may sign and deliver to the District written consent authorizing payroll deduction of membership dues as established by the Association. Such authorization shall be voluntary as the payment of association dues is in no way a condition of employment.

The amount authorized shall be for membership dues only. It is understood that membership dues shall generally be consistent from member to member, although the dues may vary based on the compensation of a bargaining unit member. The District shall not provide payroll deduction for any political or other contributions related to the association (including local and the MEA/NEA).

Section B: An executed authorization form shall be delivered to the business office by September 10th of each year to be eligible for payroll deduction for that school year. It shall be the duty of the Association to collect the authorization forms and provide the business office with the amount to deduct for each bargaining unit member, prior to submitting the forms to the business office by September 10th.

Pursuant to such authorization, the District shall deduct such dues from the regular salary checks of the bargaining unit members over fifteen (15) pays beginning with the first pay in October. The amount of the deduction will be spread evenly over the fifteen (15) pays as much as administratively feasible. It is understood that the District has no duty to ensure that the full annual amount is deducted if the employee's pay schedule is altered in any way due to unpaid leave time, resignation, or the lack of a paycheck for any reason.

Section C: An employee contesting the appropriate amount of the service fee to be deducted must exhaust the internal administrative procedures of the Association. The remedies of such procedures shall be exclusive, unless and until such procedures, including any administrative or judicial review thereof, shall have been exhausted, no dispute, claim or complaint by an objecting employee concerning the application and interpretation of this article shall be subject to the grievance procedure set forth in this agreement, or any other administrative or judicial procedure.

Section D: The District shall remit all dues deducted to the Michigan Education Association at the conclusion of each quarter (December, March, and June). The CEA shall pay the district $250 no later than January 31st to cover a portion of its costs to provide this service to the Association and its members.

Section E: In the event of any legal action against the District brought in a court or administrative agency because of its compliance with this Article, the Association agrees to defend such action, at its own expense and through its own counsel, provided:

1. The District gives timely notice of such action to the Association and permits the Association intervention as a party if it so desires, and

2. The District gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses, and making relevant information available at both trial and appellate levels.

3. The Association shall have complete authority to compromise and settle all claims which it defends under this section.

The Association agrees that in any action so defended, it will indemnify and hold harmless the District from any liability for damages and costs imposed by a final judgment of a court or administrative agency as direct consequence of the District's compliance with this Article.

Section F: The Education Association will protect and save harmless the Board and each member thereof from any or all claims, demands, suits, costs, and other forms of liability, including attorney's fees and unemployment compensation, by reason of action taken or not taken by the Board or its designated agent for the purpose of complying with the above-mentioned sections of this Article. Should this indemnification provision be declared unenforceable or void by a court of competent jurisdiction, or should the Association or its agent challenge the validity or enforceability of this indemnification provision, the Board shall not be required to make deduction of any representation service fees or otherwise enforce the representation service fee provisions of this Article.

ARTICLE VII
TEACHING CONDITIONS

Section A:

1. Classroom & Other Teachers. The normal work week for full-time teachers shall include:

   a. Five (5) hours of uninterrupted preparation per week.

      *Elementary teachers will not be required to be present in the classroom during periods in which their class is receiving instruction from a "specials" teacher, and such time is for preparation and planning.

   b. Lunch Period. Each full-time secondary teacher shall have an assigned, duty-free lunch period of thirty (30) minutes, such lunch period shall be scheduled between 10:15 a.m. and 1:15 p.m uninterrupted on a full day of instruction.

      Each full-time elementary teacher shall have an assigned, duty-free lunch period of forty (40) minutes, provided, however, that the duration of the lunch period may be reduced to not less than thirty (30) minutes with the consent of the teacher and provided further that, except as a teacher shall otherwise agree, such lunch period shall be scheduled between 10:15 a.m. and 1:15 p.m.

   c. Teachers will be considered on-duty 15 minutes before and after the official student school day. Teacher arrival is considered 30 minutes before the official student school day, teacher dismissal is 30 minutes after the end of the student school day.

2. Part-time Teachers. The normal work week for part-time teachers shall be adjusted on an individual basis, in accordance with the number of hours employed and the duties assigned.

3. On full in-service days, member work hours shall be 8 a.m. to 3 p.m., unless mutually agreed otherwise, with a sixty (60) minute lunch. On teacher workdays, members may leave when their work day is completed with permission from the building administrator.

4. On parent-teacher conference days, members will not be required to be present any longer than the designated conference times unless mutually agreed upon by the member and the administration.

Section B:

On Fridays and on days preceding holidays or vacations, the teacher's day shall end at the end of the pupil's day.

Section C:

Teachers shall be at their buildings on days when students are not in attendance at the regularly established time and shall not leave the building except for a sixty

(60) minute lunch period until the end of the established time. Teacher record days shall be reserved basically for working on records and teaching materials, with one (1) hour which may be used for administration meetings.

Section D:

Teachers required to travel with their personal vehicle from one building to another during the course of their workday shall receive a car allowance equal to the current Internal Revenue Service (IRS) mileage rate. The same allowance will be given for personal use of personal vehicles for field trips or other business of the District, provided previous approval of Administration has been given. A travel reimbursement sheet must be completed on a monthly basis and be turned in by the 15th of the following month, to be eligible for reimbursement.

Section E:

Extra-curricular activities may begin immediately after the close of the pupil's regular school day, provided arrangements have been made with the principal for the teacher to fulfill his/her regular obligations in Section A.

Section F:

Hours in Section A are mandatory, provided that the building principal may excuse a teacher earlier for a specific purpose.

Section G:

Teachers, unless excused by the principal, will attend all meetings called by the administration. Teachers will have forty-eight (48) hours' notice prior to such meetings except in cases of emergency.

A limit of six (6) after-school hours per month (for the current school year) will be required for:

- Staff meetings, PLC's, Professional Development, Data Meetings, IEP/504 Meetings
- Student focused events (limited to one evening event per month with 21 days prior notice)
- Meetings should not last more than 1 ½ hours unless mutually agreed upon.
- These meetings may not be held on Friday or a day that precedes a holiday.
- In addition to the six (6) required hours, the administration can call other staff meetings and attendance can be requested, but not required.

Section H:

The Board shall make available, whenever possible, in each school building, a lunchroom, rest room, and lavatory facilities exclusively for teacher use. At least one room, appropriately furnished, shall be reserved for use as a faculty lounge.

Section I:

The Board agrees to provide the following whenever possible:

1. Reasonable materials to aid teachers in preparation and presentation of instruction.

2. Space which can be locked shall be provided for the teacher's personal articles.

Section J:

All teachers are required to prepare and keep up-to-date records of their students' progress, lesson plans, and such other necessary records and/or information as may be required. Cumulative records shall be kept up to date. Building principals may request at any time that all of a teacher's records be delivered to the principal's office for inspection and verification as soon as teaching responsibilities permit.

Section K:

The assignment of duties to non-certified employees shall be the responsibility of the principal. The assignment of such employees to a classroom, study hall, library, cafeteria, playground, or any other area over which a teacher has primary responsibility will be made after the building principal has conferred with the teacher or teachers who are charged with the supervisory responsibility of the students. In the event a non-certificated employee interferes with a teacher in the execution of his/her responsibilities, the teacher shall notify the building principal of the interference and as soon thereafter as is reasonably possible submit a signed written report of the incident setting forth all of the facts and the teacher's recommendation.

Section L:

The Board recognizes that the pupil-teacher ratio is an important aspect of an effective educational program. The Board agrees that where in its judgment, smaller classes will enhance the learning opportunities of the pupils, it will continue its efforts to maintain class size as much in keeping with this necessity as is dictated by the financial conditions of the District, the building facilities available, the availability of qualified teachers and the best interest of the District as administratively deemed feasible. When the number of students rostered to a teacher in a K-5 classroom is thirty (30) or more as of the MDE official count day for that semester, the Board of Education will compensate the teacher $500 for that semester. The building administrator shall have a two-day grace period for the Board to meet the requirements of this section for the classroom with thirty (30) or more students. When the number of students in grades 6-12 having sections with thirty-three (33) or more students in attendance (except music, band or P.E.) as of the MDE official count day for that semester, the Board of Education will compensate the teacher $500 for that semester. The building administrator shall have a two-day grace period for the Board to meet the requirements of this section for the classroom with thirty-three (33) or more students. The Board agrees to a cap of no more than five (5) additional students beyond the class size allowed in this agreement. The Board may assign aides to any teacher when, in their opinion, an aide is needed. The classroom limits shall not apply to flexible grouping, team time or other mutually agreed upon programs.

Section M:

An elementary parent-teacher conference on released time will be scheduled for each elementary student on the days designated in each semester for the purpose of reporting to the parent a student's progress and to promote better communications between the teacher and the parent. A copy of the parent-teacher conference schedule will be filed in the principal's office to ensure the coordination of the schedule with other teacher's schedules.

Secondary parent-teacher conferences on released time will be scheduled for students on the days designated in the first semester for the purpose of reporting to the parent a student's progress and to promote better communications between the teacher and the parent.

Parent-teacher conferences will be held on dates and in the format and schedule as agreed to in the School Calendar.

Section N:

The administration shall continue to support and assist teachers with respect to the maintenance, control, and discipline in the classroom. Whenever it appears to the administration and the teacher that a particular pupil would benefit from special counseling or services of a social worker, law enforcement personnel, physician or other professional person, the administration will take reasonable steps with respect to such pupil. Discipline matters which the teacher feels require the enforcement of the discipline code should be referred to the building principal in a manner consistent with the discipline code.

Section O:

No departure from these norms, except in the case of emergency, shall be made without prior consultation with the Association. In the event of any disagreement between the representative of the Board and the Association as to the need and desirability of such deviation, the matter may be processed through the professional grievance procedure.

Section P:

If the need arises for a student to receive homebound services. Pay will be $25 per hour based on the teacher's hourly rate for internal candidates. Travel mileages will be paid per the rate of the Internal Revenue Service (IRS). No staff will be required to perform homebound services.

Section Q:

Teachers will not be required to assist with diapering students without documentation in the student's IEP, 504, or medical plan. If such documentation exists, the teacher will not be the primary employee responsible for diapering. Any employee who may be required to diaper a student may request training prior to diapering the student.

Article VIII
INSTRUCTIONAL ADVISORY COUNCIL

- District Curriculum Coordinator shall be selected by the superintendent.
- Bargaining members may apply, in writing, to the building principal.
- Instructional Council will consist of the following:

  3 Elementary Teachers
  2 Middle School Teachers
  4 High School Teachers
  Instructional Coaches
  Principals
  District Curriculum Coordinator

- Meet per a schedule agreed upon within the Instructional Council.
- Periodically review and recommend improvements to district improvement plans, testing programs, curriculum maps/guides, and instructional management systems. Final decisions regarding curriculum and instruction will be made by administration.
- Instructional Advisor Council members shall be paid at a rate of:
  $125 – full day
  $62 – half day (up to 4 hours)
  $25 – hour (up to 2 hours)
- The committee and board will comply with state laws regarding professional learning and professional learning committees each year.

ARTICLE IX
PROFESSIONAL COMPENSATION

Section A:

The salaries of teachers covered by this Agreement are set forth in Appendix A. Appendix A is based upon a normal workload during normal working hours.

Section B:

Pay day for teachers is the discretion of the business office and shall be either a bi-weekly or semi-monthly pay option. Teachers electing 21 pay periods shall notify the business office at least thirty (30) days prior to the start of each school year.

Teachers are required to receive their pay by direct deposit. A direct deposit copy shall be made available online and no copy will be printed or mailed.

Section C:

Teachers can request reimbursement for renewal of state certification one time every five years. The teacher is required to complete a reimbursement form and attach a copy of their teaching certificate to the form. If the teacher leaves the district before the renewal has expired, the district will deduct the amount of the renewal from their final check.

ARTICLE X
PROFESSIONAL GROWTH

Section A: Tuition Reimbursement

1. The Board will pay the actual cost of tuition for classes taken up to the current charge per graduate credit at Western Michigan University, or the lesser amount for a certification/endorsement program, for tenured, bachelor teachers enrolled in an approved advanced degree or certification/endorsement program.

2. Limits. The Board limits its responsibility to a maximum total payment of $7,500 per contract year (July 1 – June 30) for all teachers involved. No teacher shall receive payment for a second class unless the maximum total payment has not been reached.

3. No Payment. No tuition payment shall be in addition to tuition paid under any other grant or scholarship.

4. Prior Approval. Prior approval of the course must be given by the Superintendent on District provided forms.

5. Successful Completion. To receive tuition reimbursement, evidence of successful completion of the approved course as determined by the program criteria must be presented to the Superintendent.

6. Article X will only remain in effect until June 30, 2028. After that date the Board will no longer offer tuition reimbursement.

ARTICLE XI
ILLNESS OR DISABILITY LEAVES

Section A:

Teachers will accumulate nine (9) sick days per year, starting September 1 of each year and concluding on May 1 of each year (one day to be earned per month, to be credited at the beginning of the school year). Sick leave may accumulate up to One Hundred Forty (140) days unless an employee has already exceeded One Hundred Forty (140) Days. If an employee leaves the district before the end of the school year and if they have taken more sick days than they have earned, they shall reimburse the district to cover the overpayment. New teachers hired to the district can transfer up to eight (8) sick/personal days from their prior district if they can provide documentation from the previous district. They would be transferred in as sick days.

At the end of each school year, teachers may choose to turn in half of their remaining sick days, with a maximum of 4.5 accumulated sick days, at their daily rate of pay capped at $300.00 per day. The other half of their sick days would carry over to the following year not to exceed 140 days.

Teachers not completing a full school year shall have their annual sick leave for that year prorated. If a teacher leaves the district and has taken more sick time than earned, the teacher shall repay the district for the time taken beyond the time earned. When personal sick days are needed beyond what an individual has accrued, those additional days shall be deducted from the teacher's pay. The leave days may be taken by a teacher in half-day increments for the following reasons and subject to the following conditions based on current court decisions.

1. Personal illness or disability: The teacher may use his/her leave to recover from his/her own illness or disability, which shall include, in part, all disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery. Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom shall be treated on the same terms and conditions as are applied to other temporary disabilities, including but not limited to those terms and conditions involving commencement and duration of leave, accrual of seniority, reinstatement, continuance within insurance programs, etc.

2. Illness in the teacher's immediate family, to include present spouse, son, daughter, mother, father or legal dependent.

3. When sick leave is to be used for a doctor's appointment, the teacher shall notify the principal of his/her intended absence at least twenty-four (24) hours in advance except in cases of emergency. Such leave shall be in half-day increments.

Section B:

Any teacher hired after the beginning of the school year shall have their annual sick leave for that year prorated.

Section C:

Upon request by the Board of Education, a teacher must submit a certificate from a doctor indicating the nature of his/her illness and a statement to the effect that such teacher is physically or mentally able to return to his/her classroom duties.

Section D:

In addition, each teacher shall be given three (3) personal leave days at the start of the school year, the days are to be taken a full day or half day at a time. The days shall be for the purpose of permitting the teacher to transact personal business provided arrangements for leave have been made at least seventy-two (72) hours in advance to the Superintendent's office and approved by the Superintendent of Schools.

Except as stipulated below, there will be no personal leave approved for the last day of instruction before or the first day of instruction after any vacation or holiday. If a Teacher must have such a day off, the day will be without pay, or the teacher will be charged at the rate of two personal leave days for each one day used, or the teacher may use a personal day and reimburse the district for the full cost of the substitute. No more than six such days off (District-wide) without pay for any single day of instruction before/after a holiday and/or vacation shall be granted. If more than eight (8) Teachers request such an unpaid day off, days shall be awarded on a first come/first serve basis.

If a teacher does not use one (1) or more of his/her personal leave days, he/she will be reimbursed at the rate of one hundred twenty-five (125.00) per diem at the end of the school year or add said days to his/her sick day accumulation. It will be the responsibility of the employee to notify the Administration of his/her choice no later than May 1st each year. If a teacher doesn't notify the Administration of his/her choice, the day(s) will automatically be rolled over to the next school year. (as sick day(s)). Any rolled days may not be considered for pay-out.

Additional considerations:

- If an "Act of God" day occurs that keeps a Teacher from being able to travel and report to work on the first day after any vacation or holiday, the Teacher will be required to notify their principal/immediate supervisor as soon as it is practically possible and the Teacher will be allowed to use personal leave (if they have personal leave accumulated and available for use).

- Any Teacher calling in sick on the day immediately before or after a vacation or holiday will be required to provide a "certificate from a doctor indicating the nature of his/her illness" as per Article IX, Section C. No regularly scheduled/routine doctor's appointments will be approved and will be considered an unpaid day. Specialty doctor appointments for serious health conditions will require prior union and administration approval.

Section E:

In the event of an absence due to an injury or illness which arises out of and in the course of employment, the employer shall pay the bargaining unit member, at their request, the difference between his/her salary and the weekly benefits received under the workers' compensation act for the duration of their sick leave benefits.

Section F:

By the Fall Count Day of each school year, at the discretion of the Association, each teacher participating in the sick bank shall contribute one (1) or two (2) days of the foregoing sick leave allowance to a common bank to be administered by the Association. The Association shall provide the District with the number of days remaining in the sick bank and the teachers participating in the sick bank by the fifth Friday of each school year. Days in the bank shall not exceed four hundred (400), with any in excess of four hundred (400) being dropped at the end of each school year.

Teachers who have exhausted their accumulated personal sick leave allowance may make reasonable withdrawals, as determined by the Association, from the common bank for personal illness or disabilities, provided that there are sufficient days in the bank, and provided that no teacher may use more than sixty (60) days per incident, and sixty (60) days per school year. The Association will, within five (5) school days, notify the business office of each withdrawal from the bank. The bank shall be administered in accordance with the guidelines in Appendix D. Said guidelines may be amended by the Association with the prior approval of the Superintendent.

Section G:

1. When a teacher is on any leave pursuant to the Family and Medical Leave Act ("FMLA"), the teacher's sick days and personal leave days will be charged and run concurrently with FMLA leave.

2. The School District is responsible for the cost of the employer's share of health, dental and vision insurance premiums as outlined below:
   a. The teacher is out and is using (i) sick leave days and/or (ii) personal leave days, if available.
   b. If a teacher has more than 60 accrued sick and personal leave days, exclusive of accessing days from the C.E.A. Sick Bank, the School District will cover the teacher's share of health insurance premiums for all of the teacher's FMLA leave and for all of the teacher's accrued sick and personal leave days up to 120 days. This is applicable for the employee's health condition only. As noted in #1 above, sick and personal days are charged and run concurrently with FMLA leave.
   c. The teacher is out on FMLA leave, if available, and may be using days from the
   d. C.E.A. Sick Bank until FMLA leave runs out.

3. Once the teacher's accrued sick and personal days run out and all of the teacher's available FMLA leave, if any, has been used, the School District is not responsible for any of the cost of the teacher's share of insurance coverage for any continuation of any insurance coverage even if the teacher continues to receive compensation, e.g., from the C.E.A. Sick Bank.
   Examples of when the School District is not responsible for the cost of the employer's share of insurance premiums are when:
   i. The teacher is out of (A) sick days and (B) personal leave days and is not on FMLA leave and may or may not be using days from the C.E.A. Sick Bank.
   ii. The teacher is out and is not on FMLA leave and is using days from the C.E.A. Sick Bank.

   The teacher may continue to maintain health, dental and vision insurance, but at the teacher's own expense.

4. The use by a teacher of any day(s) from the C.E.A. Sick Bank does not create a duty or an obligation at any time on the part of the School District to contribute toward or to assume any cost of any insurance coverage(s) for a teacher unless the teacher is on FMLA leave.

Section H:

If a teacher is a parent of a student in the Cassopolis Public Schools who is attending a field trip that the teacher would not otherwise supervise, with the approval of the building principal, the teacher will be able to use either a sick day or personal leave to attend the trip as a chaperone.

ARTICLE XII
FUNERAL LEAVE

Section A:

A funeral leave exclusive of accumulated sick leave, shall be granted, with pay for a period not to exceed five (5) days per incident to attend the funeral of a teacher's immediate family, to include the present spouse, son, daughter, father, mother, brother, sister, grandchildren, and stepchildren. If a teacher is on leave under this section, they will not be unpaid if that day falls on the last day of instruction before or the first day of instruction after any vacation or holiday.

Section B:

A funeral leave exclusive of accumulated sick leave, shall be granted with pay for a period not to exceed two (2) days to attend the funeral of a teacher's son-in-law, daughter-in-law, sister-in-law, brother-in-law, mother-in-law, father-in-law, grandparents, and stepparent. If a teacher is on leave under this section, they will not be unpaid if that day falls on the last day of instruction before or the first day of instruction after any vacation or holiday.

Section C:

If an employee or former employee of the district were to die, the Cassopolis Education Association and the District, in partnership, shall make all reasonable efforts so that staff deemed necessary shall be released to attend the deceased's funeral.

Section D:

Teachers may choose to use accumulated sick days to attend the funeral of individuals not listed in Sections A and B above. If a teacher is on leave under this section, and that day(s) falls on the last day of instruction before or the first day of instruction after any vacation or holiday, the day(s) will be unpaid or the teacher may choose to be charged two sick days for every day taken, or the teacher may reimburse the district for the full cost of the substitute.

ARTICLE XIII
FAMILY MEDICAL LEAVE ACT (FMLA)

Section A:

Subject to the provisions herein, the Board shall grant the following unpaid leaves of absence, under FMLA guidelines. These include maternity, childcare, adoptive, family care and such leaves.

Section B:

If a teacher is planning such leave, he/she should notify the Superintendent's office 30 days prior.

Section C:

Failure to return from each leave at the time specified shall be conclusively deemed a resignation unless mutually agreed upon by the Superintendent and the teacher prior to said date.

ARTICLE XIV
MISCELLANEOUS LEAVES OF ABSENCE

Section A:

Teachers who enter the military service by draft or enlistment shall be granted a leave of absence for that period, and at the conclusion of said leave, shall be reinstated in accordance with all applicable provisions of the Selective Service Training Act and any other law then effective.

Section B

Any teacher who must report for jury duty or who is subpoenaed to give testimony before any judicial or governmental tribunal, provided the employee is not a party to the litigation or testifying against the school district, requiring an absence from work from the District shall be paid his/her rate of pay for time missed. Teachers are required to provide documentation to the payroll department of compensation received by the courts for said duty.

ARTICLE XV
GRIEVANCE PROCEDURE

Section A:

A grievance shall be defined as any dispute regarding the meaning, interpretation or application of the terms and provisions of this Agreement.

Section B:

First Step. A teacher who believes he/she has a grievance shall first discuss the matter with his/her principal personally or accompanied by an Association representative within ten (10) school days after the first occurrence of the event or when the teacher first had knowledge of such event. In the event the resolution of the matter does not take place within this ten (10) day period, the grievance must be reduced to writing and given to the principal within five (5) school days after the above ten (10) days has elapsed. Written grievances shall contain the following:

1. It shall be signed by the grievant(s) or an Association officer in the event the Association is the grievant.
2. It shall specify the article that was allegedly violated.
3. It shall contain a synopsis of the facts giving rise to the allegation.
4. It shall contain the date of the alleged violation.
5. It shall specify the relief requested.

Section C:

Second Step. If no decision is rendered within five (5) school days of filing the written grievance with the principal, or if the principal's disposition is unsatisfactory to the grievant, the grievant or the Association may, within five (5) school days of the disposition, file said written grievance with the Superintendent. Within five (5) school days of receipt of the written grievance, the Superintendent, or his/her designated representative shall meet with the grievant and/or Association Representative. Within five (5) school days after this meeting, the Superintendent or his/her designated agent shall render his/her decision in writing transmitting a copy to the grievant, the Association, and the building principal in which the grievance arose.

A grievance filed by the Association will begin at Step Two, the Superintendent's level, and shall be presented in writing, as stated above, within ten (10) school days of the occurrence of the event precipitating the grievance or when the Association first had knowledge of the event.

Section D:

Third Step. If the grievance is not settled at the preceding step, it may be submitted to binding arbitration by the Association. Within fifteen (15) school days of the receipt of the Superintendent's answer, the Association must give written notice to the other party of their intent to arbitrate or the grievance shall be dropped.

The grievance shall be submitted for arbitration to the American Arbitration Association (AAA) in accordance with its Voluntary Labor Arbitration Rules. An arbitrator shall be selected in accordance with the rules of AAA.

Upon selection by the parties, the arbitrator shall conduct the arbitration hearing and other related matters in accordance with the rules and regulations of the American Arbitration Association.

Section E:

If the grievance has not been submitted to arbitration within said fifteen (15) school day period, it shall be considered as being withdrawn by the Association. The arbitrator shall have no authority to add to, subtract from, change or modify any provisions of this Agreement but shall be limited solely to the interpretation and application of the specific provisions contained herein. The decision of the arbitrator shall be final and binding upon the parties hereto. The expenses and fees of the arbitrator and the American Arbitration Association shall be paid by the loser.

Section F:

The presentation and discussion of grievances provided for in this Article shall take place outside of the regular school hours, except during the first two (2) steps of this procedure (Sections B and C of this Article), which will be held during school hours so long as all persons involved can so meet without interference with their assigned duties. The scheduling of arbitration shall be subject to agreement by the parties and the arbitrator.

Section G:

In the event grievances filed under this Article shall not be satisfactorily settled during the school year, they shall continue after the end of the school year with the weekdays, Monday through Friday, being as if they were school days in determining the time limits set forth above as long as the administrative offices are open on said days.

Section H:

Timelines may be extended by mutual written agreement between the parties.

Section I:

Individual employees may not arbitrate grievances.

ARTICLE XVI
SENIORITY

Section A.

1. SENIORITY
    a. There will be one (1) seniority list maintained on a District-wide basis.
    b. Seniority shall accrue from the date and time of hire. A signed form, provided by the Superintendent or his/her designee, will be used to determine the date and time of hire. A copy will be forwarded to the CEA President. A tender may be accepted before Board action is taken.
    c. Any part-time employment of a Teacher for a full school year prior to the 2000- 2001 school year shall be construed as a full year of seniority.
    d. The administration will present a draft copy of the seniority list to the CEA President on or before October 1st. The CEA will be responsible for securing the initials of each Teacher on a draft of the seniority list on or before October 15th. The initials of the Teachers will indicate their agreement with the information about their circumstance on the draft list.
    e. If a draft seniority list includes a mistake, it is the responsibility of the Teacher to indicate the mistake and provide documentation to support their claim within 10 days of the list being provided to the CEA. Thereafter the list shall be final and conclusive.
    f. If two Teachers share the same date and time of hire, the teacher with the most teaching experience outside of Cassopolis Public Schools shall be considered to have greater seniority.
    g. If two (2) Teachers are still tied in seniority, a drawing of straws shall occur, but only if necessary, to determine a benefactor of having greater seniority than the other Teacher. The drawing of straws will be done with any affected Teacher present. The drawing of straws will be held at a reasonable date, time and place. This process will be supervised by the Superintendent, with the CEA President and Chief Negotiator invited to attend.
    h. The CEA will hold the Board of Education harmless on any claims of loss by any Teacher with this method of accumulating seniority.

ARTICLE XVII
GENERAL

Section A:

There shall be no strike or withholding of services, during the life of this Agreement.

Section B:

If during the life of this Agreement, any of the provisions contained herein are held to be invalid by operation of law or by any tribunal of competent jurisdiction or if compliance with or enforcement of any provisions should be restrained by such tribunal pending a final determination as to its validity, the remainder of this Agreement shall not be affected thereby. In the event that any provision herein contained is so rendered invalid, upon written request by either party hereto, the Board and the Association shall enter into collective bargaining for the purpose of negotiating a mutually satisfactory replacement for provision.

Section C:

This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with the terms of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board. During the term of this Agreement the parties may mutually agree to enter into supplemental agreements which must be reduced to writing and signed by the parties hereto to be valid.

Section D:

If an Emergency Financial Manager is appointed by the state under the Fiscal Accountability Act, the Emergency Financial Manager may reject, modify, or terminate the collective bargaining agreement in his/her sole discretion. This authority is a prohibited subject of bargaining under the Public Employment Relations Act (PERA).

Section E:

Placement decisions for teachers (an individual who is assigned to deliver direct instruction to pupils in any of grades K to 12 as a teacher of record) shall be made pursuant to Board Policy 3130, which the Parties acknowledge contains a clear and transparent procedure.

Section F:

Layoff and recall decisions for teachers (an individual who is assigned to deliver direct instruction to pupils in any of grades K to 12 as a teacher of record) shall be made pursuant to Board Policy 3131, which the Parties acknowledge contains a clear and transparent procedure.

Section G:

Evaluations for teachers (individuals assigned to deliver direct instruction to pupils in any of grades K to 12 as a teacher of record) shall be made pursuant to Board Policy 3220.

ARTICLE XVIII
DURATION

Either party may terminate this Agreement as of June 30, 2030, by giving written notice to the other party on or before May 1, 2030. If neither party shall give notice to terminate this Agreement as provided above, the Agreement shall continue in effect for successive periods of one (1) year, unless and until written notice of termination is given on or before May 1 on any subsequent contract anniversary date.

Upon expiration of the Agreement, the bargaining unit shall not receive lane, step or longevity advancement, or increased insurance contributions or other benefits, unless expressly ratified by both parties.

In Witness Whereof, the parties have executed this Agreement by their duly authorized representative on August 10, 2026.

By: _____
President of the Board

By: _____
Secretary of the Board

And: _____
MEA Representative

And: _____
President of the Association

APPENDIX A

Section A: Basic Compensation

2026-2027			
Cassopolis Education Association Salary Table			
Step	**Non-Certified**	**BA**	**MA**
1	40,832	45,000	46,760
2	41,649	46,760	47,694
3	42,482	47,694	48,650
4	43,332	48,650	49,622
5	44,198	49,622	50,613
6		50,613	51,727
7		51,625	53,278
8		52,659	54,875
9		53,711	56,522
10		54,786	58,218
11		55,415	59,963
12		56,662	61,762
13		58,077	63,616
14		59,820	65,524
15		61,316	68,833
16		63,562	69,523
17		64,996	72,303
18		66,805	73,929
19		68,142	75,002
20		69,844	76,502
21		71,243	78,032
22		72,667	79,592
23		74,121	79,592
24		74,121	79,592
25		74,121	79,592
26		74,121	79,592

2027-2028			
Cassopolis Education Association Salary Table			
Step	**Non-Certified**	**BA**	**MA**
1	41,649	46,350	48,163
2	42,482	48,163	49,125
3	43,332	49,125	50,110
4	44,199	50,110	51,111
5	45,082	51,111	52,131
6		52,131	53,279
7		53,174	54,876
8		54,239	56,521
9		55,322	58,218
10		56,430	59,965
11		57,077	61,762
12		58,362	63,615
13		59,819	65,524
14		61,615	67,490
15		63,155	70,898
16		65,469	71,609
17		66,946	74,472
18		68,809	76,147
19		70,186	77,252
20		71,939	78,797
21		73,380	80,373
22		74,847	80,786
23		75,233	81,184
24		75,603	81,449
25		75,974	81,714
26		76,345	81,980

2028-2029			
Cassopolis Education Association Salary Table			
Step	**Non-Certified**	**BA**	**MA**
1	42,065	47,509	49,367
2	42,907	49,367	50,353
3	43,765	50,353	51,362
4	44,641	51,362	52,388
5	45,533	52,388	53,435
6		53,435	54,611
7		54,503	56,248
8		55,595	57,934
9		56,705	59,673
10		57,840	61,464
11		58,504	63,306
12		59,821	65,205
13		61,315	67,163
14		63,155	69,177
15		64,734	72,670
16		67,106	73,399
17		68,620	76,334
18		70,529	78,051
19		71,941	79,183
20		73,738	80,767
21		75,215	82,382
22		76,718	82,806
23		77,114	83,213
24		77,494	83,485
25		77,873	83,757
26		78,253	84,029

2029-2030			
Cassopolis Education Association Salary Table			
Step	**Non-Certified**	**BA**	**MA**
1	42,486	48,459	50,354
2	43,336	50,354	51,360
3	44,203	51,360	52,389
4	45,087	52,389	53,436
5	45,988	53,436	54,503
6		54,503	55,703
7		55,593	57,373
8		56,707	59,093
9		57,839	60,867
10		58,997	62,693
11		59,674	64,572
12		61,017	66,509
13		62,541	68,506
14		64,418	70,561
15		66,029	74,124
16		68,448	74,867
17		69,992	77,861
18		71,940	79,612
19		73,380	80,767
20		75,213	82,382
21		76,719	84,030
22		78,253	84,462
23		78,656	84,878
24		79,043	85,155
25		79,431	85,432
26		79,818	85,710

For 2026-27, payments made related to allocations under section 27L for educator compensation shall not be subject to MPSERS. The same positions that received a payment in 2025-26 will be eligible to receive a payment in 2026-27. Payments shall be made after the amount of the allocation is known and starts being paid to the district and guidance is received from the Michigan Department of Education.

180 student days; 186 work days for returning teachers; 187 work days for new teachers.

1. Recognition on the salary schedule for completion of requirements for the BA or MA shall be made at the beginning of the first semester following such academic advancement, subject to the following guidelines:

    a. The teacher shall, not later than the beginning of the semester following completion of the requirements, submit proof thereof to the Office of the Superintendent.

    b. If proof is not provided pursuant to (a) above, an adjustment basic compensation shall in any event take effect at the beginning of the semester following submission of such proof.

    c. An adjustment in basic compensation which takes effect at the beginning of the second semester shall be prorated.

2. Credit on the salary schedule may be given at a rate of one (1) year credited for every one (1) year of experience to a maximum of ten (10) years. Experience shall be defined as teaching under a regular teaching contract in a K-12 public or private school district and/or in a position requiring state certification or field related experience, certifications, credentials, special licensing. The Superintendent has authorization to grant additional steps up to three (3), without collaboration with the Union for those positions deemed as “hard to fill”. Collaboration with the Union will be needed for those same “hard to fill” positions that would require additional steps beyond three (3).

3. In order to advance to the MA scale the MA program must be approved by the Superintendent or designee. In order to advance to the BA scale the teacher must possess a Standard Teaching Certificate. If the Standard Teaching Certificate is submitted to the office of the Superintendent in accordance with subsection 1, the teacher will receive credit for current steps up to a maximum of step 5.

Section B: FRINGE BENEFITS

B.01 **403(B) PLAN** The District shall allow employees to make pre-tax payroll deductions through a 403(b) plan provided that the employee completes and submits the necessary form(s). The list of 403(b) providers will be determined by the District and shall include MEA Financial.

B.02 **MEDICAL PLAN INSURANCE** Each bargaining unit member, full or regular part-time working ninety percent (90%) or more of a regular school week, may elect in writing one of the following options subject to the conditions listed below. The cost of Option A, B, C, or D will be paid by the Board so long as the employee remains under its employment pursuant to the limitations in Section B.13.

A. **OPTION A** - MESSA ABC Plan 2 with $2,000/$4,000 Deductible,-20% in-network co-insurance, and 5-Tier Rx with mandatory mail.

The District shall contribute to an employee Health Equity health savings account by February 15th each year, with teachers fully paying for this contribution through payroll deduction. The contribution amount will be $1000 for single subscribers and $2000 for all others. Only one contribution will be made for each year of employment. A change in family or employment status or a qualifying life event shall not require the District to contribute more than the initial contribution amount.

B. **OPTION B** - For employees who do not elect health insurance coverage, the District will contribute cash in lieu of insurance equal to the amount of the single subscriber state hard cap rate per month.

C. **OPTION C -**MESSA ABC Plan 3 with $3,500/$7,000 Deductible, 20% in-network co-insurance, and 5-Tier Rx with mandatory mail.

D. **OPTION D** – Essentials by MESSA Plan.

E. The Board, through payroll deduction, will handle payment by employees of any costs beyond the District's contribution for the insurance coverage selected by employees under the above choices.

The Association and District may mutually elect to change/modify MESSA medical health plans during the term of this agreement provided that the change lowers the District's premium cost by at least five percent. Any such changes will not change the provisions of Article B.13.

It is understood that the employer must comply with the insurer's requirements. If the insurer will not allow the District to provide three medical plans, Option C will be discontinued. If any plan has less than five (5) members enrolled for more than twelve (12) months, the District may, in its sole discretion, cancel that option.

B.03 **DENTAL INSURANCE** The District shall provide to all bargaining unit members working at least ninety percent (90%) or more of a regular school week, and their eligible dependents (as defined by MESSA/Delta) the following MESSA/Delta Dental Plan:

A. Class I, Class II, and Class III Co-pays of 80%, 80% and 80%, with $1,500 maximum;
B. Class IV Dependent Orthodontic Rider with 80% Co-pay and $2,000 lifetime maximum.

B.04 **LIFE INSURANCE** The District shall provide to the bargaining unit member, who meets the requirements of the insurer, term life insurance in the amount of $20,000. In the event of accidental death, the insurance will pay double the specified amount. The plan shall include Accidental Death and Dismemberment (AD&D).

B.05 **LONG TERM DISABILITY INSURANCE** The Board of Education shall provide Long Term Disability Insurance for each member of the bargaining unit working at least ninety percent (90%) or more of a regular school week. The following benefits shall be included:

A. Benefit percentage - 50 %
B. Maximum monthly income benefit - $4,000
C. Maximum eligible monthly salary - $8,000
D. Qualifying period - 180 calendar days modified fill
E. Social Security freeze

B.06 **VISION INSURANCE** The District shall provide to the bargaining unit member working at least ninety percent (90%) or more of a regular school week, MESSA Vision Service Plan 3 Plus P $250 Contact Lenses for all bargaining unit members and their eligible dependents as defined by MESSA.

B.07 **ENROLLMENT PERIOD** The above option elections must be made by the bargaining unit member in writing annually during the enrollment period, or in the case of newly hired employees within thirty (30) calendar days of the beginning of employment. Insurance coverage for such employees who enroll and otherwise qualify will become effective on the first day of the next month within the terms of the insurance policies and the regulations of the insurance carrier. Employees who fail to complete the necessary paperwork during the designated enrollment period may have their coverage discontinued and forfeit their coverage, provided the District communicates all deadlines to the individuals via email or in writing. The open enrollment process may be done electronically at the option of the district.

B.08 **FULL YEAR'S BENEFITS** Any employee working the full school year will receive the full year's benefits unless the employee is retiring effective June 30th. Provided the first day of work is in August, the insurance year is September 1 through August 31.

B.09 **PRORATION OF HEALTH BENEFITS: LESS THAN FULL-TIME** Any employee working less than full-time shall be covered by the following (unless the FMLA requires additional coverage) in accordance with the provider's rules on participation. This section shall only apply to employees working less than ninety percent (90%) of the regular school week:

A. The employee may elect to receive cash equal to prorated amount of the dollar amount in Option B in section B.02 based on the percentage of time an employee works (often referred to as the employee's full-time equivalency); OR

B. At the employee's option, the District shall provide a prorated amount of the health coverage as described in Article B.02, less the applicable employee contribution described in Article B.13. This prorated amount shall be equal to the percentage of time an employee works times the appropriate rate. [Example: A teacher with a 60% assignment will have District-paid health insurance equal to 60% of the appropriate rate, less the applicable employee contribution described in Article B.13.]

C. In the event that the cost of the employee's health coverage exceeds the amount paid by the District, the employee's share of the cost will be deducted by payroll deduction.

B.10 **PRORATION OF BENEFITS** Any employee working less than the full school year shall be covered by the following provisions:

A. When an employee begins employment after the beginning of the school year, coverage shall begin the first day of the month after the employee's first day of work under contract.

B. When an employee resigns before the end of the school year, and/or requests and is granted a leave of absence without pay during the school year, the benefits will terminate at the end of the last month worked.

C. In the event an employee's prorated share of the annual cost of the coverage paid by the District is not sufficient to cover the costs of premiums for the balance of the year until the beginning of the school year in the following fall, the employee may continue coverage, subject to the rules of the insurance provider, by contributing any additional amounts necessary to pay the full premium cost.

B.11 **MISCELLANEOUS PROVISIONS**

A. The liability of the District, and its agents, is limited to timely payment of the applicable premium.

B. Changes in family status shall be reported by the employee to the business office within thirty (30) days of such change. The employee shall be responsible for any overpayment of premiums made by the Board on his/her behalf for failure to comply with this paragraph.

C. The Board agrees to provide the above-mentioned benefit programs within the Underwriting Rules and Regulations as set forth by the carrier(s) in the master contract held by the policyholder.

B.12 **SECTION 125 PLAN** The District shall maintain a Section 125 plan allowing for pre-tax premium contributions through payroll deduction provided that the bargaining unit member completes and submits an annual salary reduction agreement and all other required forms by the deadlines established by the District. Employees shall submit amended and/or additional salary reduction agreements as necessary to comply with the Internal Revenue Code.

B.13 **EMPLOYEE PREMIUM CONTRIBUTIONS** Employees shall contribute toward the total cost of benefits paid by the District under this Article:

A. The District shall pay one-hundred percent (100%) of the premium costs of dental, life, long term disability and vision insurances for eligible employees.

B. The District shall contribute toward medical benefits as detailed below but under no circumstance shall it be required to pay more than the annually established Public Act 152 premium contributions amounts.

These amounts are based on full-time employment of at least ninety percent (90%) of the regular school week. Those working less than ninety percent (90%) of the regular school week shall be entitled to premium contributions as detailed in Articles B.09 and B.10.

Option A – The District will contribute from January through December the state of Michigan hard cap rates established under Public Act 152 toward the medical coverage. The District will not contribute toward the health savings account as this will be fully paid by the employee through payroll deduction from January through December.

Option C – The District will contribute from January through December the state of Michigan hard cap rates established under Public Act 152 toward the medical coverage.

Option D – The District will contribute from January through December the state of Michigan hard cap rates established under Public Act 152 toward the medical coverage.

The employee's premium contribution will be payroll deducted, from each paycheck through a qualified Section 125 Plan provided the employee completes the necessary documentation.

C. Both parties agree that the above provisions must be in compliance with Public Act 152. In the event that Public Act 152 is repealed, amended or altered in any way, the contributions by the District shall remain at the monthly rates of Single -$750.00, Two-Person - $1,500.00, and Full Family $1,900.

If any new law has a monthly maximum below these amounts, the District will comply with the new law when it goes into effect.

D. Payroll deductions for premium contributions shall be adjusted whenever premiums change and shall reflect the employee's requirement to pay the amount stipulated in this agreement. Any changes in the Public Act 152 health benefit caps shall be reflected in the employee contribution when the premium contribution is adjusted by the carrier. For example: if the Public Act 152 caps are released in March, those cap amounts shall be reflected in employee contributions on the subsequent January 1st (assuming January 1st is the date that MESSA adjusts its premiums annually). Employee contributions shall be evenly distributed over twelve (12) months as much as possible. Employees paid over a time period

less than twelve (12) months shall have their premium contributions deducted evenly over all paychecks as much as is administratively feasible.

Failure by either party to initiate payroll deductions immediately after a premium rate change shall not alter the employee's financial obligation.

E. The monthly cost of the premium shall be determined by the applicable rate (single, two person, family) indicated on the invoice received from the provider for each month of each year.

F. Any employee leaving employment for any reason during the school year shall pay the prorated health insurance deduction based on the number of months for which benefits were received.

G. As premium amounts change, the District shall deduct the appropriate amount after the changes go into effect and as soon as is administratively feasible.

H. Employees shall reimburse the District if employment or paychecks are terminated for any reason and payroll deductions are not enough to cover the deduction required to meet the amount stated above.

I. Employees are required to reimburse the full amount of the Board's health savings account contribution stipulated in Option A no matter when they terminate employment during the year. The final paycheck(s) will be adjusted to require repayment to the District.

Section C:

Retirement. Cassopolis Public Schools will pay the contribution to the Retirement system for Public School Employees as required by law.

Any employee retiring (as defined by the Michigan Public School Employees Retirement System) must notify the Superintendent's office, in writing, by April 1st, or 60 days prior to the effective retirement date if during the school year, in order to be paid the following for all unused accumulated sick leave: be paid $125 per day.

In order to receive payout after an April 1st notification, due to unforeseen circumstances, approval is required by a mutual agreement between the Union and Administration.

When a teacher retires as of June 30 of the current school year, his/her health insurance will terminate as of June 30, with the exception of the birthday provision set forth by the Office of Retirement Services (ORS).

Section D:

Resignation. Any teacher who provides a written letter of resignation effective June 30 of the current year by February 1 will be paid $500.

APPENDIX B

2026-2027 Calendar

August 17, 2026	New Teacher Professional Development Day
August 18-20, 2026	Teacher Professional Development Days
August 24, 2026	First Day of School for Students
September 4, 2026	No School for Students & Staff: Labor Day Weekend
September 7, 2026	No School for Students & Staff: Labor Day
October 15, 2026	No School for Students: Parent Teacher Conferences
October 16, 2026	Teacher Professional Development Day
November 9, 2026	Teacher Professional Development Day
Nov 25-27, 2026	Thanksgiving Break
Dec 21-Jan 1, 2027	Winter Break
January 4, 2027	Teacher Professional Development Day
January 18, 2027	No School Students & Staff: Dr. Martin Luther King, Jr. Day
February 15, 2027	No School for Students & Staff: Presidents' Day
March 25, 2027	Teacher Professional Development Day
March 26, 2027	No School for Students & Staff: Good Friday
March 29-April 2, 2027	Spring Break
May 31, 2027	No School for Students & Staff: Memorial Day
June 4, 2027	Last Day of School for Students & Staff

* For the 2026-27 school year returning teachers are only scheduled for 184 of the 186 contracted days. New teachers are scheduled for 185 of the 187 contracted days.

2027-2028 Calendar

August 16, 2027	New Teacher Professional Development Day
August 17-19, 2027	Teacher Professional Development Days
August 23, 2027	First Day of School for Students
September 3, 2027	No School for Students & Staff: Labor Day
September 6, 2027	No School for Students & Staff: Labor Day
October 14, 2027	No School for Students: Parent/Teacher Conferences
October 15, 2027	Teacher Professional Development Day
November 8, 2027	Teacher Professional Development Day
November 24-27, 2027	Thanksgiving Break
December 20-31, 2027	Winter Break
January 3, 2028	Teacher Professional Development Day
January 17, 2028	No School Students & Staff: Dr. Martin Luther King, Jr. Day
February 21, 2028	No School for Students & Staff: Presidents' Day
March 24, 2028	Teacher Professional Development Day
March 27-31, 2028	Spring Break
April 14, 2028	No School for Students & Staff: Good Friday
May 29, 2028	No School for Students & Staff: Memorial Day
June 2, 2028	Last Day of School for Students & Staff

* For the 2027-28 school year returning teachers are only scheduled for 184 of the 186 contracted days. New teachers are scheduled for 185 of the 187 contracted days.

2028-2029 Calendar

August 14, 2028	New Teacher Professional Development Day
August 15-17, 2028	Teacher Professional Development Days
August 21, 2028	First Day of School for Students
September 1, 2028	No School for Students & Staff: Labor Day
September 4, 2028	No School for Students & Staff: Labor Day
October 12, 2028	No School for Students: Parent/Teacher Conferences
October 13, 2028	Teacher Professional Development Day
November 13, 2028	Teacher Professional Development Day
November 22-24, 2028	Thanksgiving Break
December 25-January 5, 2029	Winter Break
January 8, 2029	Teacher Professional Development Day
January 15, 2029	No School Students & Staff: Dr. Martin Luther King, Jr. Day
February 19, 2029	No School for Students & Staff: Presidents' Day
March 23, 2029	Teacher Professional Development Day
March 26-30, 2029	Spring Break
May 28, 2029	No School for Students & Staff: Memorial Day
May 31, 2029	Last Day of School for Students & Staff

* For the 2028-29 school year returning teachers are only scheduled for 184 of the 186 contracted days. New teachers are scheduled for 185 of the 187 contracted days.

2029-2030 Calendar

August 13, 2029	New Teacher Professional Development Day
August 14-16, 2029	Teacher Professional Development Days
August 20, 2029	First Day of School for Students
August 31, 2029	No School for Students & Staff: Labor Day
September 3, 2029	No School for Students & Staff: Labor Day
October 11, 2029	No School for Students: Parent/Teacher Conferences
October 12, 2029	Teacher Professional Development Day
November 12, 2029	Teacher Professional Development Day
November 21-23, 2029	Thanksgiving Break
December 24-January 4, 2030	Winter Break
January 7, 2030	Teacher Professional Development Day
January 21, 2030	No School Students & Staff: Dr. Martin Luther King, Jr. Day
February 18, 2030	No School for Students & Staff: Presidents' Day
March 22, 2030	Teacher Professional Development Day
March 25-29, 2030	Spring Break
April 19, 2030	No School for Students & Staff: Good Friday
May 27, 2030	No School for Students & Staff: Memorial Day
May 31, 2030	Last Day of School for Students & Staff

* For the 2029-30 school year returning teachers are only scheduled for 184 of the 186 contracted days. New teachers are scheduled for 185 of the 187 contracted days.

Section A: Scheduled days of student instruction which are not held because of conditions not within the control of school authorities, such as inclement weather, fires, epidemics, mechanical breakdowns, or health conditions (as defined by city, county or state health authorities) will be rescheduled to ensure that there are at least the number of days and/or hours of student instruction as is required by Section 101 of the State School Aid Act and the rules of Michigan Department of Education. If the contract year does not meet accreditation or state requirements and a number of days and/or hours must be added to meet these standards, teachers will, after negotiations between the Board and the Association to schedule such days and/or hours, meet these standards without additional compensation. Teachers will receive their regular pay for days that are canceled but shall work on the rescheduled days with no additional compensation. The rescheduling of days shall be done by the Board.

The parties further agree that this contract provision has been negotiated with the intention of complying with the above provisions of the State Aid Act and/or the Michigan Department of Education to ensure that the District will incur no loss of state aid.

Section B: Curriculum and special project work requested to be done by the Superintendent when school is not in session will be reimbursed at $200 per day.

Section C: The number of student days and professional development days will be determined by state requirements. It is the intent of the Board to follow these requirements. All professional development days will be within the school calendar. However, if in an emergency, Board requirements exceed state requirements for professional development days or student days, teachers will be reimbursed per diem of the BA step one salary schedule. If an emergency exists teachers will be notified 48 hours prior to the additional day unless a shorter notification period is mutually agreed to by both the Board and the Association.

Section D: For a school year that begins with an expired contract, the calendar for the school year will use dates corresponding to the previous school year. However, the placement and format of the professional development days will be negotiated by the parties for the school year. The total number of days for the school year shall be subject to negotiation.

APPENDIX C

Section A: The pay for extra duties in this Appendix shall be based on a percentage system. Cassopolis Public Schools staff members accepting an extra-duty position will be paid a percentage of $36,905 for each extra duty for the term of this contract. All others will be paid a percentage of $33,550 for each extra duty for the term of this contract.

Fine Arts	**1-3**	**4-5**	**6+**
~~*Marching Band~~	~~8%~~	~~8.5%~~	~~8.75%~~
~~*Concert Band / Choir~~	~~4%~~	~~4.5%~~	~~4.75%~~
~~*Pep Band~~	~~3%~~	~~3.5%~~	~~3.75%~~
*Varsity Band	18%	19%	20%
~~Drama Music Director (optional if musical)~~	~~1.5%~~	~~2%~~	~~2.5%~~
~~Elementary Band~~	~~1.5%~~	~~2%~~	~~2.5%~~
~~7-12 Choir~~	~~3%~~	~~3.5%~~	~~3.75%~~
~~Fall Play Director~~	~~11%~~	~~12%~~	~~13%~~
Fall or Spring Play Director	11%	12%	13%
~~Spring Play Director~~	~~11%~~	~~12%~~	~~13%~~
~~Technical Director – Fall~~	~~4%~~	~~5%~~	~~6%~~
~~Fall or Spring Technical Director~~	~~4%~~	~~5%~~	~~6%~~
~~Technical Director – Spring~~	~~4%~~	~~5%~~	~~6%~~
Auditorium Manager	1.5%	2.5%	3%
~~Elementary Drama~~	~~1.4%~~	~~1.9%~~	~~2.9%~~
~~Elementary Technical Director~~	~~1.4%~~	~~1.9%~~	~~2.9%~~
~~Music Program~~	~~1.4%~~	~~1.9%~~	~~2.9%~~

Student Centered Clubs/Activities

Student Council 9-12	6%	7%	8%
National Honor Society	6%	7%	8%
Yearbook Advisor (no class)	11%	12%	13%
Senior Class Advisor	3.5%	4.5%	5.5%
Junior Class Advisor	3.5%	4.5%	5.5%
~~Newspaper~~	~~3.5%~~	~~4.5%~~	~~5.5%~~
FFA Advisor	28%	28%	28%
Assistant FFA Advisor	3.5%	4.5%	5.5%
Student Council (3-6 Grade)	3.5%	4.5%	5.5%
Student Council (7-8 Grade)	3.5%	4.5%	5.5%
~~Afro Club~~	~~2.5%~~	~~3.5%~~	~~4.5%~~
~~Thespians~~	~~2.5%~~	~~3.5%~~	~~4.5%~~
~~Foreign Language Club~~	~~2.5%~~	~~3.5%~~	~~4.5%~~
~~Fut. Problem Sol (MS&HS)~~	~~2.5%~~	~~3.5%~~	~~4.5%~~
FFA Team Coaches	2.5%	3.5%	4.5%
FFA Team Coaches	2.5%	3.5%	4.5%

FFA Team Coaches	2.5%	3.5%	4.5%
Freshman Class Advisor	2%	2%	2%
Sophomore Class Advisor	2%	2%	2%
Spelling Bee – 4th Grade	2%	3%	4%
Spelling Bee – 5th Grade	2%	3%	4%
Spelling Bee – 6th Grade	2%	3%	4%
~~Spelling Bee – 7th Grade~~	~~2%~~	~~3%~~	~~4%~~
~~Spellling Bee – 8th Grade~~	~~2%~~	~~3%~~	~~4%~~
~~Spelling Bee 7-8 Combined~~	~~3%~~	~~5%~~	~~6%~~
~~Varsity Club~~	~~1.5%~~	~~2%~~	~~3%~~
SADD	1.5%	2%	3%
~~Job Corp (3-6 Grade)~~	~~1.5%~~	~~2%~~	~~3%~~
Science Olympiad 7-8 Grade	2%	3%	4%
Science Olympiad 9-12 Grade	2%	3%	4%
~~Forensics~~	~~1.5%~~	~~2%~~	~~3%~~
~~Spanish Honor Society~~	~~1.5%~~	~~2%~~	~~3%~~
~~Math Competition – 6th~~	~~1.5%~~	~~2%~~	~~3%~~
~~Math Competition – 7th~~	~~1.5%~~	~~2%~~	~~3%~~
~~Math Competition – 8th~~	~~1.5%~~	~~2%~~	~~3%~~
~~Math Competition 7-8 Combined~~	~~2%~~	~~3.5%~~	~~5%~~
~~Yearbook Grades K-2~~	~~1.5%~~	~~2%~~	~~3%~~
~~Yearbook Grades 3-6~~	~~1.5%~~	~~2%~~	~~3%~~
~~Yearbook Grades 7-8~~	~~1.5%~~	~~2%~~	~~3%~~
~~Mathorama 3rd Grade~~	~~0.5%~~	~~0.5%~~	~~0.5%~~
~~Mathorama 4th Grade~~	~~0.5%~~	~~0.5%~~	~~0.5%~~
~~Mathorama 5th Grade~~	~~0.5%~~	~~0.5%~~	~~0.5%~~
~~Science Olympiad 3rd Grade~~	~~0.5%~~	~~0.5%~~	~~0.5%~~
~~Science Olympiad 4th Grade~~	~~0.5%~~	~~0.5%~~	~~0.5%~~
~~Science Olympiad 5th Grade~~	~~0.5%~~	~~0.5%~~	~~0.5%~~
~~Young Writer's Chair~~	~~0.5%~~	~~0.5%~~	~~0.5%~~
~~Young Writer's Chair 2nd Grade~~	~~0.5%~~	~~0.5%~~	~~0.5%~~
~~Young Writer's Chair 3rd Grade~~	~~0.5%~~	~~0.5%~~	~~0.5%~~
~~Young Writer's Chair 4th Grade~~	~~0.5%~~	~~0.5%~~	~~0.5%~~
~~Young Writer's Chair 5th Grade~~	~~0.5%~~	~~0.5%~~	~~0.5%~~
~~Young Writer's Chair 6th Grade~~	~~0.5%~~	~~0.5%~~	~~0.5%~~
~~Math Competition 9-12~~	~~0.5%~~	~~0.5%~~	~~0.5%~~
Esports Coach	2.5%	3.5%	4.5%
DECA Advisor	2.5%	3.5%	4.5%
High School Robotics	4%	5%	6%
Middle School Robotics	1.5%	2.5%	3%

TEACHER LEADERS

~~Kindergarten Chairperson~~	~~3.5%~~	~~4.5%~~	~~5.5%~~
~~1st Grade Chairperson~~	~~3.5%~~	~~4.5%~~	~~5.5%~~
~~4th Grade Chairperson~~	~~3.5%~~	~~4.5%~~	~~5.5%~~
~~K-6 Specials Chairperson~~	~~3.5%~~	~~4.5%~~	~~5.5%~~
~~Jr. High Chairperson~~	~~3.5%~~	~~4.5%~~	~~5.5%~~
~~7-12 Electives Dept. Head~~	~~3.5%~~	~~4.5%~~	~~5.5%~~
~~7-12 English Dept. Head~~	~~3.5%~~	~~4.5%~~	~~5.5%~~
~~7-12 Math Dept. Head~~	~~3.5%~~	~~4.5%~~	~~5.5%~~
~~7-12 Social Studies Dept. Head~~	~~3.5%~~	~~4.5%~~	~~5.5%~~
~~7-12 Science Dept. Head~~	~~3.5%~~	~~4.5%~~	~~5.5%~~
~~7-12 PDCA Coordinator~~	~~7.5%~~	~~9%~~	~~11%~~
~~Instructional Council/School Improvement @ $25.00 per hour.~~			
K-2 Team Leader	3.5%	4.5%	5.5%
3-5 Team Leader	3.5%	4.5%	5.5%
6-8 Team Leader	3.5%	4.5%	5.5%
9-12 Team Leader (maximum of 2)	3.5%	4.5%	5.5%

ATHLETICS

Varsity Football	18%	19%	20%
Varsity Football Assistant	10%	11%	12%
JV Football Head	11%	12%	13%
JV Football Assistant	9%	10%	11%
Varsity Basketball, Boys & Girls	18%	19%	20%
JV Basketball, Boys & Girls	11%	12%	13%
Varsity Wrestling	18%	19%	20%
V Assistant Wrestling	9%	10%	11%
Varsity Volleyball	14%	15%	16%
JV Volleyball	10%	11%	12%
Track, Boys	12%	13%	14%
Track, Girls	12%	13%	14%
Varsity Baseball	12%	13%	14%
~~JV Baseball~~	~~9%~~	~~10%~~	~~11%~~
Varsity Softball	12%	13%	14%
JV Softball	9%	10%	11%
Soccer, Boys	10%	11%	12%
~~Soccer, Girls~~	~~10%~~	~~11%~~	~~12%~~
~~Tennis - boys~~	~~9%~~	~~10%~~	~~11%~~
~~Tennis – girls~~	~~9%~~	~~10%~~	~~11%~~
Golf, Boys	8%	9%	10%
Golf, Girls	8%	9%	10%
Varsity Sideline Cheer/Fall & Winter	8%	9%	10%
~~Varsity Competitive Cheer~~	~~8%~~	~~9%~~	~~10%~~
JV Sideline Cheer /Fall	6%	9%	10%
~~JV Competitive Cheer~~	~~6%~~	~~7%~~	~~8%~~
JH Football	6%	7%	8%
JH Basketball Boys & Girls	6%	7%	8%
JH Wrestling	6%	7%	8%
JH Track, Boys & Girls	6%	7%	8%
JH Volleyball	6%	7%	8%
Cross Country 7-12, Boys & Girls	9%	10%	11%

* All Appendix C positions will be paid semi-annually. Year-long position payments will be made on the first pay of December and the last pay of May.

Section B: Bus Supervision: If bus supervision goes beyond the teacher's normal teaching day (excluding field trips, etc.), the teacher will be remunerated at the rate of $20.00 per hour.

Section C: Extra duty positions shall be compensated as heretofore provided. The Board may add or delete positions during the contract period as it deems necessary. At the Board's discretion, multiple positions may be authorized within the sport or activity for the positions listed in Appendix C. A position not included in Appendix C shall receive such compensation as determined by the Board at the time the position is approved after consultation with the Association. Job descriptions and duties for each extra duty position will be developed by the Association and approved by the Superintendent.

1. Extra duty positions are annual appointments only. If an employee will not be reemployed for a subsequent year, the employee will be notified in writing within one month after the end of his/her duties. An incumbent in an extra duty position will have the choice to continue in that position, if the position continues to exist, and if the incumbent has a positive performance evaluation. The Board has the right to discontinue any activity or position.

2. Teacher will be actively involved in the planning of all inservice programs. Teacher involvement will be channeled through the Instructional Council and/or School Improvement Team. The primary intent of this section is to inservice groups including but not limited to departments, individual grade levels, and curriculum committees. If needed, this may be expanded to a District-wide program.

Section D: When changing classification categories (example: Classification I to Classification III), experience will be granted if classification is decreased. If classification is increased (example: Classification III to Classification I), experience does not transfer. For the purpose of these changes, all seniority will be granted to new categories.

Section E: Drivers Education

Director	$23.00 per hour
All Instructors	$22.00 per hour

Section F: Mentors (per mentoree) – percentages are based on years of mentee, not year of mentor.

Year 1	Year 2	Year 3	Year 4
3%	2%	0.75%	0

For the first four (4) years of probationary employment in classroom teaching, or for the first year for teachers new to the district (even if they are tenured from another district) the teacher shall be assigned to a mentor. The mentor shall be available to provide professional support and guidance. The rate of pay for first year teachers new to the district will be at the year #3 rate (0.75%). Mentor teachers shall be assigned in accordance with the following:

1. Participation as a mentor shall be voluntary.
2. Either the mentor or probationary teacher may request that the mutual be terminated prior to the conclusion of the school year.
3. There will be a required checklist to be completed and signed by mentor and mentee. A Mentor Guidelines Committee including bargaining unit members and Administration will determine duties and documentation to be attached to this contract.
4. Mentors may be selected regardless of seniority.
5. The administration may go off staff to select mentors.
6. Members of the bargaining unit participating as mentors shall be tenured unless agreed upon by the Superintendent and CEA President. If no member of the bargaining unit is available to participate as a mentor, the District shall secure the services of a mentor in accordance with section 1526 of PA 335.

APPENDIX D
C.E.A. SICK BANK

ARTICLE IX, SEC. G:

"By the Fall Count Day of each school year, at the discretion of the Association, each teacher participating in the Sick Bank shall contribute one (1) or two (2) days of the foregoing sick leave allowance to a common bank to be administered by the Association. The Association shall provide the District with the number of days remaining in the sick bank and the teachers participating in the sick bank by the fifth Friday of each school year. Days in the bank shall not exceed four hundred (400), with any in excess of four hundred (400) being dropped at the end of each school year.

Teachers who have exhausted their accumulated personal sick leave allowance may make reasonable withdrawals, as determined by the Association, from the common bank for personal illnesses or disabilities, provided that there are sufficient days in the bank, and provided that no teacher may use more than sixty (60) days per incident, and sixty (60) days per school year. The Association will, within five (5) school days, notify the business office of each withdrawal from the bank. The bank shall be administered in accordance with the guidelines in Appendix D. Said guidelines may be amended by the Association with prior approval of the Superintendent."

Under normal and ordinary circumstances, a teacher would not need more sick days than are provided for under the Master Agreement. The purpose of the Sick Bank is to provide additional days for extraordinary circumstances of its members. Extraordinary circumstances are defined as those illnesses or disabilities of more than three (3) days duration.

1) Requirements for membership

   a) Effective the fourth Friday of September of 1979, any teacher wishing to join the Sick Bank will sign the Application for Continuous Membership which will remain in effect from year to year until he/she withdraws in writing or is no longer employed in the system. The Application for Continuous Membership form must be completed by new members and signed by a member of the Sick Bank Committee prior to the completion of the school day on the Fall Count Day.

   b) The number of sick days contributed by each member will be determined by the Sick Bank Committee but said number will not exceed two (2) days per year. Any teacher new to the Sick Bank program will donate two (2) days the first school year.

      i) If a teacher does not join the Sick Bank prior to the end of the school year, he/she will not be eligible for membership in the Sick Bank until the Fall Count Day of the following school year.

      ii) In the event of an emergency, situations preventing a teacher new to the system from making application for membership at the beginning of the school year, it shall be assumed that said teacher intended to join the Sick Bank and he/she shall

be eligible to withdraw from it in compliance with its guidelines.

iii) Any teacher hired during the second semester of the school year will be required to donate one (1) day to the Sick Bank within two (2) weeks after starting work.

c) A person withdrawing from the Sick Bank will not be able to withdraw the previously contributed days.

d) Forms may be obtained from Sick Bank Committee members.

e) Beginning with the 2000 –2001 school year teachers who join the Sick Bank will join under the following rules:

i) During the first year of membership the teacher shall contribute two (2) days to the Sick Bank. Teachers in the first year of membership to the Sick Bank will NOT be allowed to withdraw from the Sick Bank.

ii) During the second year of membership the teacher shall contribute one (1) or two (2) days to the Sick Bank. Days contributed will be the same as for those teachers who joined Sick Bank prior to the 2000-2001 school year. A teacher in the second year of membership may use no more than one half (½) the number of days he/she has accumulated at the beginning of the school year (minus the day(s) contributed to the sick bank).

*third year: A teacher in the third year of membership may use no more than one (1) times the numbers of days he/she has accumulated at the beginning of the school year (minus the day(s) contributed to the sick bank).

*fourth year: A teacher in the fourth year of membership may use no more than one and one half (1 ½) times the number of days he/she has accumulated at the beginning of the school year (minus the day(s) contributed to the sick bank).

iii) Beginning with the fifth year of membership, the teacher will be accorded full membership rights to the Sick Bank.

2) Administration

a. A committee of four (4) C.E.A. members and one (1) chairperson appointed by the Executive Board of the C.E.A. shall administer: the acceptance of the Application for Continuous Membership forms; the regulations governing withdrawals; and the notification of said withdrawals to the Business Office.

b. Notification of the Business Office and the recipient of the sick days will be the sole

responsibility of the C.E.A. Sick Bank Committee.

c. Decisions regarding requests for withdrawals of days from the Sick Bank will be made by a majority (3) of the members of the Sick Bank Committee within two (2) school days of the receipt by the committee of the Request for Sick Bank Withdrawal form.

d. All regulations regarding Sick Bank withdrawals shall be made by the Executive Board of the C.E.A. in consultation with the Superintendent.

e. All denials of requests for Sick Bank withdrawals may be appealed to the Executive Board of the C.E.A. at the subsequent regularly scheduled Executive Board meeting. Said meetings are scheduled on the first Wednesday of every month.

3) Regulations for Withdrawals of Sick Days

a) Procedure

i) A teacher enrolled in the Sick Bank will not be covered by the bank until his/her own accumulated sick leave has been exhausted. In addition the teacher must satisfy a one (1) day unpaid waiting period per year. Said waiting period will be the first day requested from the sick bank. The unpaid day is considered the first day of Sick Bank use. (i.e.: 3 day sick bank request = one (1) unpaid day, two (2) paid days.

ii) All requests for withdrawal will be filled out on the proper form and given to a member of the Sick Bank Committee.

iii) Request for Sick Bank Withdrawal forms (written) must be received within 24 hours of the initial absence requiring Sick Bank days except in the case of a medical emergency which must subsequently be documented.

iv) It is the individual teacher's responsibility to see that the proper form is received by the Sick Bank Committee within the allotted time.

v) Every member will receive one Request for Sick Bank Withdrawal form attached to the Sick Bank Rules. Withdraw forms will also be available from the Building Sick Bank Representatives.

vi) Withdrawal forms are not available at the Superintendent's Office nor will they be processed if turned in to the Superintendent's Office.

4) Conditions

a) Initial requests for days will not be granted for less than three (3) nor more than ten (10) consecutive days per request.

b) No teacher may use more than sixty (60) days per incident and sixty (60) days per year. Request for Sick Bank Withdrawal forms must be submitted at ten (10) day intervals with each request accompanied by a doctor's statement. Said statement must include a medical reason for the absence.

c) Requests may be for an illness through which you have exhausted your accumulated sick days.

d) ANY TEACHER RETURNING TO WORK BEFORE EXHAUSTING THE ALLOTTED SICK DAYS MUST NOTIFY THE SICK BANK COMMITTEE THE DAY OF RETURN SO THAT THE DAYS NOT USED MAY BE RECLAIMED BY THE BANK.

e) A teacher withdrawing days from the Sick Bank must submit to the Committee at the time of the request a written medical report indicating the necessity of each withdrawal. Said statement must include a medical reason stating reason for absence.

f) Pregnancy-related disabilities are covered by the Sick Bank if documented by the attending physician.

g) Elective surgery (that surgery which can be performed during vacation periods) will not be covered by the Sick Bank.

h) Injuries covered by Workman's Compensation do not qualify for Sick Bank withdrawals.

i) If the foregoing regulations are not adhered to, the request for withdrawal will automatically be denied.

**NOTE: Be sure to keep the attached form in case of emergency. Four (4) copies of this form must be turned in to the Sick Bank Committee for each request:

Teacher's Copy
Sick Bank Committee Copy
Principal's Copy
Business Office Copy

CASSOPOLIS PUBLIC SCHOOLS
REQUEST FOR SICK BANK WITHDRAWAL

To: Cassopolis Education Association

From: _____ Teacher

Total days requested: _____

Dates: _____

Teacher's Signature: _____

*NOTE: Be sure to attach a doctor's statement.
****
(Do not write below this line.)

Request Granted: _____ Request Denied: _____

Reason for refusal: _____

_____

Total number of days withdrawn by member including this request: _____

Total number of days remaining in Sick Bank: _____

Committee Chairperson: _____

APPLICATION FOR CONTINUOUS MEMBERSHIP IN THE C.E.A. SICK BANK

I, _____, agree to join a mutual Sick Bank which shall be administered by the Cassopolis Education Association. The number of days per year that I contribute will be determined annually by the Sick Bank Committee according to the needs of the Sick Bank. Said contribution will not exceed two (2) days per year. I am aware that my resignation from membership in the Sick Bank during the school year will neither enable me to reclaim the days I have donated nor make me eligible for further withdrawals from the Sick Bank. I agree to adhere to the rules established for Sick Bank usage.

Member signature: _____

Association signature: _____