

MASTER AGREEMENT

BETWEEN THE

CRAWFORD AUSABLE

SCHOOL DISTRICT

GRAYLING, MICHIGAN

AND THE

CRAWFORD AUSABLE

FEDERATION OF TEACHERS

2015-2016

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This Agreement is entered into by and between the Crawford AuSable Federation of Teachers, Local 3425, affiliated with the AFT-MFT, AFL-CIO, hereinafter called the "Union" and the Crawford AuSable School District, hereinafter termed the "Board", who shall be the sole parties to this Agreement.

WHEREAS the Board and the Union recognize and declare that providing a quality education for the children of the Crawford AuSable School District is their mutual aim, and that the character of such education depends predominantly upon the quality and morale of the teaching service, and

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

WHEREAS the parties have statutory obligations, pursuant to ACT 379 of the Michigan Public Acts of 1965, to bargain with respect to hours, wages, terms and conditions of employment, and

WHEREAS the parties, following extended and deliberate collective bargaining, have reached certain understandings which they desire to memorialize.

NOW THEREFORE, in consideration of the following mutual covenants, it is hereby agreed:

ARTICLE I RECOGNITION

- A. The Board hereby recognizes the Union as the exclusive bargaining representative for all professional personnel, including personnel on tenure and probation, classroom teachers, guidance counselors, librarians, reading therapists, social workers and other educational specialists employed or to be employed by the Board (whether or not assigned to public school building), but excluding supervisory personnel. The term "teacher" when used hereinafter in this Agreement, shall refer to all employees represented by the Union in the bargaining unit as above defined, and reference to one sex shall include the other.
- B. Within thirty days of the beginning of their employment hereunder, the teachers may sign and deliver to the Board an authorization for deduction for credit unions, savings bonds. Such withholding may be changed once during the term of this Agreement.
- C. Nothing contained herein shall be construed to deny or restrict to any teacher rights under the revised School Code of 1996, as amended, all regulations pursuant thereto, the Michigan Teacher Tenure Act and other laws and regulations. The rights granted to teachers herein shall be deemed to be in addition to those provided elsewhere.

ARTICLE II TEACHER AND MANAGEMENT RIGHTS

- A. Teacher Rights
 - 1. The Board hereby agrees that every employee of the Board shall have the rights freely to organize, join and support the Union for the purpose of engaging in collective bargaining and other concerted activities for mutual aid and protection. Teachers have the right to choose to be a member or nonmember of the union. The Board agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the exercise of any right conferred by law or by this Agreement by reason of his membership in, or participation with, the Union or its activities.

2. The Union and its members shall have the right to use school building facilities at all reasonable hours for meetings provided use of facility forms have been filed and a schedule conflict is not created. Special bulletin boards and other established methods of communication shall be made available to the Union and its members.
 3. The Board agrees to furnish to the Union in response to reasonable requests from time to time all available information concerning the financial resources of the district, tentative budgetary data and allocations thereof, and such other information as will assist the Union in developing programs on behalf of the teachers and their students, together with information which may be necessary for the processing of any grievance or complaint arising herefrom.
 4. Liaison Board - A Building Liaison Board will be established in each building, consisting of the Building Principal, Union building representative and one staff member, selected by the Union, on tenure. The Building Liaison Board shall meet each month on a designated day to discuss problems which may arise from time to time within the building which can be resolved by the building staff and principal and/or shall meet within 10 school days after the filing of an issue for consideration. A written record will be kept of all liaison issues discussed using the attached liaison committee form. The form is to be completed collaboratively by both parties in the event that an issue is to be taken to the district liaison board. Said form shall be forwarded to the superintendent with copies sent to the Union President, Union Vice President, building representative, and building principal.
 - a. If a problem cannot be acceptably resolved by the Liaison Board, one member of the Liaison Board (selected by such Board) shall present the issue to the district liaison board which shall consist of the Superintendent, the Building Principal, the Union President, Vice President, Building Representative, plus one other member designated by the Superintendent within 10 school days following the building liaison board discussion. The district liaison board shall only meet only after being presented with an unresolved issue from a building liaison board. If this body fails to satisfactorily resolve the issue, then the formal grievance machinery shall be invoked.
 - b. A special meeting may be called by the principal or the Union building representative. (See Article XVI, Section B)
- B. Management Rights - All rights which ordinarily vest in and are conferred upon the Board by law, except those which are expressly relinquished or modified herein, shall continue to vest exclusively in the Board without prior negotiations with the Union, either as to the taking of action under such rights or with respect to the consequence of such action during the term of this Agreement. Such rights 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 and the operations, and to direct the working forces and affairs of the Board.
 2. Assign and direct work to its personnel, determine the number of shifts and hours of work, scheduling of the foregoing but not in conflict with the provisions of this Agreement and in compliance with Article VII and Article VIII.
 3. Hire, promote, suspend and discharge, assign, transfer and determine the size of the work force in compliance with Article VII and Article VIII. If an assignment is above an employee's classification, such assignment will be temporary and of a short duration.
 4. Determine the qualifications of employees.
 5. Determine the number and locations or relocations of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions or subdivisions thereof, and

the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities.

6. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations of the administration of the school district.
7. Determine the size of the management organization, its function, authority, amount of supervision and table of organization, provided that the Board shall not abridge any rights from employees as provided for in this Agreement.
8. Determine the policy affecting the selection, testing or training of employees, providing that such selection shall be based upon equitable and lawful criteria.

ARTICLE III PROFESSIONAL COMPENSATION

A. Salary - The basic salaries of teachers covered by this Agreement are set forth in Schedule A, which is attached to and incorporated into this Agreement. Such salary schedule shall remain in effect during the term of this Agreement. All newly employed teachers shall be given credit on the salary schedule as determined by the Superintendent to a maximum vertical step of 5 unless the Union President and Superintendent agree to any steps above 5.

B. Benefits

1. The Board shall provide the following monthly contribution towards the employee's total health care insurance, including vision and dental, as outlined below. The Board and the Union agree that health care benefits are negotiable.

Employees will be given the option of Blue Cross/Blue Shield of Michigan HSA 0% co-insurance or Blue Cross/Blue Shield of Michigan HSA 20% co-insurance.

Employees may submit copies of prescription co-pays, up to \$150.00 per family, from the previous twelve months between May 15 and June 1 in that year for reimbursement by the Board. The Boards' health/dental/vision insurance annual contribution for the 2015-2016 school year will be \$4,103.00 for Single Subscriber, \$10,278.00 for Two Person and \$12,460.00 for Full Family.

On July 1, 2015, the District will deposit \$300.00 toward the \$2,600.00 HSA deductible plan and \$300.00 toward the \$1,300.00 HSA deductible plan. On September 1, 2015 and December 1, 2015 the District will deposit an additional \$650.00 each time toward the \$2,600.00 HSA deductible plan, with the understanding the entire employer HSA contribution will not be deposited on July 1, 2016.

The Board will not provide insurance coverage for Sponsored Dependents. The employee has the option of purchasing the Sponsored Dependent coverage for each fiscal year.

Changes in family status shall be reported by the employees to the Central Office within 30 days of such coverage.

2. Dental and Optical Insurance – The Board shall provide to the employee dental insurance with \$1,000.00 annual maximum and a payment schedule of 75% for preventive, 50% for restorative and 50% for dentures/bridges as provided within the guidelines of the insurance policy procedures and a complete vision care insurance package. The Board's contribution will be as outlined in article IV,B,1. If an employee chooses to take the annuity with dental

coverage, the Board's contribution for the 2015-2016 school year will be \$342.53 for Single Subscriber, \$746.88 for Two Person and \$907.58 for Full Family, plus any additional fees due to the American Health Care Act. A self funded orthodontic benefit will be provided on a one time basis per dependent child under the age of 19 in the amount of \$1,300.00. The benefit will be paid upon presentation of a receipt for services to the business office. Employees reimbursing the District for dental insurance will not be eligible for the self-funded orthodontic benefit.

3. Individuals who are employed on a full-time basis may elect not to take their family health insurance coverage and substitute a Board purchased annuity in the amount of \$1,800.00, or a cash payment in the amount of \$1,800.00. These employees will contribute towards their dental and vision insurance premiums as noted in Article III, B, 1. If an employee elects to waive all medical, vision, dental and orthodontic benefits (including benefits in Article IV,B,1,2 and 3) a board purchased annuity in the amount of \$2,500.00, or a cash payment in the amount of \$2,500.00, will be substituted. Notice to enroll in this plan must be given in writing to the Business Office no later than 9 days after employment or September 9 for employees starting the school year. Payment to the carrier and cash payment will be made no later than November 30 for employees starting the school year. Payment and annuity will be administered through a Section 125 plan.
4. Those persons whose spouses are employed by the school district may purchase an annuity in the name of the spouse who is a member of the bargaining unit and who is not listed as the health insurance insured, or a cash payment in an amount of \$1,800.00. These employees will contribute towards their dental and vision insurance premiums as noted in Article III, B, 1. If an employee elects to waive all medical, vision, dental and orthodontic benefits (including benefits in Article IV,B,1,2 and 3) a board purchased annuity in the amount of \$2,500.00, or a cash payment in the amount of \$2,500.00, will be substituted. Notice to enroll in this plan must be given in writing to the Business Office no later than 9 days after employment or September 9 for employees starting the school year. Payment to the carrier and cash payment will be made no later than November 30 for employees starting the school year. Payment and annuity will be administered through a Section 125 plan.
5. Adult education teachers with full-time status (35 hours or more per week) for the full adult education school year will be eligible for full health, dental, vision and life benefits. This provision applies when the district operates its own adult education program and does not apply when the adult education program operates through a consortium.
6. Job Sharing
 - a. Job Sharing is defined as one full-time job being shared by two or more employees. It is not necessary that each teacher be responsible for 50 percent of the position; other combinations which are mutually agreeable may be used such as 60/40. The person initiating the Job Share must have been an employee for at least one (1) year and not be under a current I.D.P. Plan.
 - b. Job Sharing is voluntary and requires the consent of the employees and employer.- If the person initiating the Job Share position cannot find a present Federation member to share job duties, the employer will attempt to then hire from outside. The employer will determine the suitability of employees for Job Sharing, i.e. compatibility.
 - c. Candidates for Job Sharing assignments must meet the qualification for the position.
 - d. Compensation and benefits for the employees shall be prorated in accordance with the percentage of work performed by each Job Sharing member. Following current contract; Article IV B #5, employees hired on a half time or less basis shall receive single subscriber Blue Cross/Blue Shield benefits, single subscriber dental benefits, single

subscriber vision benefits, life insurance, and long term disability insurance. A full-time employee who accepts a reduced schedule shall be subject to a reduction in Blue Cross/Blue Shield benefits as per above. A less than full-time employee may elect to purchase, during open enrollment period, full family insurance if he/she agrees to pay the difference between single subscriber and family rates.

- e. Seniority shall be defined as length of service in the district, beginning with the first day of service, including teaching or executive experience exclusive of layoff and unpaid leave periods which do not provide for experience credit on the salary schedule upon return to work. During such layoff and/or unpaid leave periods, seniority shall not continue to accrue, but shall be frozen from commencement date to the termination date of the layoff and/or leave(s). Any full-time teacher hired before or during the first semester of a given year will accrue a full year of seniority. Any teacher hired after the first half of the school year on a full-time basis will accrue one half (2) year seniority. A half teacher hired during the second semester will receive one fourth (3) year credit for the purpose of seniority, but will be granted 2 step on the salary schedule. Contract Article VIII, A3, page 14.
- f. The responsibilities of the Job Sharing shall be divided and allocated according to a plan designed and agreed upon by the Job Sharers and their supervisor. This will be reviewed by the superintendent.
- g. Job Sharing shall be regarded as a permanent position, similar to any other full-time or part-time position. Job Sharing terminates when one of the employees voluntarily quits his/her part of the position. Job Sharing positions will normally be made at the beginning of the school year.

It will be recognized by the parties that if one of the Job Sharers terminates employment or becomes incapacitated or otherwise unavailable, the employer must be free to:

- 1. Offer to increase the work week of the remaining Job Sharer.
 - 2. Recall a laid off employee who is fully qualified to fulfill the job responsibilities.
 - 3. Accept a transfer to the assignment.
 - 4. If all of the above fail, revert the position to a full-time assignment for the balance of the school year.
- h. The employer shall retain the option to terminate Job Sharing arrangements which are not working satisfactorily, after the employer attempts to resolve the problems through review, monitoring, and evaluation. The same process will be utilized as with other staff who are exhibiting problems in their work roles.
7. Employees hired on a half time or less basis, provided employee works three (3) hours per day, the block equivalent of a half day or the equivalent average of a two week period, shall receive single subscriber Blue Cross/Blue Shield benefits, single subscriber dental benefits, single subscriber vision benefits, life insurance, and long term disability insurance. A full-time employee who accepts a reduced schedule shall be subject to a reduction in Blue Cross/Blue Shield benefits as per above. A less than full-time employee may elect to purchase, during the open enrollment period, full family insurance benefits if he/she agrees to pay the difference between single subscriber and family rates.

8. Retirement

- a. Teachers who qualify and draw retirement under the Michigan Public School Employee Retirement System and have worked ten (10) years as a teacher exclusive of leave with the Crawford AuSable School District will be reimbursed quarterly an amount equal to the insurance deduction made by MPERS, not to exceed \$795.00 per quarter. This reimbursement will be made until the retiree is eligible for Social Security.
 - b. An employee who has attained fifteen (15) or more years of service as a teacher with the Crawford AuSable School District and who qualifies for and draws retirement under the Michigan Public School Employees Retirement System shall be entitled to receive an annual stipend of 3/8% of the highest year of salary compensation in the district multiplied by the number of years of service in the school district or a one time non-elective employer paid contribution of \$15,000 to the Legend Group. The one time non-elective employer paid contribution must be taken before the age of 62. The stipend shall be paid in a non-elective employer paid contribution to the Legend Group over a five year period or until the employee reaches the age of 62, whichever comes first. The stipend shall be calculated by using a seven year payout or less if the employee reaches the age of 62 within the seven year time frame. The total seven year or less calculation will be divided by five years or less depending on age. This calculation will be paid once a year for five years or less depending on age, subject to applicable contribution limits under the Internal Revenue Code (the "IRC"). If an employee has less than a five year payout, the one year calculation will be based on their time left in the plan. If the amount exceeds the employee's applicable contribution limit, the portion of the contribution in excess of the employee's applicable contribution limit shall be paid directly to the employee, subject to applicable employment withholding. Application for early retirement shall be made to the district in writing to the Superintendent by March 15 of each year. Retirement is defined to mean severance from regular or contractual employment with the district.
 - c. Teachers who are not eligible for the benefits under Article III (8) (b) and retiring from the Crawford AuSable School District who qualify for retirement under the Michigan Public School Employees Retirement System and have worked fifteen (15) years as teacher exclusive of leave with the Crawford AuSable School District will receive upon retirement \$500.00 retirement compensation.
9. Life Insurance - The Board shall provide without cost to the employee, group term life insurance protection which shall pay to the employee's designated beneficiary the sum of \$45,000 excluding substitute teachers with less than sixty (60) days of service in a specific teaching position.
10. Long Term Disability Insurance - The Board shall provide at no cost to the employee Long Term Disability Insurance from a private carrier with coverage beginning on the 61st calendar day providing payment of 66 2/3% of the employee's base salary up to the end of the disability. The insurance shall cover disability due to mental illness. Certification of disability and payments of benefits shall be determined by the insurance carrier.
11. Health Examinations - Any health examinations which are periodically required to maintain employment, shall be paid for by the Board.
12. Insurance Coverage During Unpaid Leave Periods - A teacher on unpaid leave may, at his/her option, maintain coverage under any of the insurance programs contained herein at his/her own expense, by making premium payments to the Board's designee at such time as each premium falls due provided such an arrangement is in compliance with the insurance carrier.

13. Sick and Personal Leave Incentive Plan - The school district shall purchase up to a maximum of three (3) days from the sick days of any employee who did not use more than two (2) days of sick and personal leave days combined in any school calendar year. The rate of compensation per day shall be the same as substitute pay for that calendar year. This payment will be made within two weeks after school has closed.
 14. Professional Organization - The Board agrees to pay for one membership per teacher in a professional organization up to a maximum of \$20.00 related to such teacher's area of specialization.
 15. Benefits must be in compliance with provisions of the district insurance carrier(s).
 16. The CAFT will participate in a committee charged with studying and formulating recommendations for insurance.
- C. A teacher called for jury duty or to give testimony before any judicial or administrative tribunal shall be compensated for the difference between the teaching pay and the pay received for the performance of such obligation. The teacher must deliver the jury duty pay or a record of the jury duty pay to the central office.
 - D. Teachers shall be advanced as described in Article IV, A for military service, provided such teacher was a member of the CASD teaching staff upon induction.
 - E. Application for credit for coursework for movement on the salary grid shall be made in writing. When an employee completes coursework in the summer which entitles him/her to additional pay, such employee shall be paid at the higher rate for the full year if application for such higher rate is made no later than the first week of classes. When an employee completes coursework during the school year which entitles him/her to additional pay, such employee shall be paid at the higher rate for the second semester if application for such higher rate is made no later than the first week of classes for the second semester upon notification to the Board that such coursework has been satisfactorily completed.
 - F. The salary schedule, as set forth in Schedule A and B, is based upon the regular school calendar and the normal teaching load. For classroom assignments in excess of normal teaching load, teachers will be compensated as follows: An hourly rate based on 5.8 hours of instruction per day for Elementary School, a rate of 16.7% of his/her Schedule A salary, steps 1-12, pay based upon an annual, full FTE for middle school and 16.0% of his/her Schedule A, steps 1-12, pay based upon an annual, full FTE for high school for each teaching period in excess of such norms. Such assignments shall be voluntary on the part of the individual teacher.
 1. The CAFT building rep may be included in any discussions involving teaching during prep time if requested by the teacher.
 2. The opportunity to teach during prep time will be offered to qualified, interested teachers with determination by the administrator.
 - G. A teacher's hourly rate for instructional time beyond the contracted assignment shall be \$21.50 per hour. This section does not apply to items addressed in other portions of this Agreement.
 - H. Teachers who undertake extra duty assignments set forth in Schedule B, attached hereto and incorporated into this Agreement, shall be compensated in accordance with the provisions of this Article and the annexed schedules without deviation. Schedule B shall provide equal pay for both sexes.
 - I. Substitute Prep Pay can only be earned for subbing during a teacher's own instructional planning time. Subbing during team planning time does not qualify the teacher for substitute prep pay. When

an inclusion teacher is pulled from a regular classroom to substitute in another classroom, neither the inclusion teacher nor the regular classroom teacher in the inclusion classroom qualifies for substitute prep pay. If the inclusion teacher or the regular teacher in whose class an inclusion teacher is assigned is absent, and either teacher must handle the class alone, said teacher does not qualify for substitute prep pay. When elementary physical education or music is cancelled, the regular classroom teacher keeps the students during that period of time and does qualify for substitute prep pay as the teacher is substituting during personal planning time. Elementary physical education or music teachers, if pulled to substitute for another teacher, do not qualify for substitute prep pay.

1. Teachers will be compensated at a rate of \$21.50 per instructional period hour and \$10.75 per ½ instructional period hour.

J. Teachers required in the course of their work to drive personal vehicles from one school building to another, shall receive a vehicle allowance set equal to federal government standards rounded down to the nearest cent at July 1 annually. The same allowance shall be given for use of personal vehicles for field trips or other business of the district. The Board shall provide property damage and liability insurance protection for teachers when their personal vehicles are used as provided in this section.

K. Calendar

1. The school calendar shall be jointly worked out between the parties and shall be attached hereto and incorporated as Schedule D.

2. The school calendar shall be designed to meet or exceed all Michigan Department of Education standards regarding instructional time requirements.

3. The school calendar shall provide for all legal holidays agreed to by the Union and the Board; in addition, school shall not be in session the day after Thanksgiving, during the normal winter recess or spring recess.

4. New teacher orientation workshops shall be provided for in the calendar.

5. All professional staff shall be required to report sufficiently in advance of the first day of scheduled classes to prepare their rooms, offices and instructional facilities for the arrival of students.

6. The Board shall be entitled to reschedule any days lost necessary to receive full state aid or in the event school is closed for reasons which do not allow such days to be counted as days of student instruction. No additional pay shall be received for such rescheduled days. The Board and the Union shall meet to discuss when days will be rescheduled. Full makeup days will be added if lost time exceeds 6 full instructional days (37.8 hours) and for every additional day lost.

L. A teacher engaged during the school day in negotiations on behalf of the Union with any representative of the Board, or participating in any professional grievance procedure, including arbitration, shall be released from regular duties without loss of salary, sick days or personal business days.

M. Substitutes - Half time teachers will be paid at substitute rates for the time period they substitute when not regularly employed. The Board will maintain an adequate list of substitute teachers. Once a teacher has reported unavailability, it shall be the responsibility of the administration to arrange for a substitute teacher. It will be the responsibility of the Resource Room teachers to provide self-directing instructional plans for the students and these plans will be given to the classroom teachers and kept current, according to the ability of each child.

- N. Teachers will be paid on the 15th and the last day of the month. Payroll checks will be direct deposited into the teacher's designated financial institution. Teachers may choose to be paid in 21 or 24 equal installments. Teachers will be paid beginning on the second pay in August. Installment payment options will comply with Section 409A of the Internal Revenue Code, therefore teachers must make their installment option choice by the end of the prior school year.
- O. Professional Compensation, Termination Pay - When ending employment with the District after fifteen (15) years of service, the employee will receive termination pay for each unused sick day at the rate of 60% of the current contractual substitute teacher rate, with a cap of \$10,000.00.

ARTICLE IV
TEACHING HOURS AND CLASS LOAD

- A. Teachers shall be expected to report for duty 20 minutes in advance of the start of school.
- B. Hours of instruction in all buildings shall be equal.
- C. Teachers shall be expected to remain in their building at the end of the instructional day for a minimum of 10 minutes to complete those professional duties which must be undertaken within the classroom and building. Teachers may leave their building at the end of the instructional day on Fridays or the last instructional day of the week.
- D. The normal weekly teaching load in Middle School through High School will be 30 teaching periods and 5 unassigned preparation periods of approximately equal length. Assignment of a supervised study period shall be considered a teaching period for the purpose of interpreting this section.
- E. All teachers shall be entitled to a duty-free, uninterrupted lunch period of no less than 25 minutes including passing time.
- F. Elementary grades will be provided two fifteen minute recess periods per day and teachers in elementary grades will work a maximum of two assigned duty periods per week. Grade levels grouped together for recess periods will have teachers from the combined grade levels so grouped to supervise the entire recess period.
- G. Teachers of music, art and the laboratory sciences, speech therapists, reading consultants, visiting teachers, librarians without a full-time paraprofessional, physical education and all special education teachers shall be provided with relief and preparation time to the same extent as other teachers at their grade levels.
- H. No departure from the provisions of this Article shall be made without the prior consent of the Union, except in case of emergency where such prior consent could not have reasonably been obtained. The duration of such emergency shall be limited to the interval between its arising and an expeditious arranging of a meeting with the Union.
- I. If staff conferences, committee meetings or parent/teacher conferences exceed ten (10) hours per month, inclusive of the time spent in the classroom after student dismissal, the Board will pay the teacher for any services in excess thereof at the teacher's hourly rate.
- J. No high school or middle school teacher will be required to teach more than four (4) preparations. A high school or middle school teacher may accept more than four (4) preparations, but the decision will be his/hers.

K. High School Trimesters

- 1) Teachers will teach four (4) out of five (5) periods each trimester for a total of twelve (12) periods annually.
- 2) Teachers will be assigned one (1) preparation period per week as assigned by the administration. All teachers on a given preparation period will be assigned the same day. The administration shall notify the teacher of the assigned day of the week and of the assignment prior to the start of the trimester. The specific day of the week shall not change for the entirety of the trimester.

L. A teacher will be in their building during their prep period or conducting duties relevant to classroom work as deemed by their administrator. Teachers will sign out of their building in the office with prior notification to the administrator.

M. A Curricular Development Day will be scheduled at the end of the school year. Any teacher required to attend will be notified by their building principal by April 15. Teachers attending will be paid at a rate of \$150.00 per day based on a 6 ½ hour work day.

ARTICLE V
TEACHING ASSIGNMENTS

A. Teachers who will be affected by a change in grade assignments in the elementary school grades and by changes in subject assignment in the middle school and secondary schools will be notified by their principals as soon as possible.

ARTICLE VI
TEACHING CONDITIONS

A. Teachers are encouraged to be creative and innovative within the classroom insofar as the purposes of the curriculum are being fulfilled in a professional manner. It is understood that professional, legal and social standards must be observed within the context of a public school.

B. Outside the classroom, when a teacher speaks or writes as a citizen, she/he shall be free from institutional censorship and discipline. It shall be the responsibility of the teacher to make it clear that he/she speaks or writes as an individual and not in behalf of the district.

C. No materials gathered by means of any electronic communications device shall be admissible as evidence in any action against an employee. This does not preclude the gathering of this information based on reasonable cause or substantiated charges.

D. If an employee, acting under the rights granted in this Agreement (specifically excluding activities covered in B, above) or within the scope of Board policy, is subjected to court action with respect to exercise of those rights, the Board agrees to support such employee and to defend the contract provisions.

E. Any complaint by a parent directed against a teacher shall be called to the attention of the teacher if the complaint is considered serious enough to result in a written record and/or to become the basis for the disciplinary action against such teacher.

F. Disciplinary interviews will be considered in private. An affected teacher will, however, have the right, in all instances, to request the presence of a Union designated representative at said interview, and when such a request is made, the interview will not proceed until the representative is in attendance. The Board shall have a similar right to include a representative of its choice at such a meeting.

G The parties recognize that since the primary duty of the teacher is to teach, the organization of the school year and school day shall be directed toward insuring that the activities of teachers are utilized to this end.

H. Class size maximums shall be as follows:

- | | |
|--|--|
| 1. Kindergarten | 26 pupils |
| 2. Grades 1 - 5 | 28 pupils |
| 3. Grades 6 - 8 | 30 pupils, if possible, physical education, band, choir, study skills excluded |
| 4. Laboratory Classes (Middle and High School) | 4 pupils per work station or 28, whichever is greater if possible |
| 5. Special Education Classes | All special Education programs and services shall be operated in accordance with the provisions of the Special Education Code, including staff/pupil ratios, instructional unit requirements and other pupil load requirements |
| 6. Grades 9 - 12 | 30 pupils, if possible, physical education, band, choir, study skills, excluded |

In a year in which the district is in financial distress, class size limitations will revert to those in the 1997-2000 contract.

Exceeding Class Size Maximums - In grades K-5, for each student over the maximum class size, the teacher shall receive assistance on the following basis: 1-4 students over maximum, a half time paraprofessional; 5 students over maximum, a full-time paraprofessional; 6 or more students over maximum, the class shall be split. In all cases, a paraprofessional will be assigned only after an acceptable plan for use of such paraprofessionals has been submitted and after standard posting procedures, such paraprofessionals meet the requirements set forth in the No Child Left Behind Legislation.

- I. The Board recognizes that appropriate texts, library reference facilities, maps and globes, laboratory equipment, audiovisual equipment, art supplies, athletic equipment, current periodicals, standard tests and questionnaires and similar teaching materials are the necessary tools of the profession. The parties will meet from time to time for the purpose of improving the selection and use of such educational tools, and the Board undertakes to implement all joint decisions reached by its representatives and the Union. The Board agrees at all times to keep the schools reasonably and properly equipped and maintained.
- J. Monies for supplies and stamps are to be collected from the students in the office.
- K. Under no conditions shall a teacher be required to drive a school bus as part of his/her regular assignment.
- L. The Board shall make available in each school adequate lunchroom and lavatory facilities exclusively for staff use and at least one room appropriately furnished which shall be reserved for use as a staff lounge.
- M. Telephone facilities shall be made available to teachers for their reasonable use.
- N. This Agreement shall be applied uniformly to all teachers within the bargaining unit.
- O. The Board agrees that with respect to hiring, working conditions and promotion practices, neither it nor its agents shall discriminate on the basis of race, creed, color, national origin, sex, marital status, political activities or membership or participation in the activities of the Union. The Board, recognizing that well qualified and able staff is a prerequisite to quality educational programs,

agrees to seek out and recruit staff members who best fulfill these requirements. The Union agrees to admit all bargaining unit members to membership without discrimination by reason of race, creed, color, national origin, sex, marital status, political activities or prior membership or past participation in the activities of any employee organization.

- P. The Board shall provide adequate parking for the staff.
- Q. The Board will involve appropriate members of the teaching staff in the development of new curricular programs prior to implementation.

ARTICLE VII
VACANCIES AND PROMOTIONS

- A. When a vacancy occurs, and if the factors distinguishing employees are equal, then length of service or tenure status may be considered a tiebreaker.
- B. Seniority shall be defined as length of service in the district, beginning with the first day of service, including teaching or executive experience, exclusive of layoff and unpaid leave periods which do not provide for experience credit on the salary schedule upon return to work. During such layoff and/or unpaid leave periods, seniority shall not continue to accrue, but shall be "frozen" from the commencement date to the termination date of the layoff and/or leave(s). Any full-time teacher hired before or during the first semester of a given year will accrue a full year of seniority. Any teacher hired after the first semester on a full-time basis will accrue one half (2) year of seniority. A half time teacher hired during the second semester will receive one fourth (1/4) year credit for the purpose of seniority, but will be granted a 2 step on the salary schedule. Adult education teachers will accumulate seniority on a separate Adult Education seniority schedule. They will not earn seniority on the K-12 seniority schedule.
 - 1. People hired as administrators after July 1, 2004, who are new to the district, shall not be placed on the seniority list.
 - 2. Current administrators shall retain their seniority on the seniority list and are frozen on the seniority list.
 - 3. Teachers from the CAFT bargaining unit who become administrators after June 30, 2004, are frozen on the seniority list at the position at which they left the CAFT bargaining unit.
- C. Whenever any vacancy in any professional position in the district shall occur, the Board shall publicize the same by giving written notice of such vacancy to the Union and providing for appropriate posting in every school building. No vacancy shall be filled, except in emergency on a temporary basis, until such vacancy shall have been posted for at least 10 calendar days. The Union Secretary or designated replacement should be notified of such vacancies.
- D. All positions that become available while school is in session must be posted in all school buildings before school is dismissed for the summer.
- E. All positions that become available in June, July or August shall be emailed to each qualified, currently employed teacher who registers interest with the Superintendent by the last day of the preceding school year and said position will not be filled for a period of five (5) days after the notification unless the district and union president agree, except on a temporary basis, to provide all teachers with a reasonable opportunity to apply.

ARTICLE VIII
TRANSFERS

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

ARTICLE IX
LAYOFF

A. Reduction in Personnel

1. No teacher shall be laid off pursuant to a necessary reduction in personnel unless there is substantial decrease in the students enrolled in the school district, there is substantial decrease in the revenues of the school district or there are other substantial budgetary considerations which shall have a detrimental effect on the district.
2. No teacher shall be discharged pursuant to a necessary reduction in personnel.
3. Any teacher shall have been notified of said layoff at least sixty (60) days prior to the commencement of the layoff period.

B. Seniority

1. No later than thirty days following the ratification of this Agreement and by September 30 thereafter, a seniority list shall be prepared by the Board and submitted to the Union for approval. The Union shall have fourteen (14) calendar days to submit this approval to the Board.
2. The duly elected Union President, Vice President, Secretary, Treasurer and Union Chief Negotiator shall be placed at the top of the current seniority list and shall remain at the top of the list during their term of office.
3. The seniority list shall be published and copies furnished to the Union by October 1 of each year. If the Union has objections to the list, these must be submitted by October 15. Thereafter the list is final and conclusive.
4. All seniority is lost when there is both a severance of employment and a break in service, unless this is due to layoff. In such cases, provisions of the seniority clause shall prevail.

C. Layoff Periods

1. The Board shall give notice of any vacancy for which a laid off teacher is certified and notify the union.

D. Layoff Benefits

1. A teacher who has acquired thirty years of service may, at his/her option, take an early retirement.
2. A laid off teacher shall receive insurance benefits as herein provided for a period of nine months following the effective date of his/her layoff, or until equally covered by a subsequent employer, whichever is less.
3. The Board and the Union shall jointly establish a priority substitution list, based upon seniority and certification as described herein, including all bargaining unit members affected

by layoff. Such list shall be used in the selection of members to substitute for any teachers on sick leave or other types of leaves.

E. Recall

1. It is the responsibility of laid off employees to maintain a current address with the Board of Education.
2. A laid off teacher shall be given ten (10) days to notify the Board that he/she is interested in a position and an address through which he/she may be contacted. Failure to notify within ten (10) days can be considered a resignation. If a teacher notifies the Board as required above, said teacher shall be placed on the layoff list with all the rights to which he/she was entitled under this Article.
3. Recalled teachers shall be entitled to all sickness and leave benefits as provided herein. Utilization of such benefits or an existing necessity for utilization of such benefits shall not be considered proper reason for failure to recall or reinstate.

ARTICLE X
SICK LEAVE

- A. At the beginning of each school year, each teacher shall be accredited with an eight (8) day sick leave allowance pro-rated on an annual, full teacher FTE basis. The unused portion of such allowance shall accrue on a year-to-year basis.
- B. A teacher who has exhausted all sick leave available shall be granted a leave of absence without pay (except for benefits derived under long term disability provisions) for the duration of such illness or disability until the end of the current school year. The leave of absence will be renewed each year upon written request by the teacher.
- C. Absence due to injury incurred in the course of a teacher's employment shall not be charged against the teacher's sick leave days only when approved by the district Worker's Compensation carrier. The Board shall pay to such teacher the difference between his/her salary and any other benefits received under the terms of this Agreement and/or under the Michigan Worker's Compensation Act for the duration of such absence provided such practices are in compliance with the district carrier's provisions.
- D. A teacher absent from duty with medical verification (excepting head lice) due to mumps, scarlet fever, measles, chicken pox, head lice, scabies or pink eye shall not suffer diminution of compensation and shall not be charged with sick leave.
- E. Sick leave is understood by the parties to include any medical disabilities due to pregnancy and/or childbirth (pre and postnatal). All disabilities must, at the option of the Board, be verified in writing by the employee's attending doctor.
- F. Catastrophic situations shall be reviewed by the Superintendent and the CAFT President on an individual basis to examine the need to extend FMLA.

ARTICLE XI
PERSONAL LEAVE

- A. At the beginning of every school year, each teacher shall be accredited with four (4) days to be used for the teacher's personal leave pro-rated on an annual, full teacher FTE basis. Up to 2 unused personal leave days will be accumulated in the teacher's individual personal leave bank not to exceed 6 days. Any remaining unused personal leave days will be accumulated in the teacher's

individual sick leave bank. Teachers wishing to exceed 4 consecutive personal days must make an application in writing to the building principal one month prior to the dates requested. The application is subject to review by a committee composed of the principal, Superintendent, Union President and the teacher's building representation. Criteria for the committee decision shall include: once in a lifetime type of activity, activity that cannot be done at any other time, as well as a review of applicant's use of sick and personal leave. If the committee feels the teacher has a legitimate need to be absent for the purpose stated, the committee may approve the personal leave. A personal leave day may be used for any purpose at the discretion of the teacher. A teacher planning to use a personal leave day or days shall notify his/her principal at least one day in advance, except in cases of emergency. Personal days requested adjacent to a vacation day or period are generally denied unless the request is for an activity that can be done at no other time. Days to extend the vacation will be denied absent such extenuating circumstances. A vacation day is a week day during the school year that school is not in session other than days set aside for professional development. Teachers requesting personal days adjacent to a vacation period must make the request to the superintendent at least five (5) working days in advance.

- B. The teachers agree they shall indemnify and save the Union and the Board harmless against claims, demands, suits and other forms of liability that may arise by reason of the Board complying with the provisions of this Article.

ARTICLE XII LEAVES OF ABSENCE

- A. Leaves of absence with pay, chargeable against the teacher's allowance, shall be granted for the following reasons:
 - 1. A maximum of five days per school year for serious illness in the teacher's (or teacher's spouse's) immediate family; husband, wife, children, parents, in-laws, or siblings (where the teacher is unavoidably responsible for their care).
 - 2. One day when illness outside the immediate family requires a teacher to make necessary arrangements for medical or nursing care.
 - 3. Attendance at a ceremony awarding a degree to a staff member for such time (including a portion of a day) as is necessary.
 - 4. Time needed for attendance at the graduation of a child or spouse.
 - 5. Time necessary for performance of medical and dental appointments or such other personal medical affairs as can not normally be undertaken outside duty hours.
 - 6. Time necessary for attendance at the funeral service of a person whose relationship to the teacher warrants such attendance.
- B. Leaves of absence with pay not chargeable against the teacher's sick leave allowance shall be granted for the following:
 - 1. Up to five days following a death in the immediate family. (Immediate family: spouse, children, parents, foster parents, parents-in-law, brother and sister in-law, grandparents, brothers, sisters or any person for whose financial or physical care the employee is primarily responsible.) When funeral arrangements or other demonstrable obligations fall on an employee following death of any person not covered above, this provision shall be extended to include that person. Employees may use a sick day to cover attendance at a funeral not covered by this list.

2. Approved visitation at other schools for the purpose of observing an on-going or experimental program.
 3. Leave will be granted, to the extent possible, for attendance at conventions, workshops and conferences connected with an employee's field of teaching. At any such convention, workshop or conference, employees shall receive, in addition to their regular pay, the reasonable costs of such attendance (e.g., assessed fees, meals, lodging, travel and/or mileage).
 4. Fifteen days for the Union for Union business. Any additional time needed for Union business will be granted and the Union will reimburse the school for the amount of the pay of the substitute.
 5. Time necessary to take the selective service physical examination.
 6. Time necessary to fulfill a subpoena, jury duty, to give testimony before any judicial or administrative tribunal, or for cases with a direct relationship to the Crawford AuSable School District.
- C. Leaves of absence for short periods of time, without pay, for the purpose of recreation, vacation, relaxation, professional workshops, special events, etc., may be granted only after application in writing to the teacher's building principal a minimum of one month prior to the dates requested. The application is subject to review by a committee composed of the principal, Superintendent, Union President and the teacher's building representation. Criteria for the committee decision shall include: once in a lifetime type of activity, activity that can not be done at any other time, as well as a review of applicant's use of sick and personal leave. If the committee feels the teacher has a legitimate need to be absent for the purpose stated, the committee may award a leave of absence of up to two weeks.
- D. A sabbatical leave of absence may be granted with one half salary by the Board, after seven (7) years of satisfactory service in the district for up to two (2) years, provided that the employee states his/her intention to return to the district and to teach one (1) year for each year of leave granted. A bond shall be furnished at the employee's expense in the amount equal to the salary granted during the leave. Such bond shall be forfeited on a prorated basis if the employee does not return to the district.
- E. Leave of absence without pay for educational purposes may be granted by the Board.
- F. A military leave of absence without pay shall be granted to any teacher who shall be inducted or shall enlist for any tour in any branch of the armed forces of the United States. Upon return from such leave, a teacher shall be given time up to two years on the salary schedule as he/she would have been had he/she taught in the district during such period.
- G. A leave of absence without pay for the term of tenure in office shall be granted to any teacher, upon written application, for the purpose of serving as an officer of the Union. Upon return from such leave, the teacher shall be placed at the same position on the salary schedule as they would have been had they taught during the period. Notification of extension of leave shall be made in writing by July 15th of each year.
- H. A leave of absence without pay shall be granted to any teacher upon application for the purpose of campaigning for, or serving in, a public office other than the Michigan legislature. A teacher returning from such leave within one year of commencement of leave will be placed into the next vacancy for which the teacher is certified and qualified according to the applicable terms of this contract. Upon return from such leave, a teacher shall be placed on the next position on the salary schedule above the position he/she was on when the leave was taken, unless he/she returns during the same year.

- I. A leave of absence without pay shall be granted to any teacher upon written application for National Guard optional training while school is in session.

- K. A leave of absence without pay shall be granted for child care leave (up to the end of the current school year) under the following conditions (beginning August 1, 2009):
 - 1. The Board shall grant to any teacher a child care leave provided that teachers apply in writing to the Board at least sixty (60) days prior to the date such leave is to commence. The leave will be granted with primary consideration being given to normal trimester breaks and the time of year such leave commenced. This leave will be granted once per minor dependent for a 12 month period from the first day of absence. Consecutive leaves will be considered Extended Child Care Leave under Article XII, L.
 - 2. A teacher on child care leave shall receive the health insurance benefits provided to this Agreement for up to twelve (12) weeks from the first day of the absence, inclusive of sick days, in which such leave takes effect provided such practice is in compliance with the district carrier's provisions. If the child care leave is taken through the end of the school year and the 12 week employer contribution has not ended, the District will pay the employers contribution towards COBRA payments for June, July and August if the employee returns to work the first contract day of the next school year.
 - 3. A teacher on child care leave of less than one school year is entitled to return to his/her former position. If the position has been abolished under provisions of layoff and recall, such provisions shall prevail.
 - 4. Upon return from extended child care leave, a teacher shall be given credit on the salary schedule for the school year in which such leave became effective.

- L. A leave of absence without pay shall be granted for extended child care leave (beyond child care leave as defined in Article XII, K) under the following conditions:
 - 1. The Board shall grant to any teacher an extended child care leave provided that the teacher applies in writing to the Board at least sixty (60) days prior to the date such leave is to commence.
 - 2. An extended child care leave shall be granted for a period mutually agreed upon by the parties at the time of granting, with primary consideration being given to normal trimester breaks and the time of year such leave must commence. A teacher shall notify the Board no later than 60 calendar days before his or her intended date of return.
 - a. A teacher on extended child care leave will return from leave only if a vacancy for which the teacher is highly qualified and certified exists.
 - b. An extended child care leave may be annually renewed up to a total of five (5) years inclusive of time in Article XII, K, upon the written request of the teacher and approval of the Board under the condition that the teacher will return from leave only if a vacancy for which the teacher is qualified and certified exists. Written application for an extension of the leave shall be made to the Board no later than March 15.
 - c. An extended child care leave which has been applied for and granted in anticipation of such need may be rescinded by the teacher at any time prior to its commencement if the position has not already been filled or if there is another vacancy for which the teacher is highly qualified and certified.

- M. Leaves of absence from Schedule B positions will be granted or denied based on reason for leave. The application is subject to review by a committee composed of the Superintendent and the Union President.
- N. Return from Leaves
 - 1. Notification of the teacher's desire for early return from leave shall be made in writing by July 15.
 - 2. No posting of a position opening is required if the teacher returns from leave in duration of one year or less.
- O. A person on unpaid leave may continue group coverage in such fringe benefits as are then current by paying the Board for such coverage at such time as the premiums are due provided such an arrangement is in compliance with the insurance carrier.

ARTICLE XIII
TEACHER EVALUATION, PERSONNEL FILES

- A. Personnel Files:
 - 1. Teachers will be given the opportunity to review material prior to being placed in the personnel file. The teacher may submit a written notation regarding any material, within 10 working days, and the same shall be attached to the file copy of the material in question.
 - 2. If a teacher believes that material placed in his/her file is inappropriate or in error, he/she may receive adjustment, provided cause is shown through the grievance procedure, whereupon the material will be corrected or expunged from the file.
 - 3. A teacher must be requested to sign material placed in the individual's personnel file. Such signature shall be understood to indicate the individual's awareness of the material, but in no instance shall said signature be interpreted to mean agreement with the content of the material.
 - 4. If a teacher should refuse to sign material to be placed in his/her file, it shall be signed by that teacher's building representative or person designated by the Union President. The signature shall indicate that said teacher has been made aware of this material, but has refused to sign it.
 - 5. Each teacher shall have the right, upon request, to review the contents of his/her own personnel file. A Union representative may be requested by the teacher to accompany the teacher in such review. If a Union representative is not present, a Board representative will be asked to witness or accompany that teacher's review of the file.
- B. No teacher shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause.
- C. Teachers are expected to comply with reasonable rules, regulations and directions from time to time adopted by the Board or its representatives which are not inconsistent with the provisions of this Agreement. A teacher may reasonably refuse to carry out an order which threatens his/her physical safety or well-being.
- D. The Union will use its best efforts to secure correction of unprofessional behavior by any teacher, which behavior shall be reported by the Board or its representatives to the teacher and to the Union.
- E. A Mentor shall be assigned by the building principal to every probationary teacher upon entrance of the teacher into the system and for his/her first three (3) years of classroom teaching, as required by Section 1526 of the school Code. The Mentor, insofar as possible, shall be a tenured teacher with a minimum of five years teaching experience, and shall be engaged in teaching within the

same grade, building, or discipline of the probationary teacher. The duties of the Mentor teacher are:

1. The relationship shall be confidential.
2. At the request of the probationary teacher, the Mentor may be involved in the development of his/her Individualized Development Plan.
3. The Mentor may have, upon request and as approved by the principal, release time for the purpose of observation or direct work with the probationary teacher during the regular school day and school calendar year.
4. It shall be the duty of the Mentor to assist and counsel the probationary teacher in acclimating to the teaching profession and to the school system.

ARTICLE XIV
PROTECTION OF TEACHERS

- A. The Board will give reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom.
- B. Any case of assault upon a teacher shall be promptly reported to the Board or its designated representative.
- C. Time lost by a teacher in connection with any incident mentioned in this Article shall not be charged against the teacher, unless he/she shall be judged guilty by a court of competent jurisdiction from whose decision no appeal has been taken.
- D. If the personal property of an employee (brought into the classroom with the prior approval of the administrator in charge) is damaged, stolen or destroyed through no negligence of the employee, the employer agrees to reimburse the employee in the amount of the estimated loss, or to replace the article, whichever is most feasible. If an article is easily portable, it shall not be left in a room unless locked in a closet or desk. If a teacher is injured while in the line of duty, any medical, surgical or hospital fees in excess of that covered by existing health insurance policies herein provided shall be paid by the employer.

ARTICLE XV
NEGOTIATION PROCEDURES

- A. It is contemplated that matters not specifically covered by this Agreement, but of common concern to the parties, shall be subject to negotiations between them from time to time during the period of this Agreement, upon request by either party to the other. The parties undertake to cooperate in arranging meetings, selecting representatives for such discussions, furnishing necessary information and otherwise constructively considering and resolving any such matters.
- B. Negotiations for a new Agreement shall begin at a time, date and place mutually determined by the Board and the Union. Either party may initiate such request and negotiations shall proceed at the earliest time practicable following the request.
- C. Neither party shall have any control over the selection of the bargaining representatives of the other party and each party may select its representatives from within or outside the school district. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board and by a majority of the membership of the Union, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals and make concessions in the course of negotiations, subject only to such ultimate ratification.

- D. The Union agrees that the first negotiation meeting between the Crawford AuSable School District and the Crawford AuSable Federation of Teachers will begin during the first three weeks of May.

ARTICLE XVI
GRIEVANCE PROCEDURE

- A. A grievance is an unsettled complaint by a teacher, group of teachers, or the Union alleging that there has been a violation, misinterpretation or misapplication of any provision of this Agreement or any existing rule, order or regulation of the Board relating to wages, hours or terms and conditions of employment.
1. The grievance procedure shall not apply to any matter which is prescribed by law or state regulations over which the Board is without power to act. Any dispute involving a prohibited subject of bargaining is excluded from the grievance procedure and not within the authority of an arbitrator.
 2. No dispute over the modification of this Agreement shall be made the subject of a grievance.
 3. If an employee elects to process a discharge through the Tenure Commission, such employee shall be stopped from access to the grievance procedure for such discharge.
 4. A grievance must be filed within nine months following the incident giving rise to the grievance.
- B. If the Building Liaison Board and the District-Wide Liaison Board are unable to resolve the issue within twenty (20) school days, a formal grievance may be filed within five (5) school days on the form set forth in Schedule C, annexed hereto, and signed by the grievant and Union representative, which form shall be made available to each Building Representative. A copy of the grievance form shall be delivered to the principal or supervisor. (See Article II, Section 4, Part a. page 2)
- C. If a grievance involves more than one school building, it may be filed with the Superintendent or a representative designated by the Superintendent.
- D. Within three (3) school days or three (3) calendar weeks, whichever is earlier, after receipt of the grievance, the principal or supervisor shall meet with the Union Grievance Committee in an effort to resolve the grievance. The principal or supervisor shall indicate his/her disposition of the grievance in writing and the supporting reasons therefore, within three (3) days of such meeting and shall furnish a copy thereof to the Union.
- E. Within twenty (20) school days or four (4) calendar weeks, whichever is earlier, after the delivery of the decision, the grievance may be appealed to the Superintendent.
- F. Within ten (10) school days or three (3) calendar weeks, whichever is earlier, after delivery of the decision, the Superintendent or his designee shall meet with the Union Grievance Committee on the grievance and shall indicate his disposition of the grievance in writing, along with the reasons therefore, and shall furnish a copy thereof to the Union.
- G. Within ten (10) school days after delivery of the decision of the Superintendent or his designee, the grievance may be appealed to the Board of Education by filing a written copy of the grievance accompanied by copies of previous decisions, with the Secretary or other designee of the Board.
- H. The Board, no later than its next regular meeting, or two (2) calendar weeks, whichever is later, shall hold a hearing on the grievance. At such hearing, the aggrieved shall have the right to be represented by Union Counsel. Participants in this hearing including witnesses shall be given at least three (3) days notice of the hearing.

- I. Within seven (7) days after this hearing, the Board shall communicate its decision in writing, together with supporting reasons, to the principal, the Superintendent, the Union, Counsel for the Union (if any) and to the aggrieved.
- J. Within ten (10) days after receipt of the decision of the Board, the Union may appeal the decision to binding arbitration under the auspices and rules of the American Arbitration Association.
- K. General Principles
 - 1. The Board and the Union shall not be permitted to assert in arbitration any ground or to rely on any evidence not previously disclosed to the other party.
 - 2. A grievance may be withdrawn at any level.
 - 3. When hearings and conferences are held during duty hours, all persons who are entitled to be present at the hearing or conference pursuant to this Article whose duty hours are affected shall be excused with pay for that purpose.
 - 4. No decision or adjustment of a grievance shall be contrary to any provision of this Agreement.
 - 5. Failure at any step of the grievance to communicate the decision on a grievance within the specified time limits shall permit lodging an appeal at the next step of a procedure within the time which would have been allotted had the decision been given. Failure to file a written grievance within the time specified at each step shall bar the grievance. Failure to appeal a decision within the specified time limits shall be deemed a withdrawal of the grievance and shall bar further appeal.
 - 6. The time limits specified in this procedure may be extended in any specific instance by mutual agreement, which agreement shall be reduced to writing and signed by the parties. The arbitrator shall be bound by the time limits set forth herein and shall have no power to extend such limits.
 - 7. The arbitrator shall have no power to alter, add to or subtract from the terms of this Agreement.
 - 8. The Employer and the Union each shall bear the full costs for representative counsel in the arbitration.
 - 9. The arbitrator's fees shall be assessed against the parties in a proportion to be determined by the arbitrator.
 - 10. It is the intention of the parties, where possible, that the issues to be arbitrated, the relevant facts comprising the issues, and the remedy or remedies sought shall be jointly stipulated by the Board and the Union, or if the parties are unable to agree to such stipulation, each party of interest shall submit a written stipulation of the issues to the arbitrator in advance of the hearing.
 - 11. The primary purpose of this grievance procedure is to secure equitable solutions at the closest supervisory level possible. The parties mutually agree that these proceedings shall be kept as confidential as may be appropriate at each level of the procedure.
- L. No grievance shall be adjusted without prior notification to the Union and opportunity given to the Union to be present.
- M. Notwithstanding the expiration date of this Agreement, any grievance arising thereunder may be processed to completion under the procedures contained herein.

ARTICLE XVII
MISCELLANEOUS PROVISIONS

- A. The Board and Union will meet to negotiate language when necessary.
- B. No polygraph or lie detector device shall be used in any investigation of any teacher or pupil unless requested by the individual.
- C. The Union shall be duly advised by the Board of fiscal, budgetary and tax programs affecting the district and the Union shall, whenever possible, have the opportunity in advance to consult with the Board with respect thereto prior to general publication.
- D. This Agreement shall supersede any rules, regulations or practices of the Board which are contrary to or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual teacher contracts in effect. All individual teacher contracts shall be made subject to the terms of this Agreement and are subject to Board of Education policies pertaining to prohibited subjects of bargaining.
- E. Copies of this Agreement shall be printed at Board expense and presented to all teachers under employment at the earliest possible date.
- F. If any provision of this Agreement is or shall at any time be found to be contrary to law by a court of ultimate jurisdiction, such provision shall not be applicable or performed or endorsed, except to the extent permitted by law. All other provisions of this Agreement shall continue in full force and effect and the parties agree to meet for the purpose of negotiations and agreement on substitute language for the voided provisions.
- G. This Agreement constitutes the full and complete commitments between the parties and may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in a written and signed amendment to this Agreement.
- H. The Union agrees that during the term of this Agreement, and any extensions thereof, the Union shall neither condone, abet, nor participate in any form of work stoppage, including, but not limited to such activities as a slow down.

The Employer agrees that if the Union complies with the provisions in this Article, there shall be no lockout.

- I. An emergency manager appointed under Michigan law shall have the authority to reject, modify, or terminate this collective bargaining agreement in accordance with Michigan law.

By signing this agreement the union does not agree or acknowledge that this provision is binding on the union. The union reserves the right to assert, where appropriate, that this clause is not enforceable.

ARTICLE XVIII
ALTERNATIVE EDUCATION

- A. Persons teaching in the and alternative education program shall be given seniority credit for that program, which seniority, coupled with satisfactory performance, shall be determinative in making future alternative education teaching assignments.
- B. Teachers in the alternative education program shall be compensated for all mandatory meetings exceeding 9 hours per year.

- C. Alternative education shall be defined as instruction of students under 21 years of age using primarily computer based instruction to allow students to achieve high school completion (i.e. E2020).

ARTICLE XIX
DURATION OF AGREEMENT

This Agreement shall be in effect August 31, 2015 - August 30, 2016.

BOARD OF EDUCATION

FEDERATION OF TEACHERS

By: _____
President

By: _____
President

By: _____
Secretary

By: _____
Secretary

Date: _____

SCHEDULE A
2015-2016 SALARY SCHEDULE -- CRAWFORD AUSABLE SCHOOL DISTRICT

<u>STEP</u>	<u>BA</u>	<u>BA + 18</u>	<u>MA**</u>	<u>MA+15***</u>	<u>MA + 30</u>	<u>Ed Spec/ Doctorate</u>
1	35,916	37,028	38,112	38,868	39,627	40,659
1.5	36,681	37,827	38,942	39,713	40,489	41,519
2	37,447	38,629	39,773	40,559	41,354	42,385
2.5	38,216	39,430	40,933	41,403	42,216	43,247
3	38,984	40,231	41,421	42,248	43,078	44,109
3.5	39,750	41,036	42,245	43,095	43,942	44,973
4	40,518	41,839	43,073	43,945	44,806	45,837
4.5	41,285	42,642	43,902	44,785	45,661	46,692
5	42,052	43,442	44,732	45,628	46,522	47,552
5.5	42,820	44,244	45,558	46,477	47,387	48,419
6	43,586	45,049	46,384	47,324	48,251	49,282
6.5	44,353	45,849	47,212	48,169	49,112	50,143
7	45,120	46,649	48,038	49,012	49,973	51,003
7.5	45,882	47,452	48,863	49,860	50,837	51,868
8	46,649	48,253	49,690	50,706	51,701	52,732
8.5	47,417	49,058	50,520	51,547	52,558	53,588
9	48,183	49,861	51,347	52,393	53,415	54,436
9.5	48,951	50,660	52,171	53,240	54,287	55,318
10	49,715	51,465	52,994	54,088	55,151	56,182
10.5	50,484	52,264	53,824	54,934	56,009	57,039
11	51,249	53,068	54,595	55,778	56,871	57,904
11.5	52,717	54,596	56,226	57,386	58,513	59,545
12	55,709	57,710	59,431	60,661	61,857	62,886
13-15*	57,534	59,535	61,256	62,486	63,682	64,711
16-18*	58,899	60,900	62,621	63,851	65,047	66,076
19-21*	59,109	61,110	62,831	64,061	65,257	66,286
22-24*	59,529	61,530	63,251	64,481	65,677	66,706
25-27*	60,159	62,160	63,881	65,111	66,307	67,336
28+*	61,209	63,210	64,931	66,161	67,357	68,386

*All steps 13 and above will be paid at step 12 level. Additional salary will be paid in a separate check the last scheduled pay period in November. This amount shall be as follows:

Years	(13-15)	1,825
Years	(16-18)	3,190
Years	(19-21)	3,400
Years	(22-24)	3,820
Years	(25-27)	4,450
Years	(28+)	5,500

Multi Year step eligibility is based on service to the Crawford AuSable School District and include up to three (3) years service in another school district, if granted by CASD at date of hire. Any individual teacher's salary schedule will not be reduced based upon the preceding sentence.

** Teachers hired 6/90 or earlier may qualify for this scale with a MA or BA + 30

*** Teachers hired 6/90 or earlier may qualify for this scale with MA + 15 or BA + 45

Beginning Fall of 2009 addition of Masters + 30 and Doctorate to salary schedule. Change salary schedule for Education Specialist to include Doctorate. Educational Specialist/Doctorate receives a One Thousand Dollar (\$1,000.00) addition to the pay scale. Masters + 30 salary will be at the former Ed. Specialist level. As of September 1, 2009, MDE accredited college credit beyond BA + 18 to be credited on the salary schedule shall be a part of a planned program that directly relates to CASD K-12 teaching and said program must be submitted to the district prior to classes being taken. Masters + 30 can be attained only if classes will result in a new K-12 certification or degree and payable once new certification or degree is submitted consistent with Article IV, E.

Eligible CAFT employees, as defined below, shall receive an annual stipend for \$500.00 paid on the first payroll in December. One payment per CAFT employee is paid annually to eligible participants.

Teachers permanently residing within the CASD geographical boundaries and/or those that have their dependents attending CASD on a full time basis are eligible. The date of eligibility for the year is determined as of the official fall student count day.

A student achievement bonus of ¼ % of current salary schedule through step 12 will be paid on March 18, 2016 for the 2015-2016 school year.

An additional student achievement bonus will be paid on March 18, 2016, based upon the following formula. Using the blended CASD student count from the Fall, 2015 and Spring, 2016 official count days, upon reaching 1582 students an additional ¼% will be paid, at 1592 an additional ¼% will be paid, and at 1602 an additional ¼% will be paid.

SCHEDULE B
Pay for Extra Services

- A. All extra-duty vacancies in Schedule “B” will be internally and externally posted simultaneously.
- B. In the event that a Schedule “B” position is filled by a non-bargaining unit member, the Superintendent or his designee will contact the Union President with an explanation of his decision. That appointment will be regarded as annual and that position shall be posted as a vacancy prior to the next year/season in that activity. This provisional shall not limit the non-bargaining unit member from making application for the position.
- C. Percent figures are based upon the BA scale at the salary step equal to the individual’s years of coaching or directing experience in the area of the given activity. Percent figures for individuals currently employed for an activity will be based upon the BA scale at the step equal to their salary schedule as long as continuously employed for that activity.
- D. Band Directors - A maximum of two weeks at \$30 per day up to \$150 per week may be paid for band direction and/or assistant band direction during school vacation periods if pre-approved by the building principal.
- E. Student Senate Advisor at the High School will be paid 2½% on Schedule B instead of 5%. The advisor will be able to have two trimesters of Senate classes during the year. If the master schedule only allows for one trimester of Senate being offered for the year, the advisor shall receive 5% Schedule B payment.

Newspaper Advisor at the High School will be paid 1% on Schedule B instead of 2% beginning the 2012-2013 school year. The advisor will be able to have two trimesters of Newspaper classes during the year. If the master schedule only allows for one trimester of Newspaper being offered for the year, the advisor shall receive 2% Schedule B payment.

Yearbook Advisor at the High School will be paid 2% on the Schedule B instead of 4% beginning the 2012-2013 school year. The advisor will be able to have two trimesters of Yearbook classes during the year. If the master schedule only allows for one trimester of Yearbook being offered for the year, the advisor shall receive 4% Schedule B payment.

If any of the three above are combined into one class, the advisor will receive payment at a rate equal to the single highest Schedule B percentage of the combined classes.

- F. Coaches:
 - 1. When a new varsity head coach is hired, all coaching positions for that sport shall be posted as outlined in Section A above.
 - 2. A maximum of two (2) weeks at \$30 per regular practice day up to \$150 per week for the Varsity Head Coach or \$25 per regular practice day up to \$125 per week for High School Assistant Coaches will be paid for coaching during summer vacations. This is for fall sports only.

Group A – Varsity Coaches and Assistants

TITLE	CURRENT
Head Football	11%
Assistant Football	8%
Head Basketball	11%
Assistant Basketball Boys	8%
Head Basketball Girls	11%
Wrestling	10%
Volleyball	10%
Baseball	8%
Softball	8%
Track Boys	8%
Track Girls	8%
Soccer Boys	8%
Soccer Girls	8%
Cross Country	8%
Golf Boys	5%
Golf Girls	5%
Skiing	8%
Tennis Boys	5%
Tennis Girls	5%
Cheerleading	8% per season

Group B – Junior Varsity Coaches and Assistants

TITLE	CURRENT
Head Football	8%
Assistant Football Coach	8%
Wrestling	7%
Basketball Boys	8%
Basketball Girls	8%
Baseball	6%
Softball	6%
Volleyball	7%
Assistant A.D. High School	8%
Cheerleading	5%

Group C – Freshman Coaches and Assistants

TITLE	CURRENT
Head Football	8%
Assistant Football Coach	5%
Head Basketball	8%
Volleyball	7%

Group D – High School

TITLE	CURRENT
Band Director	10%
Assistant Band Director	7%
Class Sponsor – 12 th Grade	2%

TITLE	CURRENT
Class Sponsor – 11 th Grade	2.5%
Class Sponsor – 10 th Grade	2%
Class Sponsor – 9 th Grade	2%
Debate Director	5.5%
Forensic Director	5.5%
Assistant Forensic Director	3%
Honor Society	2%
Musical Director	5%
Musical Instrumental & Vocal Director	2%
Musical Set Director	2%
Newspaper Advisor	2%
Play Director	5% (2)
Play Set Director	2%
Student Council	2.5%
Vocal Music Director	6%
Yearbook Advisor	4%
Youth in Government	2%
Business Professionals of America	4%

Group E – Middle School Coaches and Assistants

TITLE	CURRENT
Basketball 7 th Grade Boys	5%
Basketball 8 th Grade Boys	5%
Basketball 7 th Grade Girls	5%
Basketball 8 th Grade Girls	5%
Track Boys (2)	5%
Track Girls (2)	5%
Volleyball	5%
Head Wrestling	5%
Assistant Wrestling Coach	2.5%
Skiing	4%
Cheerleading	4% per season
Pom Pon	2% per season
Athletic Director	6%
Intramurals	\$8.50 per hour

Group F – Middle School

TITLE	CURRENT
Band Director	6%
Assistant Band Director	5%
Forensic Director	5%
Newspaper Advisor	2%
Play Director	5% (2)
Artwork on Plays	1%
Student Council	4%
Vocal Music Director	3%
Yearbook Advisor	5.5%
Activity Club Coordinator	\$500.00

Group G – Elementary Schools

TITLE	CURRENT
Choir Director	1%
Odyssey of the Mind	1.5%
Student Council	2%
Advance Study Club	\$200.00
Chess Club	2%
Safety Patrol Director	2%

Group H – Miscellaneous

TITLE	CURRENT
Adult Education and Alternative Education	\$21.91 hourly
Approved committee work outside the regular school day not covered elsewhere in this agreement.	\$15.00 hourly
Approved instruction work outside the regular school day not covered elsewhere in this agreement.	\$17.50 hourly
Chairperson of DIT or SIT	\$150.00
Core Curriculum Chairperson	4%
6-12 Department Chairperson	2%
K-5 Department Chairperson	2.2%
Driver Education	\$17.50 hourly
District Media Chair	2%
Media Information	1% (per building)
Teacher Mentor Leader	4%
Mentor Teacher 1 st Year	\$200.00
Mentor Teacher 2 nd Year	\$200.00
Mentor Teacher 3 rd Year	\$200.00
NCA Chairperson	2%
Scoring 2 Events	\$15.00
Scoring 1 Event	\$10.00
Chairperson Student Assistant Team	2% (per building)
Technology Director	3%
Technology Department Chair (Elementary)	2% (3)
Timing 2 Events	\$15.00
Timing 1 Event	\$10.00

SCHEDULE C

LIAISON COMMITTEE FORM

LEVEL: BUILDING _____ DISTRICT _____

Date discussion regarding this issue was concluded _____

Union Members in Attendance _____

District Members in Attendance _____

THE ISSUE: Describe the issue.

THE RESOLUTION: Describe the resolution.

IF THE ISSUE IS UNRESOLVED:

THE POSITION OF THE UNION: Describe the Union position.

THE POSITION OF THE DISTRICT: Describe the district position.

For the Union

For the District

Copies: Union (2) President and Vice President
District (2) Building Principal and Superintendent

Grievance Form

Step I - Building Level

To _____

Date Submitted _____

From _____

Date Liaison Board
Completed Work _____

Statement of Grievance (Specify contract sections which apply, plus a detailed statement of the facts giving rise to the grievance. Attach additional sheets, if necessary.)

Remedy Sought (Specify)

Signature

Statement of Decision (State decision, cite contract sections and give reasons for decision based on the foregoing.)

Signature and Date

Copies: Grievant (1)
Employer (3)
Union (3)

Grievance Form

Step II – Assistant Superintendent Level

To _____

Date Submitted _____

From _____

Date of Decision
at Step I _____

Statement of Grievance (Attach a copy of Step I, add here answers to decision at Step I with additional arguments, if any.)

Remedy Sought (Specify, only if different from Step I)

Signature

Statement of Decision (State decision, cite contract sections and give additional reasons for decision, if any.)

Signature and Date

Copies: Grievant (1)
Employer (3)
Union (3)

Grievance Form
Step III - Superintendent Level

To _____

Date Submitted _____

From _____

Date of Decision
at Step II _____

Statement of Grievance (Attach a copy of Step I and II; add here answers to decision at Step II, with additional arguments, if any.)

Remedy Sought (Specify, only if different from Steps I and II)

Signature

Statement of Decision (State decision, cite contract sections and give additional reasons for decision, if any.)

Signature and Date

Copies: Grievant (1)
Employer (3)
Union (3)

Grievance Form
Step IV - Board Level

To _____

Date Submitted _____

From _____

Date of Decision
at Step III _____

Statement of Grievance (Attach copies of Step I, II and III; add here answers to both, with additional arguments, if any. List witnesses needed for testimony, if any.)

Remedy Sought (Specify, only if different from Steps I, II and III)

Signature

Statement of Decision (State decision, cite contract sections and give additional reasons for decision, if any.)

Signature of Board President

Copies: Grievant (1)
Employer (3)
Union (3)

Date

Grievance Form
Arbitration

To _____

Date Submitted _____

From _____

Date of Decision
at Step IV _____

Statement of Intent to Arbitrate (Specify grievance being submitted to arbitration.)

Request for Conference (Intent to work out joint and/or separate stipulations of facts and issues to be submitted to the arbitrator.)

Suggested Date(s): _____

Union Signature

Board Response: (Date for conference, etc.)

Signature and Date

Copies: Grievant (1)
Employer (3)
Union (3)

2015 - 2016

AUGUST

S	M	T	W	T	F	S	S	T
2	3	4	5	6	7	8	0	0
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31							

SEPTEMBER

S	M	T	W	T	F	S	S	T
		[1]	[2]	[3]	4	5	17	20
6	7	#8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30					

OCTOBER

S	M	T	W	T	F	S	S	T
				1	2	3	22	22
4	5	6	7	8	9	10		
11	12	13	◆*14	◆*15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30	31		

NOVEMBER

S	M	T	W	T	F	S	S	T
1	[2]	3	4	5	6	7	18	19
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	*25	26	27	28		
29	30							

DECEMBER

S	M	T	W	T	F	S	S	T
		1	2	3	4	5	16	16
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	31				

JANUARY

S	M	T	W	T	F	S	S	T
					1	2	20	20
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		
31								

STUDENT DAYS 177

TEACHER DAYS 182

S Total days for students

T Total days for teachers

FEBRUARY

S	M	T	W	T	F	S	S	T
	1	2	3	4	5	6	19	20
7	8	9	10	11	[12]	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29							

MARCH

S	M	T	W	T	F	S	S	T
		1	2	3	4	5	18	18
6	7	8	9	10	*11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	31				

APRIL

S	M	T	W	T	F	S	S	T
					1	2	19	19
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		

MAY

S	M	T	W	T	F	S	S	T
1	2	3	4	5	6	7	21	21
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30	31						

JUNE

S	M	T	W	T	F	S	S	T
			1	2	3	4	7	7
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	29	30				

First Day of School

○ No school for students/teachers

[] Days students not in class; teachers on duty

* 1/2 day

□ End of Trimester

◆ K-8 Parent Teacher Conference

■ All Buildings PT Conference - Full Day School

△ HS Parent/Teacher Conf - Full Day School

☆ Easter

^ Last Day of School (unless "make up" days are needed)

« Potential additional days (snow/added)

¥ Curricular Instruction Days (targeted)

CRAWFORD AUSABLE SCHOOL DISTRICT TRADITIONAL SCHOOL CALENDAR 2015-2016 SCHOOL YEAR

September 1-3, 2015	Teacher Organizational Meetings
September 1, 2015	All Schools Open House HS – 3:00pm-6:00pm; MS – 6:00pm-8:00pm; GE – 4:30pm - 5:30pm
<i>September 8</i>	<i>School Opens for All Students</i>
October 6	Parent/Teacher Conferences (HS) – Full day of school for students Conference Hours: 5:00pm-7:00pm
October 14 and 15	Parent/Teacher Conferences (MS, GE) – Students and HS Staff ½ day Oct 27 Conference Hours: 1:00pm – 4:00pm Oct 28 Conference Hours: 4:00pm – 7:00pm
November 2	Staff Professional Development – NO SCHOOL.
November 25	End of First Trimester – Students ½ day – Teacher Records P.M.
November 26 and 27	Thanksgiving Vacation -- NO SCHOOL
December 23	Winter Vacation Begins
January 4, 2016	School Resumes
January 20	Parent/Teacher Conferences (HS) – Full day of school for students Conference Hours: 5:00pm-7:00pm
February 12	Staff Professional Development – NO SCHOOL
February 15	Mid Winter Break -- NO SCHOOL
March 11	End of Second Trimester – Students ½ day – Teacher Records P.M.
March 25	Spring Vacation Begins -- NO SCHOOL
April 5	School Resumes
April 26	Parent/Teacher Conferences (MS) – Full day of schools for students Conference Hours: 4:00pm-7:00pm
April 27	Parent/Teacher Conferences (HS) – Full day of schools for students Conference Hours: 5:00pm-7:00pm
April 28	Parent/Teacher Conferences (GE) – Full day of schools for students Conference Hours: 4:00pm-7:00pm
May 30	Memorial Day -- NO SCHOOL
June 9	Last Day of School – Students ½ day – Teacher Records P.M.
June 13	Curricular Day – No School for Students
June 13 – 17	Instructional “Make up” Days (if needed)

Total Instruction Days: 177
Total Staff Days: 182

½ Day Dismissal Times:
HS – 12:16pm
MS – 12:30pm
GE – 12:41pm

Early dismissal will apply for all district-wide scheduled in service exceeding one hour.

AUGUST

S	M	T	W	T	F	S	S	T
2	3	4	5	6	7	8	16	16
9	#10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31							

SEPTEMBER

S	M	T	W	T	F	S	S	T
		1	[2]	[3]	4	5	18	20
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30					

OCTOBER

S	M	T	W	T	F	S	S	T
				1	2	3	17	17
4	5	△6	7	8	9	10		
11	12	13	◆*14	◆*15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30	31		

NOVEMBER

S	M	T	W	T	F	S	S	T
1	[2]	3	4	5	6	7	18	19
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	*25	26	27	28		
29	30							

DECEMBER

S	M	T	W	T	F	S	S	T
		1	2	3	4	5	16	16
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	31				

JANUARY

S	M	T	W	T	F	S	S	T
					1	2	20	20
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	△20	21	22	23		
24	25	26	27	28	29	30		
31								

STUDENT DAYS 190

TEACHER DAYS 194 "+1"

S Total days for students

T Total days for teachers

FEBRUARY

S	M	T	W	T	F	S	S	T
	1	2	3	4	5	6	15	16
7	8	9	10	11	[12]	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29							

MARCH

S	M	T	W	T	F	S	S	T
		1	2	3	4	5	18	18
6	7	8	9	10	*11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	31				

APRIL

S	M	T	W	T	F	S	S	T
					1	2	15	15
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		

MAY

S	M	T	W	T	F	S	S	T
1	2	3	4	5	6	7	20	20
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30	31						

JUNE

S	M	T	W	T	F	S	S	T
			1	2	3	4	17	17
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	^*28	«29	30				

First Day of School

○ No school for students/teachers

[] Days students not in class; teachers on duty

* 1/2 day

□ End of Trimester

◆ K-8 Parent Teacher Conference

■ All Buildings PT Conference - Full Day School

△ HS Parent/Teacher Conf - Full Day School

☆ Easter

^ Last Day of School (unless "make up" days are needed)

« Instructional "Make up" Days (if needed)

¥ Curricular Instruction Days (targeted)

+1 iPD: Individual design PD

June 26, 2015

**CRAWFORD AUSABLE SCHOOL DISTRICT
E.L.Y. SCHOOL CALENDAR 2015-2016 SCHOOL YEAR**

August 10, 2015	School Opens for All ELY Students
September 1	All Schools Open House HS – 3:00pm-6:00pm; MS – 6:00pm-8:00pm; GE – 4:30pm - 5:30pm
September 2	Staff Professional Development – NO SCHOOL
September 3	Staff Professional Development – NO SCHOOL
September 4 and 7	Labor Day Vacation – NO SCHOOL
October 6	Parent/Teacher Conferences (HS) – Full day of school for students Conference Hours: 5:00pm-7:00pm
October 14 and 15	Parent/Teacher Conferences (MS, GE) – Students and HS Staff ½ day Oct 14 Conference Hours: 1:00pm – 4:00pm Oct 15 Conference Hours: 4:00pm – 7:00pm
October 19	Fall Vacation Begins – NO SCHOOL
October 26	School Resumes
November 2	Staff Professional Development – NO SCHOOL.
November 25	End of First Trimester – Students ½ day – Teacher Records P.M.
November 26 and 27	Thanksgiving Vacation -- NO SCHOOL
December 23	Winter Vacation Begins
January 4, 2016	School Resumes
January 20	Parent/Teacher Conferences (HS) – Full day of school for students Conference Hours: 5:00pm-7:00pm
February 12	Staff Professional Development – NO SCHOOL
February 15	Mid Winter Break Begins – NO SCHOOL
February 22	School Resumes
March 11	End of Second Trimester – Students ½ day – Teacher Records P.M.
March 25	Spring Vacation Begins – NO SCHOOL
April 11	School Resumes
April 26	Parent/Teacher Conferences (MS) – Full day of schools for students Conference Hours: 4:00pm-7:00pm
April 27	Parent/Teacher Conferences (HS) – Full day of schools for students Conference Hours: 5:00pm-7:00pm
April 28	Parent/Teacher Conferences (GE) – Full day of schools for students Conference Hours: 4:00pm-7:00pm
May 30	Memorial Day Vacation Begins – NO SCHOOL
June 6	School Resumes
June 28	Last Day of School – Students ½ day – Teacher Records P.M.
June 29	Instructional “Make up” Day (if needed)

Total Instruction Days: 190 Total Staff Days: 194 “+ 1”
½ Day Dismissal Times:

HS – 12:16pm

MS – 12:30pm

GE – 12:41pm

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<p style="text-align: center;">-B-</p> <p>BARGAINING UNIT BENEFITS</p>	<p>Pg 1-A Pg 3-B</p>	<p style="text-align: center;">-M-</p> <p>MANAGEMENT RIGHTS MENTOR MILEAGE MISCELLANEOUS PROVISIONS</p>	<p>Pg 2-B Pg 18-E Pg 8-J Pg 22</p>
<p style="text-align: center;">-C-</p> <p>CALENDAR CLASS LOAD CLASS SIZE COMPENSATION: Credit for Experience Hourly Rate Insurance Negotiations Salary Schedule Schedule A Schedule B Substitute Prep Pay Termination Pay</p>	<p>Pg 8-K, 36-37 Pg 9 Pg 11-H Pg 3-A Pg 7-F,G Pg 3-B Pg 8-L Pg 7-F, 24 Pg 24 Pg 26-29 Pg 7-I Pg 9-O</p>	<p style="text-align: center;">-N-</p> <p>NEGOTIATION PROCEDURES NONDISCRIMINATION</p> <p style="text-align: center;">-O-</p> <p>ORTHODONTICS</p> <p style="text-align: center;">-P-</p> <p>PART TIME BENEFITS PAY FOR EXTRA SERVICES PAYROLL DEDUCTIONS PERSONAL BUSINESS LEAVE PERSONAL PROPERTY PERSONNEL FILES PRESCRIPTION DRUGS PROFESSIONAL COMPENSATION PROFESSIONAL ORGANIZATION</p>	<p>Pg 19 Pg 11-O Pg 3-2 Pg 5-7 Pg 26 Pg 1-B Pg 14 Pg 19-D Pg 18-A Pg 3-B Pg 3-A, 9-O Pg 7-14</p>
<p style="text-align: center;">-D-</p> <p>DENTAL INSURANCE DISCIPLINE & DISCHARGE</p>	<p>Pg 3-2 Pg 18-B</p>	<p style="text-align: center;">-R-</p> <p>RECALL RELIEF PERIODS RETIREMENT RETURN FROM LEAVES</p>	<p>Pg 14-E Pg 9-G Pg 6-8 Pg 18-N</p>
<p style="text-align: center;">-E-</p> <p>EVALUATIONS</p>	<p>Pg 18</p>	<p style="text-align: center;">-S-</p> <p>SALARY SCHEDULES SCHOOL CALENDAR SENIORITY SICK LEAVE SICK/PERS LEAVE INCENT PROG SNOW DAYS SUBBING SUBSTITUTE TEACHERS</p>	<p>Pg 24 Pg 36-37 Pg 5-E Pg 14 Pg 7-13 Pg 8-6, 37 Pg 7-I Pg 8-M</p>
<p style="text-align: center;">-F-</p> <p>FACILITIES & SUPPLIES</p>	<p>Pg 11-I</p>	<p style="text-align: center;">-T-</p> <p>TEACHER PROTECTION TEACHING COACH/MENTOR TEACHING CONDITIONS TEACHER RIGHTS TERMINATION PAY TRANSFERS</p>	<p>Pg 19 Pg 18-E Pg 10 Pg 1-II,A Pg 9-O Pg 13</p>
<p style="text-align: center;">-G-</p> <p>GRIEVANCE PROCEDURE Grievance Forms</p>	<p>Pg 20 Pg 30</p>	<p style="text-align: center;">-V-</p> <p>VACANCIES & PROMOTIONS VISION (Optical) INSURANCE</p>	<p>Pg 12 Pg 3-2</p>
<p style="text-align: center;">-H-</p> <p>HEALTH EXAMINATIONS HOURLY RATE</p>	<p>Pg 6-11 Pg 7-G</p>		
<p style="text-align: center;">-I-</p> <p>INSURANCE Dental Insurance Hospital/Medical Life Insurance Long Term Disability Optical Insurance Insurance Option Program Unpaid Leave Periods</p>	<p>Pg 3-2 Pg 3 Pg 6-9 Pg 6-10 Pg 3-2 Pg 4-3 Pg 6-12</p>		
<p style="text-align: center;">-J-</p> <p>JOB SHARING JURY DUTY</p>	<p>Pg 4-6 Pg 7-C</p>		