

MASTER AGREEMENT

By and Between

IONIA COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION

and

IONIA INTERMEDIATE EDUCATION ASSOCIATION

July 1, 2026 – June 30, 2029

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ARTICLE 1
Agreement

Section 1: The master contract entered into this 1st day of July, 2026, by and between the Ionia County Intermediate School District Board of Education, hereinafter referred to as the "Board" and the Ionia Intermediate Education Association, hereinafter referred to as the "Association."

The term "employee," when used in this agreement, shall refer to all employees represented by the Association as defined by the terms of this Agreement.

Section 2: Individual Contract

The individual contract, executed between each employee and the employer is subject to the terms and conditions of this Agreement. It is specifically agreed that this Agreement takes precedence over and governs the individual contract and the individual contract is expressly conditioned upon this Agreement.

ARTICLE 2
Recognition

Pursuant to Act 379, Public Acts of 1965, as amended, the Board hereby recognizes the Association as the exclusive representative for the purposes of collective bargaining with respect to rates of pay, hours, and conditions of employment for the entire term of this Agreement for all regular full-time and regular part-time professional or certified staff members under annual contract includes, but not limited to, the following: teachers, teacher consultants, therapists, school psychologists, school social workers, non-administrative coordinators or specialists, school nurse, board certified behavior analysts, early interventionists, engagement consultants, other behavior positions, COTA, and PTA**.** All employees covered by this agreement shall be divided into four (4) groups as follows:

Group 1 Employees working one hundred percent (100%) of their contracted hours at Freedom Acres**,** Ionia County Career Center (ICCC), or Transition Programs housed in ISD operated facilities.

Group 2 Employees regularly assigned/travel to more than one school district.

Group 3 Employees regularly assigned to a single local school district 100% of their time.

Group 4 Employees that are assigned to work primarily in the Early On birth to three home visiting program. Staff in this group may be eligible for a flexible work arrangement.

An employee's group status will be noted on his/her annual, individual, contract form. Changes to the employee's group status that occur mid-year will be reported to the affected employee by their immediate supervisor prior to the date of change.

The recognition excludes all aides, assistants, clerical staff, accountants, administrative staff, Title I teachers, GSRP teachers, per diem appointments and substitutes, training supervisors and/or assistants, contracted services staff (see Article 5, Section 7), and summer employees not otherwise in the bargaining unit. The Association will be given a copy of any new grant application. Within ten days after receiving the application, the Association will notify the Board if grant positions need to be discussed for Association recognition. The parties will then meet to reach mutual agreement about the grant positions.

The recognition status of newly created professional or certified positions shall be mutually decided between the Association and the Board within thirty (30) days from the date of employment when requested by the Association in writing, within fifteen (15) working days after the employment of a person in the position of question.

ARTICLE 3
Purpose, Intent, and Philosophy

Section 1: The purpose of this Agreement is to establish clearly, in writing, the full Agreement between the parties concerning the salaries, terms, and conditions of employment that shall prevail for the duration of this Agreement.

Section 2: If any provision of this Agreement or any application of this Agreement to any employee shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect. Should any provisions of this Agreement be found to be in conflict with Board Policy, that provision of this Agreement shall supersede the Board Policy.

Section 3: All actions taken and policies adopted by the Intermediate Board of Education shall be in the light of what is deemed to be in the best interests of the Ionia County Intermediate School District by the Board.

Section 4: Except as provided by law, the Board of Education cannot and will not negotiate Board responsibilities, duties, and rights as spelled out in our State Constitution, our legislated laws, and the judicial interpretations of our courts.

Section 5: These negotiated Articles are accepted by both parties and are binding upon both parties for the duration of the Master Agreement.

Section 6: Emergency Manager
Section 15 (7) of the Public Employment Relations Act (PERA) mandates that any contract entered into include a statement that allows an Emergency Manager appointed under the local government and school district Fiscal Accountability Act to reject, modify, or terminate the collective bargaining agreement as provided in that act. This clause is included in this agreement because it is legally required by law. If this provision is no longer required by law or is found unconstitutional or otherwise unenforceable, then this provision is null and void and shall be stricken from all successor agreements.

ARTICLE 4
Board Rights

The Board retains and reserves unto itself all rights, powers, privileges, responsibility, and authority vested in it and conferred upon it by the laws, state statutes, rules, regulations, and the constitutions of Michigan and the United States. Rights reserved exclusively herein by the District shall be exercised exclusively by the District without prior negotiations with the Association either as to the taking of action under such rights or with respect to the consequences of such action during the term of this Agreement.

The exercise of the following powers, the adoption of policies, and the use of judgment by the Board shall be limited only by the terms of this contract, the Public Employees Relations Act, and of the constitutions and laws of Michigan and the United States and shall include, by way of illustration and not by way of limitation, the right to:

Section 1: Manage and control the District's business, equipment, operations, and affairs as the employer;

Section 2: Continue its rights and past practice of employee assignment and direction of work of all its personnel; set the daily hours of work, starting times, and scheduling of the foregoing; establish, modify, or change workloads, business hours, or days;

Section 3: The right to direct the working forces including the right to hire, promote, suspend, and discharge employees; to transfer employees; determine the size of the work force and to lay off employees in conformance with the provisions of this Agreement.

Section 4: Determine the services, supplies, and equipment necessary to continue its operations and to determine the methods, schedules, and standards of operation; the means, methods, and processes of carrying on the work including automation thereof or changes therein; the institution of new and/or improved methods of changes therein;

Section 5: Adopt reasonable rules and regulations;

Section 6: Subject to the provisions of law, determine the qualifications of employees including physical conditions;

Section 7: Determine the location or relocation of its students or facilities, including the establishment or relocations of schools, buildings, departments, divisions or subdivisions thereof, and the relocation or closing of offices, departments, divisions or subdivisions, buildings, or other facilities;

Section 8: Determine the placement of operations, production, services, maintenance or distribution of work, and the sources of materials and supplies;

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

Section 10: Determine the size of management organizations, its functions, authority, amount of supervision, and tale of organizations;

Section 11: Determine the policy affecting the selection, testing, or training of employees, providing such selection shall be based upon lawful criteria.

ARTICLE 5
Association and Personal Rights

Section 1: The Board hereby agrees that every eligible employee, as defined in this Agreement, shall have the right to organize freely, join, and support the Association for the purpose of engaging in collective bargaining.

Section 2: The rights herein granted to the Association shall not be granted or extended to any competing professional labor organization except if the professional employees change labor organizations through procedures as defined by MERC.

Section 3: The district shall provide the Association with the names and contact information (full name, home telephone number, address, position and building) of all employees covered by this bargaining agreement by September 15th and upon request.

Section 4: The facilities and equipment of the District may be available to the Association for the transaction of Association business with a 48 hour written prior notice. Such use will not interfere with employee duties or responsibilities, or previously scheduled community events. The use of the facilities and equipment may be requested from the Superintendent or his/her designee, by the Association President, and shall not interfere with normal operations and any itemizable expense involved shall be borne by the Association. The Association shall assume all financial responsibility for the use of District facilities and equipment and shall report immediately, damage to either, in writing, to the Superintendent or his/her designee.

Section 5: Any case of assault upon an employee while performing his duties or any injury which occurs at or as a result of work, shall be promptly reported to the employee's supervisor on a District form within 24 hours.

Section 6: Any written complaint filed by a student or parent against an employee with the Board or its agents shall be reported to the employee involved as soon thereafter as is reasonably possible if the said complaint is to be used in any disciplinary action.

Section 7: The Board agrees to make a conscientious effort to continue services equal to one-half (½) time or more currently provided by bargaining unit members through employment of appropriately qualified professional staff. If a qualified person cannot be found, the Board may contract temporarily (less than one full year) with another local or intermediate school district, retiree or corporate entity to provide such service, so long as currently employed bargaining unit employees who are not subject to the Teachers' Tenure Act are not displaced.

In the event that the District hires a retiree to fill a vacancy, the District reserves the right of placement on the wage scale. The retiree is not eligible for healthcare provided by the district, nor cash in lieu.

Section 8: The Board and the Association recognize that it may be necessary to hire individuals who are not fully qualified to fill positions on a short term basis (less than one full year) in emergency situations. If this occurs, the individual will be given a temporary contract which provides all the rights and privileges of any other bargaining unit member except those in Article 10 and Article 11.

However, if the individual is subsequently hired as a regular employee and bargaining unit member, he/she will be entitled to all the rights and privileges provided from the initial date of hire as a temporary employee.

Section 9: Each employee shall have the right, upon request to human resources, to review the contents of his/her personnel file. Contents may be provided in a digital format. With employee permission, these contents may also be shared with Association representation. If the employee requests an in person review, such review will be scheduled to occur at the business office at a time other than during the requesting employee's work time. If the district provides information in a digital format, any hard copies requested will be at the employee's expense.

ARTICLE 6
Personnel Policies

Section 1: All new employees shall receive employment orientation from the Human Resources Department during, or prior to, their first fifteen (15) regularly scheduled working days. The immediate supervisor shall acquaint each new employee with the operation of the department. It shall be the immediate supervisor's responsibility to arrange for such orientation. Upon completion of the orientation, employees must have completed all necessary personnel and payroll forms, have been advised as to employee benefits, and advised of where a copy of the Board of Education Policy may be reviewed. In addition, employees will be advised of the location of the following documents and may be given a copy upon request:

A) the master agreement;
B) appropriate job description;
C) department goals and, if available, department objectives; and,
D) a copy of the most recent employee evaluation form.

Section 2: Upon the recommendation of a majority of the members of the Board of Education, any employee may be required to submit to a physical or mental examination, the costs exceeding District-provided insurance to be picked up by the District. The Board will inform the employee of the reason for requiring such examinations.

Section 3: Substance Abuse

A) The Board and the Association declare their mutual interest in maintaining a work environment free of substance abuse and its effects. The parties agree that selling, possessing, consuming, transferring, purchasing, or being under the influence of either alcohol, marijuana or illegal drugs on school property or while performing work on behalf of the District, regardless of location, is strictly prohibited. A staff member who violates the above standards may face disciplinary action, up to and including termination.

B) The Association and the Board recognize that the inappropriate use of alcohol and/or illegal drugs while on duty is unacceptable and may result in discipline or discharge of any employee found guilty of such use. However, problems with alcohol, marijuana and/or illegal drugs used outside of working hours will, unless it affects the employee's ability to perform his/her duties, be viewed as a treatable condition. An employee in this situation will be expected to enter professional care/counseling.

C) If, in the Superintendent or his/her designee's opinion, alleged substance abuse is causing poor attendance or unsatisfactory job performance by a staff member, the Superintendent or his/her designee may discuss this with the staff member in an interview at which the staff member may have Association representation.

D) The Board shall not engage in the random testing of staff members in order to determine if they are working under the influence of alcohol, marijuana or illegal drugs, except in cases in which a reasonable suspicion exists.

E) The Board agrees that any staff member with an alcohol, marijuana or drug abuse problem affecting their performance, who requests diagnosis and participates in a treatment program will not jeopardize his/her job rights or job security so long as job performance improves to the satisfaction of the supervisor. It is further agreed that such problems will be handled in a confidential manner.

Section 4: No employee shall be disciplined or discharged arbitrarily or capriciously. Employees recommended for dismissal during a school year will be informed, in writing, either personally or by certified mail. A non-probationary employee being recommended for dismissal during the school year will have the right to a hearing before the Board. For all tenured and probationary teachers covered by the Michigan Teachers' Tenure Act, all procedures specified in the Michigan Teachers' Tenure Act will be adhered to regarding discharge, demotion, and non-renewal. Professional employees not specifically covered by the State Tenure Act will follow the same timeline provisions as specified by the Act.

Section 5: The Board of Education reserves the right to discipline, up to and including dismissal of, any employee for any of the following reasons:

A) Failure to perform duties;
B) Neglect of duties;
C) Insubordination;
D) Improper conduct;
E) Incompetency;
F) Violation of this Agreement.

The District will use progressive discipline for all non-probationary employees. Depending upon the severity of the offense and the employee's past disciplinary record, the following disciplinary steps may be omitted and/or followed:

A) Oral warning or reprimand;
B) Written warning or reprimand;
C) Disciplinary suspension with pay;
D) Disciplinary suspension without pay;
E) Dismissal.

Section 6: Employees, may be required to submit a weekly itinerary to their immediate supervisor and shall also keep appropriate staff aware of their weekly schedule.

Section 7: Each employee must have on file with the District all proof of teacher certification, Michigan Department of Education approval, or appropriate license for the current year (whichever is required for the position). Failure to provide proof may be grounds for immediate dismissal of any employee who cannot meet the proof requirements of this Section. Proof shall be interpreted to be a valid certificate, license, approval, or written confirmation by a Michigan college or university that said employee has completed necessary training/course work to be

issued a certificate, or license, or approval, by the Michigan Department of Education.

Section 8: Each employee will be expected to maintain files of services rendered and such permanent reports as required by the administration, in the form of written and promulgated policies, procedures, or directives.

Section 9: New Employee Induction/Mentoring
Each new employee will be provided a mentor during their first year for assistance and support in their profession. This process is expected to be mutually beneficial for all parties involved and to result in improved instructional practice and professional performance. Participation as a mentor shall be voluntary at all times. Mentors shall not participate in the supervision or evaluation of the new employee.

ARTICLE 7
Compensatory Time

Section 1: Employees will be eligible to earn compensatory time when required work by the Board of Education begins approximately one hour after the end of the employee's building assignment for that day. In a situation where an employee is in two or more buildings in one day, the last assigned building will be used.

Section 2: Prior approval for request of compensatory time should be done ahead of time, but both parties agree and understand that not all situations will allow for prior approval.

Section 3: Compensatory time will require approval by the immediate supervisor **and** a cabinet level position (defined as the Superintendent, Associate Superintendent of Special Education, Associate Superintendent of Career Tech, Director of Instruction and Learning, Director of HR, or the Director of Finance).

Section 4: Compensatory time shall be turned in to your immediate supervisor within 15 days of the date the compensatory time was earned. Employees will be required at that time to request a cash payment or to have compensatory time converted to sick time. Compensatory time that is not turned in to the immediate supervisor within 15 days of it being earned will not be honored by the district.

Section 5: Compensatory time will be calculated by each individual employee's per diem, divided by 6.5 hours.

Section 6: Employees are not eligible to earn compensatory time for extended school year (summer school) work, but instead will be compensated at their hourly rate.

ARTICLE 8
Working Hours

Section 1: Employee Hours

All employees will be required to work the hourly schedule(s) of the building(s) that they are assigned to which includes a one half (½) hour duty-free lunch as scheduled. Classroom teachers may be required to work through the students' lunch period, providing appropriate instruction, unless the employee and supervisor mutually agree to do otherwise.

Employees in Group 4 will implement a flexible day such that they complete their 6.5 hours anytime between 7:30am and 7:00pm in order to meet the needs of families in the program. Staff will keep at least one day a week available that they are able to do a visit between 4pm and 6 pm.

Section 2: Facility Closings

Employees will not be required to work when their assigned location is closed. However, should students be reassigned to an alternate location the affected staff will be expected to report to said location.

Employees will be notified of school closings electronically.

If the District chooses to close school for any reason after a bargaining unit member has reported an absence via the District's Substitute Employee Management System, the absence shall not be deducted from the bargaining unit member's sick or personal time. Employees on FMLA leave will not be considered available for work.

If any facility closing results in less than the number of state mandated days/hours, such days/hours will be made up without additional pay. Scheduling of make-up days shall be negotiated by the Superintendent and the Association President or their designees.

Section 3: Extensions beyond annual working hours for summer programs shall be voluntary. The Board may hire from outside the Association for additional personnel in the event no qualified Association member, as defined in Article 10, Section 2, contracts for additional assignment. These assignments shall be posted as per master agreement.

Section 4: Classroom teachers will be scheduled for at least a total of thirty (30) minutes to be used for daily planning in no less than two (2) fifteen-minute increments. All other employees will make arrangements for planning time with their immediate supervisor.

Section 5: Employee attendance at evening parent-teacher conferences may be required.

Section 6: All employees working primarily in programs operated by the Intermediate School District will be required to attend staff meetings that occur beyond the typical working hours of the facility of location. Required staff meetings that occur beyond the typical working hours will be limited to no more than one per month. Time of meetings will be mutually agreed upon by staff and supervisor.

All employees working primarily in facilities operated by the Local Districts will be required to consult with the Local District Special Education Coordinator and Building Principal to determine which staff meetings require their attendance. Employees shall not be required to attend staff meetings that exceed sixty (60) minutes of meeting time.

Section 7: On days upon which IEPs are conducted, a substitute will be placed in the classroom while teachers are in IEPs. If, however, the supervisor and teacher mutually agree that a substitute is not needed, a substitute will not be placed.

ARTICLE 9

Evaluation Procedures

This Article only applies to employees whose employment is not regulated by the Teachers' Tenure Act.

Section 1: Evaluations may be conducted by a director or other administrator or professional as designated by the Board of Education, Superintendent or his/her designee. In such evaluations, all monitoring or observation of employees shall be conducted openly. Written review of the employee's job performance may be based upon one or more of the following methods:

A) Observation;
B) Discussion;
C) Job descriptions;
D) Consultant with LEA administration;
E) Attainment of Individualized Development Plan (IDP)

Section 2: The performance of all employees shall be evaluated in writing as follows:

A) Probationary employees, as defined by this Contract, will be provided with at least an annual year end performance evaluation. This will be written and based upon at least two formal observations and other data as provided in Section 1 of this Article. It will address the employee's progress in meeting the goals of the employee's Individualized Development Plan (IDP). The IDP will be developed and discussed with the probationary employee at a conference with the administrator within forty-five (45) work days of initial employment. One of the observations will be on or before December 1 and the other on or before April 15. A personal meeting will be held between the administrator and the employee within fifteen (15) school days thereafter to review the job performance of the employee.

An employee's probationary period shall be defined for those employees covered by the Tenure Act as in the Tenure Act. For those not covered by the Tenure Act, the probationary period will be three (3) years.

B) Employees no longer on probation will be provided with a performance evaluation at least once every three years. This will be written and based upon at least two formal observations and other data as provided in Section 1 of this Article. If the employee receives an unsatisfactory evaluation, an IDP will be developed in consultation with the employee. The employee may have Association representation at such meeting to develop and/or discuss the IDP at the employee's option. Subsequent evaluations will address the goals of the IDP.

Section 3: Two (2) copies of the written evaluation shall be completed: one (1) to be signed by the employee and retained by the administration; and the other one (1) to be given to the employee. In the event that the employee feels that his/her evaluation was incomplete or unjust, he/she may put his/her objections and rationale in writing and have them attached to the evaluation report to be placed in his/her personnel file.

Section 4: Employees receiving evaluations that may lead to dismissal recommendation shall be provided with a written list of changes with which the employee must comply within a given number of calendar days, not to exceed ninety (90) nor less than thirty (30).

Section 5: If an employee disagrees with the results of his/her written evaluation, the employee may request, in writing, a review session with the Superintendent or his/her designee to present his/her position. The Superintendent or his/her designee will schedule, at their convenience, a date to conduct such review session. The employee may have present at any such review session, one (1) representative of the Association. The Superintendent or his/her designee reserves the right to have whomever he deems necessary attend the review session. The Superintendent or his/her designee may take whatever action seems necessary.

Section 6: The unit member will be provided advanced written notification if any information from his/her district personnel file has been requested under the Freedom of Information Act (FOIA) and that it may be released within five business days after the day the FOIA request is received.

Section 7: The professional evaluation form may be changed by the administration with input from the association representative.

Section 8: Teacher Evaluations regulated by the Teacher Tenure Act:

A) The parties acknowledge that teacher evaluations are governed by MCL 380.1249 and Board Policy Article V, Section 16.
B) The Evaluation tool shall be the 5D+ Tool and student growth will be measured as in using selected appropriate student growth assessments and student learning objectives from the following Assessment Menu:

   For students served within our special education programs at Freedom Acres School, ASD/MoCI programs within local districts, Transitions training centers and Early Childhood Special Education programs; annual growth will be measured using relevant/applicable assessments which may include the following:

   - VB-MAPP
   - ULS (Unique Learning Systems)
   - Easy CBM
   - NWEA MAP
   - MOVE Assessments
   - Transition Pre & Post Assessments
   - Participation Level Skills Assessment
   - Progress Monitoring on IEP Benchmarks
   - Edgenuity
   - HELP (Hawaii Early Learning Profile)
   - Brigance Transition Assessments
   - Individualized rubrics based on task analysis
   - Student Learning Objectives
   - Essential for Living (EFL)

For students served within our career technical education programs, annual growth will be measured using relevant/applicable assessments which may include the following:

- CIP Specific Pre & Post Tests
- Achieve SoM target or allowable variance for CPI 5S1 (Program Quality), when it's available for the CIP code.

C) 20% of the year-end evaluation must be based on student growth and assessment data or student learning objectives metrics from Appendix A. Employees may present additional student growth and assessment data or student learning objectives to the district for additional consideration.
D) Year-end teacher evaluations will rate instructors as either Effective, Developing, or Needs Support.
E) If a teacher has been rated as highly effective or effective on their three (3) most recent consecutive year-end evaluations; the district may conduct a year-end evaluation biennially or triennially instead of annually. If a teacher is not rated as effective on one of these biennial or triennial year-end evaluations, the district must again provide the teacher with year-end evaluations.
F) The parties agree to implement the provisions of MCL 380.1249 L. i, ii, and iii for evaluation review, mediation and grievance options for non-probationary teaching staff receiving a "Needs Support" rating on the year-end evaluation.
G) Article 20, Section 1, B is rescinded by MCL 380.1249.
H) Article 20, Section 3, F is amended under MCL 380.1249 as an individual may file for arbitration on their own for matters related to the year-end evaluation as detailed in this agreement.
I) Itinerant or ancillary staff evaluations shall continue with the current mutually agreed upon evaluation tool and metrics.

ARTICLE 10

Terminations, Vacancies, and Transfers

This Article only applies to employees whose employment is not regulated by the Teachers' Tenure Act.

Section 1: Employees in positions not subject to regulation by the Teachers' Tenure Act shall be notified sixty (60) calendar days prior to June 30th if their contract will not be renewed for the ensuing year due to unsatisfactory performance.

Section 2: Whenever a vacancy in any professional position not regulated by the Teachers' Tenure Act shall occur, including administrative positions, vacancies will be posted on the ISD web site and via ISD email. Such notices shall include job description, necessary skills, qualifications, starting date, and application deadline date. No vacancy shall be filled, except in case of an emergency or on a temporary basis, until such vacancy has been posted. Present employees who apply will be given preference in consideration for any vacancies for positions within the bargaining unit which are not subject to regulation under the Teachers' Tenure Act which exist based on their qualifications, competencies, experience, and areas of certification.

For purposes of this Article, "qualified" shall mean that the employee shall:

A) Have had at least one (1) full school year of successful prior work experience in the past seven (7) years in the specific assignment of the position in question (i.e., OT, PT, speech therapy, MOCI, SCI, etc.); or,

B) Have demonstrated to the satisfaction of the administration that they possess the necessary skills and attributes to successfully perform the duties and responsibilities of the position in question as outlined on the job description.

ARTICLE 11

Layoff and Recall Procedure

This Article only applies to employees whose employment is not regulated by the Teachers' Tenure Act.

It is hereby specifically recognized that it is within the sole discretion of the Board to reduce its educational program, curriculum, and staff and that the procedures set forth in this Article shall be used in laying off personnel in positions which are not subject to regulation under the Teachers' Tenure Act. The layoff and recall procedure for employees in positions regulated by the Teachers' Tenure Act shall be pursuant to board policy and are not subject to this agreement. The term "employee" in this Article shall mean bargaining unit members who are in positions not regulated by the Teachers' Tenure Act.

Section 1: Layoff Procedure

In order to promote an orderly reduction in personnel when the educational program, curriculum, or staff is curtailed, the following procedure will be used.

A) Probationary employees shall be laid off first. A probationary employee shall not be laid off unless there is a non-probationary or tenured employee who is certified and available to perform the duties of the position the probationary employee is vacating, or unless the position that the probationary employee is vacating is being eliminated altogether.

B) If the reduction of employees is still necessary, then non-probationary employees in the specific positions being reduced or eliminated shall be laid off on the basis of seniority, except as hereinafter provided. Layoffs made pursuant to this section shall be made in the inverse order of seniority, i.e., those with the least seniority are to be laid off first. For the purpose of this Article "seniority" is defined to mean the amount of time an individual is continuously employed in a bargaining unit position with the school district. Seniority credit will be granted for time worked on the following basis: 1) employees who work or are on paid leave for at least one day more than one-half of the contract year will receive a full year of seniority; 2) employees who work one-half of the contract year or less will receive one-half year of seniority. Time on unpaid approved leave or layoff shall not constitute a break in continuous service.

C) No later than September 30th, the Board shall prepare, publish and provide to the Association the seniority list. All employees shall be ranked on the list in order of their seniority as defined above. In the event that more than one individual bargaining unit member has the same starting date of work, position on the seniority list shall be determined by having the highest last four digits of the social security number. The Association will have thirty (30) calendar days to verify the accuracy of said published list. Any discrepancies will be resolved by the Association and the Administration. If the Association fails to verify the published seniority list within the thirty (30) calendar days, the list will be the official seniority list.

D) An employee who is laid off pursuant to this Article has the right, if requested by the employee in writing to the Superintendent or his/her designee within ten (10) calendar days after layoff notification, to be placed by the Board in a position for which he/she is certified and which is occupied by an employee with less seniority.

Section 2: In the event of layoff, the Board's obligation to pay salary or fringe benefits under any staff member's individual employment contract or under this collective bargaining agreement shall terminate after being prorated on the basis of the following: The number of work days completed as of the effective date of layoff divided by annual length of contract multiplied by twelve (12) months annual coverage (September 1 to August 31) rounded to the closest full month up or down.

Section 3: Recall of an employee shall be in the inverse order of layoff, i.e., those laid off last will be recalled first; provided, however, that an employee to be reassigned shall be certified to perform the specific duties he/she is being assigned.

Section 4: The Board shall give written notice of recall from layoff by sending a certified letter to said staff member at his/her last known address. It shall be the responsibility of each staff member to notify the Board of any change in address. The staff member's address, as it appears on the Board records, shall be conclusive when used in connection with layoffs, recalls, or other notice to the staff member.

Section 5: If the staff member fails to notify the Board within ten (10) calendar days and fails to report to work within twenty (20) calendar days from the date of receipt of the letter, unless an extension is granted in writing by the Board, said staff member shall be considered a voluntary quit.

Section 6: Recall rights shall expire two (2) years after layoff for any staff member. The staff member may extend recall rights for up to an additional one (1) year by informing the Board by letter each year by June 1. Failure to notify the Board by June 1 shall be considered a voluntary quit. A laid-off employee shall have the responsibility to keep the District informed of the employee's current address.

Section 7: An employee shall lose seniority rights one (1) year after he/she leaves the bargaining unit to take an administrative (or other non-recognized) position within the District.

Section 8: Any employee who is laid off and receives unemployment benefits during the summer immediately following said layoff and is subsequently recalled to a position at the beginning of the next school year would be paid an annual salary equal to their salary schedule amount minus any unemployment benefits received during that summer period.

Section 9: Bargaining unit employees shall receive no less than thirty (30) calendar days' prior notice of layoff. The individual contract of any employee who is employed through special funds such as state or federal project grants which are subject to short notice of discontinuance and which provide at least eighty percent (80%) of his/her salary shall so indicate; such employees shall be subject to no less than a 14 calendar day notice of layoff.

ARTICLE 12
Negotiations

Section 1: There shall be three (3) signed copies of any final Agreement. One (1) copy shall be retained by the Board; one (1) by the Association; and one (1) by the Superintendent or his/her designee. Copies of this Agreement titled "Master Agreement By and Between the Ionia County Intermediate School District and the Ionia Intermediate Education Association" shall be printed at the expense of the Board within thirty (30) days after the Agreement is signed and presented to all employees now employed or hereafter employed. An additional five (5) copies of this Agreement shall be provided to the Association.

Section 2: A copy of the school board agenda will be provided to the Association President at the same time it is sent to the Board members. Changes in School District personnel policies affecting employees in the bargaining unit shall be made available to the Association President during consideration and after Board adoption upon request.

Section 3: The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the Association, for the life of this Agreement, each voluntarily waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement.

Section 4: A professional council composed of representatives of the administration and of the Ionia Intermediate Education Association shall be established to meet as needed to address work related concerns of either group.

ARTICLE 13
Experience

Section 1: New, experienced employees coming into the District may be given credit for prior work or related experience at the discretion of the Board or its designee.

ARTICLE 14
Paid Leaves

Section 1: Paid Leave

Paid leave shall be granted at the beginning of each contract year to all employees of the District on the basis of 15 days maximum per year. Staff who are not full-time will have their days prorated. There shall be no limit to the number of days an employee may accumulate.

Substitution of Leave for FMLA Leave

1) For purposes of the Family and Medical Leave Act, sick leave allowed and which is taken under this Article shall be charged against the teacher's leave entitlement under the Family and Medical Leave Act. This will apply to:

   a) Sick leave which is utilized pursuant to this Article to care for a family member (child, spouse, or parent) with a serious health condition, including where a teacher must make arrangements for necessary medical and/or nursing care.

   b) Sick leave which is utilized pursuant to this Article due to a serious health condition which renders the teacher unable to perform the functions of his/her job.

In accordance with the Michigan Earned Sick Time Act, the administration reserves the right to demand, either in advance of or contemporaneous with alleged illness, certification of employee illness by a medical doctor. The Board agrees to pay the portion of the cost of said required medical certification not covered by insurance, provided the employee is certified as ill. Paid leave may be used for:

A) The personal illness or disability of the employee, including pregnancy related disability.

B) To care for an ill or disabled member of the immediate family. Immediate family shall be defined for the purpose of this provision as spouse, children, or parent, or other family members living in the household, or any other individual defined as a "family member" under the Michigan Earned Sick Time Act.

C) Up to five (5) days per occurrence may be used to attend or arrange funerals in the immediate family. The immediate family shall be defined as spouse, children, parents, grandparents, grandchildren, sibling, and father and mother of spouse, and other individuals who hold the place of these persons.

Up to three (3) days per year may be used to attend or arrange funerals for other family members or close personal friends.

D) Up to four (4) days per year, may be used for the employee's personal business. Personal days are not to be used to extend already scheduled time off such as holiday, winter or spring breaks. When reasonably possible, the supervisor will allow personal days so long as no hardship is created to the program/dept/building. Except in emergencies, employee shall provide his/her supervisor with at least five (5) days prior notice.

E) Up to two (2) days of paid leave per year may be used by an employee working in a summer program. There is no accumulation of paid leave during the summer.

E) Paid leave may be used for any reason as permitted under the Michigan Earned Sick Time Act.

At the discretion of the Administration, employees returning to work from sick leave may be required to present a doctor's statement certifying the employee's ability to return to work.

Any unauthorized, or unapproved, absences occurring after an employee has exhausted all paid leave may result in a deduction in pay (i.e. unpaid time) and may also subject the employee to disciplinary action.

Employees will be required to utilize the District's Substitute Employee Management System, and/or the District's time & attendance system, to report their absence. If unable to utilize the system to report an emergency, requests should be directed to his/her supervisor. In order to request a personal business day or conference day, pre-approval must be obtained from his/her supervisor. If the employee fails to notify the district via the Substitute Employee Management System, the District's time & attendance system or supervisor within one (1) week after returning to work, the hour(s) shall be considered unpaid leave and a deduction equal to a proration of unpaid hour(s) or part days over the length of the negotiated school year will be deducted from his/her next paycheck(s).

Section 2: Employees unable to work because of an illness or injury compensable under the Michigan Workers' Disability Compensation Act may elect to use accumulated sick leave in an amount equal to the portion of the employee's regular daily rate not paid by Workers' Compensation Benefits. Such difference in pay shall be deducted from the employee's accumulated sick leave. In no case can the combination of sick leave and Workers' Compensation benefits exceed the employee's regular daily rate of pay. In order to exercise this option, the employee shall submit a signed request to that effect to the board. Upon exhaustion of accumulated sick leave, the employee shall receive only the amount provided by the Michigan Workers' Disability Compensation Act.

Section 3: After 17 consecutive years of employment with the District, or any Ionia County ISD local district employee absorbed by the ISD who had 17 consecutive years between the previous local and Ionia County ISD, said employee is eligible to receive:

Employees retiring

$75.00 dollars for each day of unused sick leave the employee has accrued capped at 200 days. Proof of retirement from the Office of Retirement Services (ORS) is required within 30 days of retirement date. Deferred retirement of any kind is not eligible for this payout. Payment will be delivered within 30 days from the date the retirement begins.

Deceased employees

In the event of death, the District will pay the employee's beneficiary (with a certified copy of the death certificate and notarized statement of beneficiary), $75.00 dollars for each day of unused sick leave the employee has accrued capped at 200 days. All claims from beneficiaries of unused sick leave must be made within 4 months of the employee's death. Payment will be delivered within 30 days from the date that the beneficiary produces the required evidence (certified copy of the death certificate and notarized statement of beneficiary).

Persons dismissed for disciplinary reasons or employees terminated shall not be eligible for benefits under this section.

Section 4: The administration shall note on each employee's individual paycheck, his/her cumulative sick leave and personal day balances.

ARTICLE 15
Unpaid Leaves

Section 1: Disability Leave

A) An employee who has completed his probationary period with the District and who is unable to work because of certifiable personal illness or disability and who has exhausted all sick leave available to him/her, shall be granted a leave of absence without pay or benefits, except as provided under the Family and Medical Leave Act (FMLA), and Article 22, Section 10, for the duration of such illness or disability, up to a maximum of one (1) year. The Superintendent or his/her designee may, at his/her discretion, upon written request from the employee, extend the unpaid leave. A person taking the place of an employee on leave under this section shall be deemed a substitute, excluded from the bargaining unit and the position shall not be considered a vacancy during the leave.

B) At the time of requesting the unpaid leave the employee shall request a prospective termination date of the unpaid leave of absence. Re-employment will commence upon the date set by the Superintendent or his/her designee. It is understood that the foregoing shall not supersede provisions for layoff, position terminations, or other provisions of law or this contract.

C) An employee may make written application to the Superintendent for reinstatement prior to expiration of the unpaid leave granted by the Superintendent or his/her designee. However, the Superintendent or his/her designee reserves the right, in his/her sole discretion, to approve accelerated termination of the unpaid leave on the basis of each individual case.

D) Failure to return from unpaid leave on the date specified by the Superintendent or his/her designee shall be conclusively deemed a resignation unless mutually agreed upon by the Superintendent or his/her designee and the employee prior to said date.

E) Unpaid leave will be granted without experience credit and without sick leave accumulation. Upon return from unpaid leave, assuming no layoffs or position terminations have occurred, the employee shall be restored to his/her same position on the salary schedule as when he/she left and be entitled to other group benefits prior to said leave without pay or benefits or experience credit, and without sick leave accumulation.

Section 2: Extended Unpaid Leave

A) Any employee shall have the right to make written application for an unpaid leave of absence of not to exceed one full year, without pay or fringe benefits, except as provided under the Family and Medical Leave Act, and Article 22, Section 10. A written application shall include the reason for requesting such leave and the anticipated duration of the leave. Consideration may be given by the Superintendent or his/her designee to leave requests under this provision for alternative career leaves. Leaves under this provision shall be granted at the sole discretion of the Superintendent or his/her designee.

B) At least thirty (30) calendar days prior to the expiration date of the approved leave, if approved, the employee must give written notice of intent to return to his/her position by email to Human Resources and immediate Supervisor. Failure to give such timely notice shall be deemed a voluntary resignation. An employee providing such timely notice shall be returned to the same position or another position for which he/she is certified and qualified, subject to possible restrictions elsewhere in the Agreement.

C) It is expressly understood that increment shall not be granted while on approved leave under this provision.

D) A person employed by the District to temporarily fill a position under this section shall not be considered a member of the bargaining unit.

E) An employee may be granted an extended unpaid leave to care for a family member.

Section 3: Child Care Leave

A) An unpaid leave of absence of up to one (1) year shall be granted to any employee for the purpose of child care, including birth and adoption, providing a suitable replacement can be secured. Such leave will be without pay for fringe benefits, except as provided under the Family and Medical Leave Act and Article 22, Section 10. The employee shall provide the employer with at least thirty (30) calendar days' prior notice, except in emergencies.

B) At least thirty (30) calendar days prior to the expiration date of the approved leave, if approved, the employee must give written notice of intent to return to his/her position by email to Human Resources and immediate Supervisor. Failure to give such timely notice shall be deemed a voluntary resignation.

C) An employee providing such timely notice shall be returned to the same position or another position for which he/she is certified and qualified, subject to possible restrictions elsewhere in the Agreement.

D) It is expressly understood that increment shall not be granted while on approved leave under this provision.

E) A person employed by the District to temporarily fill a position under this section shall not be considered a member of the bargaining unit.

Section 4: Short Term Unpaid Leave
Employees may be permitted to take up to five (5) days per year on an unpaid basis. Except in emergencies, employees will provide their supervisor at least ten (10) work days' prior notice.

Section 5: Employees shall be granted unpaid leave to the extent required under the provisions of the Family and Medical Leave Act for the purposes and subject to all of the terms and conditions of that Act and its implementing regulations. Any unpaid leave, which is otherwise available under the provisions of this Agreement for the same purposes for which leave is required to be provided under the Family and Medical Leave Act, shall be used concurrently with the leave provided under the Family and Medical Leave Act and shall be credited toward fulfilling the leave entitlement of an eligible employee under the provisions of the Act to the extent permitted by the Act and its implementing regulations.

ARTICLE 16
MEA Leave Days

Section 1: The Ionia County Intermediate Education Association President or his/her designees shall be allowed fifteen (15) days per year for Association business which may be taken in no less than three and one-half (3½) hour increments. The Association agrees to provide at least two (2) working days prior notice.

Section 2: The Association agrees to reimburse the District for all costs associated with substitute employees and MPSERS contributions as per current state statute and subject to change if state law is modified.

ARTICLE 17
Sabbatical Leave

Section 1: Professional employees who have been employed in satisfactory service for a minimum of seven (7) consecutive years may apply for a sabbatical leave up to one (1) year.

Section 2: Sabbatical leave shall be applied for through the Superintendent's Office and may be granted by the Board. (No more than one (1) professional employee may be on a sabbatical leave during any year.)

Section 3: Sabbatical leave may be granted for one of the following reasons:

A) Formal study at an accredited college or university towards an advanced degree.
B) Research work under the supervision of qualified research personnel.
C) Special programs accepted by the Board or recommended by the Superintendent or his/her designee.

Section 4: Sabbatical leave must be requested on or before April 1st of the year previous to the requested leave. The Board shall act upon the request prior to May 30th.

Section 5: While on sabbatical leave, the employee will be paid one-half (1/2) of his/her full salary (based upon the last full year contract) plus health insurance protection although duplicate coverage will not be provided.

Section 6: Seniority, years of experience, and sick leave will be retained if such leave is granted provided the employee returns to work by the first day of the school year following the approved leave (no more than fifteen (15) months from the beginning date of said leave).

Section 7: While on sabbatical leave there shall be no accrual of any benefits, nor shall the Board be held liable for death or injuries sustained by any staff member.

Section 8: An employee granted a sabbatical leave shall not be allowed to hold any full time paid position, excluding any fellowships, scholarships, grants and aide or other scholastic stipends. Employees wishing to request sabbatical leave to participate in federal or state service, specifically political activities, shall be considered on an individual basis.

Section 9: A staff member returning from sabbatical leave shall be restored to the same position or to a position of like nature, unless none exists or a reduction in force has been conducted during the employee's leave, in which case, the employee will be subject to application of the layoff clause.

Section 10: The staff member, upon making request for a sabbatical leave, shall agree to work two (2) additional contract years for the district upon return from such leave.

ARTICLE 18
Jury Duty-Subpoena

Section 1: Any employee who is selected to serve on jury duty or is subpoenaed to testify in court shall be excused from work without use of any leave or vacation time and shall be paid for each working day served. Employees will be required to turn into the Business Office, a copy of wages received from the court for jury duty for each work day or portion of a work day served so that amount can be deducted from the employee's next payroll check.

Section 2: The employee is expected to report back to work if the daily jury duty time and necessary travel time allow it.

ARTICLE 19

Mileage & Other Reimbursable Expenses

Section 1: Mileage Rate/Submission

For approved mileage, the rate of reimbursement shall be at a flat rate equal to the maximum allowed per the IRS Code Act effective upon the date the new rate is announced. The immediate supervisor shall maintain the right to approve/adjust the employee's schedule.

Mileage submitted to the Business Office must be signed by the employee's supervisor prior to submission. The employee must submit all mileage incurred between July 1st and December 31st to the Business Office by January 15th. All mileage incurred between January 1st and June 30th must be submitted to the Business Office by July 15th. Employees are encouraged to submit mileage on a more frequent basis. However, any mileage not submitted by those deadlines will not be paid to the employee.

Other expense reimbursements including conference related expenditures (parking/meals/etc.), or supply purchases, need prior approval from your immediate supervisor. Submission deadlines apply the same as mileage reimbursement listed above.

A. Group 1 & 3 Employees (as defined in Article 2)

Employees with this status will only be reimbursed for mileage and travel which received prior approval from their immediate supervisor before occurrence. No employee in this group will be provided mileage or expenses for travel to and from home to work.

EXCEPTION: If an employee of this group is assigned to more than one (1) site, mileage will be paid for travel from site to site (including student home visitations) at the rate specified above.

B. Group 2 Employees (as defined in Article 2)

Calculations of reimbursable mileage amounts shall begin at the first place of business or the ISD Office, whichever is closer to the employee's home. Calculations shall cease at the last place of business or the ISD Office, whichever is closer to the employee's home. Deductions shall be made by the employee for mileage during the day not related to work assignments.

Section 2: The Superintendent or his/her designee may assign District vehicles as they see fit to employees rather than pay expenses. Assignment and policies governing usage of said District vehicles remain the prerogative of the Superintendent or his/her designee.

Section 3: Out-of-District Travel

Approved out-of-district travel will be reimbursed for expenses not to exceed $50.00 per full day for necessary meals (no single meal shall exceed $25)

Reimbursement will be made for only allowable expenses supported by itemized receipts.

Section 4: Conference Days

Each employee shall be approved by their supervisor for up to two (2) conference days per contract year to attend conferences or conventions. Additional days may be authorized by their immediate supervisor. If the immediate supervisor denies a request made by the employee to attend a conference; rationale must be provided. Denial of approval for any conference may be appealed to the Superintendent. These shall be confined to the State of Michigan, unless otherwise approved by the Superintendent. If out of district travel requires an overnight stay, the employee shall contact the business office for hotel arrangements (generally not to exceed $175 per room).

Conference attendance required by the immediate supervisor, shall not be counted as conference days for the purposes of this Section.

Employees registered to attend a conference on a day when their work site is closed for reasons other than hazardous travel conditions (ex: power outage, illness, etc.) are expected to attend the conference as scheduled. Employees registered to attend a conference on a day when their work site is closed due to hazardous travel conditions, shall use their own discretion in determining whether it is safe to attend the scheduled conference. This will be considered a work day and is not subject to additional pay or compensation.

Conference Information

	Contractual Provisions	Reminders/Additional Notes/May Be Available Upon Request
Conference Days	2 Conference Days shall be granted per school year.	Additional Conference Days upon request.
Dues and/or Registration Fees	Up to $300 approved in combination of dues and/or registration fees.	Additional fees may be granted. Conference Request Forms submitted 2 or more weeks in advance are encouraged. Once approved, payment can be made by the department secretary or the Business Office Bookkeeper.
Hotel	Up to $175 in reimbursement of actual cost.	Additional fees may be granted. Employee completes a Conference Request Form to be approved by the Supervisor and submitted to the Business Office Bookkeeper to make reservation and process payment. The Bookkeeper will confirm with staff when a reservation has been made on their behalf.
Travel	Up to $125 in mileage or other travel cost reimbursement.	Additional reimbursement may be granted.
Food	$50 per day. No more than $25 per meal. Itemized receipt(s) to be provided to the business office for reimbursement.	No alcohol on receipt or district will not reimburse anything on the receipt. Receipts need to be itemized. Taxes will not be reimbursed.
Travel Outside of the State	Must be approved by the Board of Education in advance. Travel details, including itemized receipts, will be posted publicly after trip completion for transparency reporting.	Turn in requests well in advance (6 weeks or more is ideal).

ARTICLE 20
Grievance Procedure

Section 1: Definition

A grievance shall be defined as an alleged violation of the expressed terms and conditions of this contract relative to hours, wages, and working conditions. It is expressly understood that the grievance procedure shall not apply to those areas in which the Tenure Act prescribes a procedure or authorizes a remedy (discharge and/or demotion). The following matters shall not be the basis of any grievance filed under the procedure outlined in this article:

A) The dismissal of, or failure to re-employ any probationary employee;
B) Any matter involving staff member evaluation content;
C) The determination not to appoint or reappoint any employee to a summer assignment which is different from the employee's regular assignment or when the appointment is made from among two (2) or more unit members.
D) Any matter involving a prohibited topic for negotiation under state or federal law.

Section 2: Purpose

The purpose of the grievance procedure is to secure, at the lowest possible level of administration, equitable solutions to grievances.

Both parties agree that these proceedings will be kept as informal and confidential as possible at every level of the procedure.

Section 3: Grievance Procedure

A. Nothing in this procedure should be construed to inhibit the informal resolution of grievances.
B. A grievance may be filed and advanced by any individual member, group of members, or an association representative
C. Grievances shall initially be filed with the immediate supervisor and the Superintendent shall be provided a copy. If the immediate supervisor does not have the authority or jurisdiction to resolve the issue at hand, the grievance will immediately be forwarded to the appropriate party.
D. The Association has the right to have a representative present in any grievance hearing, as the Association has an obligation to maintain the integrity of the contract.
E. Representation of a member by any agent or representative of any organization other than the local Association or the Michigan Education Association is not permitted.
F. The decision to move a grievance to arbitration rests solely with the Association Grievance Committee. **Individual members may not file for arbitration on their own.**
G. Grievances shall be filed within the timelines specified. Timelines may be held in abeyance by mutual consent in writing.

Section 4: Grievance Steps

Step 1. Immediate Supervisor
Step 2. Program Director
Step 3. Superintendent

Section 5: Grievance Timelines

The Association and the district agree that expedition of the process is desired. The following timelines represent the maximum time amount allowed at each step of the process. Action on the part of either party will start the timeline for the next step.

- **Initial filing-**
  Grievances shall be filed within thirty (30) working days of occurrence, knowledge, or discovery with exceptions for time spent trying to resolve the issue. See Appendix D & E.
- **District response-**
  A Written response shall be rendered within ten (10) working days of the filing or advancement of a grievance.
- **Advancement of Grievance-**
  Grievances may be advanced to the next level if there is no response within the ten (10) working day timeline, or if the written response does not satisfactorily remedy the grievance.
- **Superintendent response-**
  When a grievance reaches **Level 3: Superintendent**, the superintendent will have fifteen (15) working days to render a decision in writing to the member and/or the Association.
- **Arbitration-**
  Within fifteen (15) working days of the Superintendent's response, or failure to respond, the Association's Grievance Committee may notify the Superintendent, in writing, that the grievance will be advanced to arbitration if:
  - The Superintendent's response does not satisfactorily resolve the grievance, or
  - The Superintendent fails to respond within the timeline.
- **Arbitration Procedure-**
  The request for arbitration shall be presented to the Superintendent and the Board of Education.
  - The Association and the District representatives may mutually agree on an arbitrator.
  - If the two parties cannot agree, a request shall be sent to the Michigan Employment Relations Commission (M.E.R.C.) for a list of qualified arbitrators. An arbitrator shall then be selected from this list according to the rules set forth by M.E.R.C. (See attached brochure in appendix D)
  - The cost of the arbitrator's fee shall be equally split between the Association and the District. Each party shall cover their own costs for all other expenses related to the preparation for and conduct of the arbitration.
  - The arbitration date and place shall be agreed upon by the parties in conjunction with the arbitrator.

ARTICLE 21
Continuity of Operations

The Association and each employee agree that during the term of this Agreement, they will not engage in a strike against the Board.

The Board of Education shall be entitled, in its sole discretion, to reschedule any days lost in the event school is closed due to strikes by ISD employees which do not allow such days to be counted as days of student instruction. The rescheduling of such days shall not entitle employees to additional compensation over and above their regularly contracted salary.

Further, the Association and its individual members agree not to encourage the withholding of services by any other recognized bargaining group against the Board or interfere with the normal operation of the school programs.

ARTICLE 22
Benefits/Options

Section 1: Health Insurance

The Employer shall pay the maximum hard cap allowable as determined by PA152. The hard cap will increase annually on January 1st. If a future medical benefit plan year is considered, the Board and Association leadership shall discuss the impacted changes prior to implementation. With attainment of Medicare eligibility, Medicare Part B premiums shall be paid on behalf of the bargaining unit member, spouse and/or dependents when Medicare is elected in lieu of District medical benefit plan or when Medicare Part B is elected while receiving Social Security disability benefits.

In the event that PA152 is repealed, changed or altered in any way the District and Association agree to the following through the duration of this agreement.

The maximum that the District shall pay for health insurance premiums for 2027:
Full Family - $22,310.11
Two Person - $17,107.66
Single - $8,180.35

The maximum that the District shall pay for health insurance premiums for 2028:
Full Family - $22,979.41
Two Person - $17,620.89
Single - $8,425.76

The maximum that the District shall pay for health insurance premiums for 2029:
Full Family - $23,668.80
Two Person - $18,149.52
Single - $8,678.53

At the duration of this agreement, both parties agree to comply and follow any new law related to health care insurance, if applicable.

In the event that PA152 is not repealed, changed or altered in any way, the District will comply with PA152 as written.

Section 2: Dental Insurance

The Employer shall provide without cost to the bargaining unit member, MESSA/Delta Dental Plan 100/75/75 with an annual maximum of $4,000.00; Ortho/70%. The plan 1 includes internal and external coordination of benefits (COB) for all bargaining unit members and their eligible dependents as defined by MESSA/Delta Dental.

Section 3: Vision Insurance

The District shall provide without cost to the employee MESSA Vision Service Plan 3+ P 250CL for all employees and eligible dependents.

Section 4: Life Insurance

The District shall provide without cost to the employee MESSA Negotiated Term Life Insurance in the amount of $30,000 with AD&D.

Section 5: Long Term Disability

The Employer shall provide without cost to each eligible bargaining unit member MESSA Plan II Long-Term Disability Insurance. Benefits shall be paid at 66-2/3% of salary up to $5,000.00 monthly maximum and shall begin after the later of: 1) Exhaustion of the bargaining unit member's accumulated sick leave; or, 2) expiration of 90 calendar days of disability accumulated in any twelve (12) consecutive months (Only the last three days of the waiting period need be consecutive and for the same condition).

Section 6: Eligibility/Enrollment

A) Eligibility

New employees will be eligible to enroll for coverage following the first day of work in the District.

B) Enrollment

The enrollment period shall be defined by the carrier, however, new employees will only be covered after written enrollment forms are completed and returned to the District within the enrollment period specified by the carrier and accepted by the carrier.

Section 7: Definition of Full Time

A full time employee shall be defined as one whose contract specifies the total length of contract days per Section 2, Article 23 at seven (7) hours five minutes per day.

Section 8: Duplicity Coverage

The District will not provide payments for any insurance for employees or their spouses or families covered under any other group health insurance coverage. Failure to report other coverage to the District resulting in dual coverage constitutes a breach of this Agreement. Payments made for employees having other group health insurance coverage shall be paid to the District in full or may be withheld from the employee's paycheck. This section does not apply to employees purchasing any carrier option plan through the Option Provision in Section 9.

Employees are required to notify the District of any dependency status change for full family or employee/spouse or dependent coverage within 30 days of dependency status change. Failure to comply will obligate the employee to reimburse the District for any premium difference caused by such dependent status change. The provisions of the above insurance coverages are subject to the rules and regulations of the insurance carrier(s).

Section 9: Part-time Employees (Working 3/5 time or more)

Part time employees shall be eligible for prorated benefits listed in this Article equal to the number of days employed in the District, divided by length of the contract year for full-time employees as specified in this Agreement, times the benefit premium.

A part-time employee working less than 3/5 time may use payroll deduction to participate in the negotiated health insurance plan options.

Section 10: Option Provision

An eligible employee not wishing to enroll in the Health Insurance provision of this contract, Section 1 above, may apply the equivalent of the single subscriber premium or their eligible equivalent as per Section 9 above toward the purchase of any carrier option plan except auto insurance, if provided. An eligible employee may also elect to have his/her compensation increased by the equivalent of the single subscriber premium, payable in monthly installments. Election of this option shall be made in provision with the conditions of the Ionia County Intermediate School District Flexible Benefits Plan, effective November 1, 2012. Participation in a tax deferred annuity (TSA) is encouraged.

Section 11: Continuation of Coverage

The Board shall make payment of insurance premiums for all persons who complete their contractual obligation to assure insurance coverage through the end of the month in which the employee retires or resigns.

The Board shall discontinue payment of insurance premiums 30 days after employee goes on Worker Compensation or 30 days after exhaustion of sick leave benefits for extended leaves.

Employee insurance/options shall be discontinued upon voluntary or involuntary employment severance from the District prior to completion of the individual contract.

Section 12: Employee Paid Annuities

The Board shall allow the following tax deferred annuity plans through salary deduction pursuant to Section 403(b), 457(b), Roth 403(b) & Roth 457(b) of the Internal Revenue Code of 1954, as follows:

A) Michigan Education Financial Services Association;
B) Corebridge Financial;
C) Plan Member;
D) Lincoln Investments;
E) GLP & Associates;
F) Midwest Capital Advisors.
G) Aspire Financial Services
H) Equitable

Upon mutual agreement, the above annuity plan vendors may be updated to reflect new names, mergers and/or additions of new vendors.

Section 13: Costs Above District Paid Premiums

In the event that the cost of any of the insurances covered in this contract exceed the amount specified in this Article, any additional costs are the responsibility of the employee. Any such amounts are hereby authorized for payroll deduction from the affected employee.

ARTICLE 23
Compensation and Calendar

Section 1: Salaries

Salaries covered by this Agreement are set forth in Appendix A & B, which is attached to and incorporated in this Agreement.

By April 1 of each school year, each employee shall choose, in writing, one of the following summer payment options for salary earned in the current school year:

(1) Lump-sum payment of remaining salary, no later than the second paycheck following the last day of school; or,
(2) Continuation of equal biweekly salary payments through the summer months.

Section 2: Length of Contract

The length of contract is 184 days* as follows:

** One day will be a flex day for Professional Development and will be included in the 184 days.*
Professional Development time will equal one day (7 hours and 5 minutes). This professional development date and activity must be approved by administration.

Section 3: Calendar

The calendar for 2026-2027 is set forth in Appendix C which is attached to and incorporated in this Agreement. Subsequent years will follow the county calendar if agreed by the local association and superintendents. Otherwise the parties will meet to mutually agree upon calendar dates. Copies of said calendars will be sent to the employees. Changes in program needs may require different schedules. Such proposed schedule changes must be presented to the Association at least 10 calendar days prior to final agreement with the affected employee(s). This schedule must be mutually agreed upon by the Board and the affected employee(s) prior to the beginning of the school year. It is recognized that unanticipated federal/state mandates may require implementation of a schedule change other than at the beginning of the school year. In such cases the Board will solicit input from the Association and agreement with the affected employee(s). Part-time employees will submit proposed work schedules for administrative approval within 15 work days of the start of the work year.

Group 4: Employees in this group will develop an individual calendar in with approval of program policies to reflect their contracted number of days are spread across a 12 month period of time; either July 1 to June 30th or September 1 to August 31st as appropriate.

Section 4: Student Contact Days

The number of student contact days for Group 1 and Group 2 employees for each year of this Agreement shall be 181 annually.

Group 3 employees will have the same number of student contact days as the local school district in which they work.

Group 4 employees will work the number of days that are noted in their individual contracts and as prescribed by their individual proposed calendars. With approval of the supervisor staff will be allowed to adjust their individual calendar days to meet the demands of the workflow. Also, 10 additional work days may be determined necessary by the individual staff member and administrator to cover evaluation, IFSP and/or IEP development or Early On home visits. Staff will document their work days as specified by program administration and submit them to the administrator in June for compensation. Additional days beyond the 10 must be pre-approved by the program administration.

Section 5: Absorption of Local District Staff

Beginning July 1, 2022, any Ionia County ISD local district employee hired by the ISD from an absorbed program will be placed in the applicable lane and on the next highest step above their current pay rate that they were receiving at their local district.

Section 6: Schedule Placement

Schedule B (MA/MS) shall include any accredited MA or MS degree as well as placement of individuals with thirty (30) semester hours of graduate credit beyond the BA or BS at the Superintendent's option. Schedule C is MA/MS plus 30, BA/BS plus 60 which includes a MA/MS degree, a 60 graduate hour MA or a specialist degree.

Changes in schedule placement will be effective at the beginning of the school year or the last pay of January following notification that the employee has completed the requirements to be moved on the salary schedule.

The District reserves the right to limit schedule placement to Schedule A if degrees earned are not related to the position hired for or if the applicant doesn't possess the qualifications for the position without additional coursework and/or MDE approval.

Section 7: Part-time Salary Advancement

For purposes of advancement on the salary schedule, those employees working one day more than one-half contract year will be advanced one step every year. Employees working one-half time or less will be advanced one step on the schedule every other year.

Section 8: The Board shall reimburse the employee for personal property such as clothing, eyeglasses, cell phones, watches and jewelry damaged in excess of $20.00 to a maximum of $700.00 per occurrence while in the performance of employee's duties; provided said damage is not the result of employee negligence. Employee

must provide original repair or replacement receipts to the Business Office within two weeks of date of incident. For damages above $250, employee may provide an invoice to the Business Office for direct payment to provider (not to include taxes). Employees seeking reimbursement (or invoice) for personal property must complete an incident report and submit to their Supervisor within 5 school days of the incident. Failure to adequately protect oneself (i.e., protective equipment) shall constitute negligence.

Section 9: Placement of Employees on Salary Scale for Part-year Enrollment

In order to be eligible for a step placement increase on the salary schedule, a unit employee must work one (1) day more than a one-half (1/2) year contract (i.e. 184 divided by 2 + 1) per year.

Section 10: Tuition Reimbursement Payment(s)

Payment of one hundred fifty dollars ($150.00) per semester hour of credit earned will be reimbursed if such hours are toward an advanced degree or have been earned in the field of the employee's major preparation. Employees wishing to apply for said payment must have their department supervisor's prior approval and shall apply as follows:

A) On or before the first work day of the school year, an employee may request the payment for hours earned from the last pay of January through the first work day of the school year.

B) On or before the last pay of January, employees may request the payment for hours earned between the first work-day of the school year the last pay of January.

In all cases, employees must have their next year's contract signed for the September payment and be under contract for the balance of the year by the last pay in January.

Section 11: Summer Pay

A) Beginning June 1, 1995, any employee who agrees to work in a summer program will be paid at his/her regular hour rate of pay in effect on June 1 of that contract year.

Section 12: Annual Compliance Training (ACT)

Employees are required to annually complete Board authorized and mandatory Annual Compliance Training (ACT) sessions prior to the beginning of the first student day of the year. Mandated time may vary, however, the Board will attempt to keep the maximum time below 3.5 hours. Additional ACT modules beyond the current employer mandated time may be assigned by administration or department directors. In recognition of the time necessary to complete ACT modules, the annual ICCC and Freedom Acres calendars will reflect a true half day for both staff and students (such as for example, a half-day the Friday before the Memorial Day weekend). Administrators of staff assigned to locals shall make appropriate arrangements for staff as necessary to ensure the true half day in their schedules.

Section 13: Mentor Pay

Employees may serve, on a voluntary basis and with administrative approval, as mentors for teachers in up to their first three years of teaching, as is addressed by Section 1526 of the Revised School Code. Mentors may also be appointed for other professional staff members (non-teachers) or where special supervision is required.

The purpose of the mentor-mentee relationship is to provide new teacher/professional staff members with support and assistance in the introduction to their profession. For each mentee assigned, the mentor shall be compensated $250 per semester ($500 per school year). In the event mentor responsibility is shared, the stipend shall be split proportionately. The employee must complete each semester with their assigned mentee to be eligible for the semester stipend. Stipends shall be paid in February and June.

Physical Therapists and Occupational Therapists who are responsible for overseeing the caseloads of Certified Occupational Therapy Assistants (COT A) and Physical Therapy Assistants (PT A) shall be compensated $500.00 per COT A/PTA per school year.

Mentors will be expected to follow the ISD Mentor Handbook in the carrying out of these duties and responsibilities.

Section 14: Evaluation Pay for Vacancies/Leaves

Eligible ancillary staff may be assigned to complete required evaluations for students when a need exists due to a vacancy, or staff leave of absence. Staff will be expected to work on written reports outside of their contractual work day.

Ancillary staff assigned to provide these evaluations will be paid $500 upon completion. Supervisors shall approve payment through notification to the business office. Article 7-compensatory time does not apply to this agreement for evaluations.

Section 15: Ancillary Staff Remote Work Hours

The practicality, duration and quantity of remote workplace flexibility options are role dependent. For example, some place centric roles and responsibilities are simply less conducive to offsite work when compared to more process centric roles such as independent data and report procedures.

Ancillary Staff: Up to seventy-eight (78) hours of remote work is available with prior scheduling approval by the supervisor. All requests must be made a minimum of twenty-four (24) hours in advance.

Please note that remote work is not available immediately before or after traditional vacation days, holiday/break periods and/or personal business days or to extend any other leave time for more than two (2) consecutive days.*

**Supervisor discretion may be exercised to approve remote work preceding a holiday period.*

Remote Work Guidelines:

a. In-person service to our students and our local districts is our primary priority and the use of remote work will not cause in-person service disruption to either of those.
b. A bank of hours for remote work will set-up in the Kronos system. You may use it in as little as one-hour increments. Select "Work from Home" from the options. All requests must be prior approved and shall be requested a minimum of twenty-four (24) hours in advance.
c. Driving time to/from home does not count as work time, nor are you able to claim the mileage for your journey home to work remotely.
d. Please be cognizant of public perception by demonstrating that you are working at home or an alternate nonpublic location. Please refrain from being in the community, running errands, or posting on social media, etc. during these hours.
e. If your remote work time includes virtual meetings, please change your background. Both Google Meet and Zoom offer a variety of background options including blurred or an ICISD logo. If you need assistance with this feature, please ask a colleague, supervisor or our technology team.
f. Please ensure that you are able to be readily reached when working remotely. This means that you have reliable internet connectivity and phone availability. It also means you are focused on work responsibilities rather than matters related to your offsite location.
g. This opportunity is role dependent. Some positions in our organization and within the local districts we serve are not as conducive to remote work as others. Some positions do not even have a remote work option. Please be supportive and cognizant of colleagues who are not able to partake in this offering to the same extent as others.
h. Administration reserves the right to revoke this privilege should the employee fail to meet job expectations, responsibilities or fail to follow the procedures and guidelines set forth in this agreement.
i. Employees are responsible for providing physical space, telephone, printing, networking and/or Internet capabilities at the remote location, and shall not be reimbursed by the employer for these or related expenses. The employee agrees to protect District-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure.
j. By selecting the remote work option, the participating employee agrees to hold the District harmless for injury at the alternate worksite.
k. These hours may only be used during the normally scheduled working hours.
l. An employee may not use remote work hours more than two (2) consecutive days.
m. These days will not carry over from year to year. They shall not be used in place of
n. personal business or qualifying reasons to use a personal or family illness day. They are not eligible to be paid out at the time of separation from the ISD.
o. These terms may be reviewed annually by both parties to modify and adjust procedures as necessary by June 30th of each school year.

ARTICLE 24
Job Sharing

At the discretion of the Superintendent, or his/her designee, he/she may approve a Job Sharing agreement between two (2) employees.

Employment conditions for Job Sharing in the Ionia County Intermediate District are as follows:

A. The Job Sharing agreement will be for the contractual year. To continue in the program, the employee must re-apply for the next contractual year 60 days prior to the end of the school year.

B. The employees reserve the right to return to full-time work the following year, subject to applicable provisions of the Master Agreement.

C. Compensation shall consist of the pro-rated payment of salary and of all insurance premiums subject to Article 22, Section 8. Proration of salary shall be at the same fraction as that worked. For all other benefits and seniority, employees shall be treated as other part-time employees.

D. When a job-share is terminated, whenever possible, each employee will return to his/her former position or a substantially comparable one, provided he/she has sufficient seniority.

E. Job Sharing rotations may include, but are not limited to:
   1. Alternate semester.
   2. Alternate weeks.
   3. Half days.

   The actual scheduling will be determined by the principal or supervisor after discussion with the prospective Job Sharers.

F. Both Job Share teachers shall have responsibility for full attendance at staff meetings, in-services, and IEPs (for their students)

ARTICLE 25
Duration of Agreement

This Agreement shall be effective as of the 1st day of July, 2026 and shall continue in effect for the term of this Agreement until the 30th day of June, 2029.

This Agreement shall not be altered or amended except upon mutual consent of the parties hereto.

By: _____
(Education Association President)

By: _____
(Education Association Secretary)

and

By: _____
(Board of Education President)

By: _____
(Board of Education Secretary)

Appendix A

Appendix A IONIA COUNTY ISD 2026-2027			
4.0%	BS/BA	MA/MS	MA/MS +30
STEP	A	B	C
1	$50,133	$55,228	$60,369
2	$51,916	$57,151	$62,457
3	$53,698	$59,074	$64,542
4	$55,481	$61,001	$66,637
5	$57,263	$62,929	$68,733
6	$59,046	$64,856	$70,825
7	$60,828	$66,783	$72,919
8	$62,611	$68,707	$75,008
9	$64,393	$70,637	$77,105
10	$66,176	$72,563	$79,201
11	$67,959	$74,489	$81,296
12	$69,741	$76,418	$83,391
13	$70,242	$76,967	$83,991
14	$70,799	$77,578	$84,657
15	$71,356	$78,206	$85,351
16	$71,913	$78,817	$86,018
17	$72,471	$79,427	$86,684
18	$73,028	$80,041	$87,354
19	$73,585	$80,652	$88,021
20	$74,142	$81,262	$88,687
21	$74,699	$81,875	$89,359
22	$75,256	$82,485	$90,025
23	$75,813	$83,096	$90,692
24	$76,370	$83,706	$91,358
25	$76,927	$84,317	$92,024
26	$77,484	$84,937	$92,707
27	$78,041	$85,548	$93,374
28	$78,598	$86,158	$94,040
29	$78,598	$86,158	$94,040
30	$78,598	$86,158	$94,040

Appendix A IONIA COUNTY ISD 2027-2028			
3.5%	BS/BA	MA/MS	MA/MS +30
STEP	A	B	C
1	$51,888	$57,161	$62,481
2	$53,733	$59,152	$64,643
3	$55,578	$61,141	$66,801
4	$57,423	$63,136	$68,969
5	$59,268	$65,132	$71,138
6	$61,113	$67,126	$73,304
7	$62,957	$69,120	$75,471
8	$64,802	$71,111	$77,634
9	$66,647	$73,110	$79,804
10	$68,492	$75,103	$81,973
11	$70,337	$77,096	$84,142
12	$72,182	$79,092	$86,310
13	$72,701	$79,661	$86,930
14	$73,277	$80,293	$87,620
15	$73,854	$80,944	$88,339
16	$74,430	$81,576	$89,028
17	$75,007	$82,207	$89,718
18	$75,584	$82,842	$90,412
19	$76,160	$83,474	$91,101
20	$76,737	$84,106	$91,791
21	$77,313	$84,740	$92,487
22	$77,890	$85,372	$93,176
23	$78,466	$86,004	$93,866
24	$79,043	$86,636	$94,556
25	$79,619	$87,268	$95,245
26	$80,196	$87,910	$95,952
27	$80,772	$88,542	$96,642
28	$81,349	$89,174	$97,332
29	$81,349	$89,174	$97,332
30	$81,349	$89,174	$97,332

Appendix A IONIA COUNTY ISD 2028-2029			
3.0%	BS/BA	MA/MS	MA/MS +30
STEP	A	B	C
1	$53,445	$58,876	$64,356
2	$55,345	$60,926	$66,583
3	$57,245	$62,975	$68,805
4	$59,145	$65,030	$71,038
5	$61,046	$67,086	$73,272
6	$62,946	$69,140	$75,503
7	$64,846	$71,194	$77,735
8	$66,746	$73,245	$79,963
9	$68,647	$75,303	$82,198
10	$70,547	$77,356	$84,432
11	$72,447	$79,409	$86,666
12	$74,347	$81,465	$88,899
13	$74,882	$82,051	$89,538
14	$75,476	$82,702	$90,248
15	$76,070	$83,372	$90,989
16	$76,663	$84,023	$91,699
17	$77,257	$84,674	$92,409
18	$77,851	$85,328	$93,124
19	$78,445	$85,979	$93,834
20	$79,039	$86,629	$94,545
21	$79,633	$87,282	$95,261
22	$80,226	$87,933	$95,972
23	$80,820	$88,584	$96,682
24	$81,414	$89,235	$97,392
25	$82,008	$89,886	$98,103
26	$82,602	$90,547	$98,831
27	$83,195	$91,198	$99,541
28	$83,789	$91,849	$100,252
29	$83,789	$91,849	$100,252
30	$83,789	$91,849	$100,252

Appendix B

COTA/PTA

COTA/PTA IONIA COUNTY ISD 2026-2027		
4.00%		
STEP	A	B
1	$33,466	$35,093
2	$35,233	$36,341
3	$37,020	$37,589
4	$38,805	$38,837
5	$40,611	$40,084
6	$42,217	$41,332
7	$43,887	$42,580
8	$43,887	$43,828
9	$43,887	$45,075
10	$43,887	$46,323
11	$43,887	$47,571
12	$43,887	$48,819
13	$43,887	$49,170
14	$43,887	$49,560
15	$45,291	$49,950
16	$45,291	$50,339
17	$45,291	$50,729
18	$45,701	$51,119
19	$45,701	$51,509
20	$45,701	$51,899
21	$46,146	$52,289
22	$46,146	$52,679
23	$46,146	$53,069
24	$46,146	$53,459
25	$46,146	$53,849
26	$47,926	$54,239

COTA/PTA IONIA COUNTY ISD 2027-2028		
3.50%		
STEP	A	B
1	$34,638	$36,322
2	$36,466	$37,613
3	$38,316	$38,904
4	$40,163	$40,196
5	$42,032	$41,487
6	$43,694	$42,779
7	$45,423	$44,070
8	$45,423	$45,362
9	$45,423	$46,653
10	$45,423	$47,945
11	$45,423	$49,236
12	$45,423	$50,527
13	$45,423	$50,891
14	$45,423	$51,294
15	$46,876	$51,698
16	$46,876	$52,101
17	$46,876	$52,505
18	$47,301	$52,908
19	$47,301	$53,312
20	$47,301	$53,716
21	$47,762	$54,119
22	$47,762	$54,523
23	$47,762	$54,926
24	$47,762	$55,330
25	$47,762	$55,733
26	$49,604	$56,137

COTA/PTA IONIA COUNTY ISD 2028-2029		
3.00%		
STEP	A	B
1	$35,677	$37,411
2	$37,560	$38,741
3	$39,466	$40,072
4	$41,368	$41,402
5	$43,293	$42,732
6	$45,005	$44,062
7	$46,786	$45,392
8	$46,786	$46,722
9	$46,786	$48,053
10	$46,786	$49,383
11	$46,786	$50,713
12	$46,786	$52,043
13	$46,786	$52,417
14	$46,786	$52,833
15	$48,283	$53,249
16	$48,283	$53,664
17	$48,283	$54,080
18	$48,720	$54,496
19	$48,720	$54,911
20	$48,720	$55,327
21	$49,194	$55,743
22	$49,194	$56,158
23	$49,194	$56,574
24	$49,194	$56,990
25	$49,194	$57,405
26	$51,092	$57,821

APPENDIX C

Ionia County Intermediate School District 2026-2027 Calendar*

July 2026

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

July

4 **Independence Day**

August 2026

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

August

First Day for Students & Staff will vary based on assigned District Calendars

September 2026

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

September

4 **Labor Day Weekend**
(September 4th - 7th)

October 2026

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

October

6 **Student Count Day**

November 2026

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

November

26 **Thanksgiving Break**
(November 26th & 27th)*
**May have additional days off based on assigned District Calendars*

December 2026

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

December

21 **Winter Break**
(December 21st - January 1st)

January 2027

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

January

1 **Winter Break** *(cont.)*
(December 21st - January 1st)

February 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

February

10 **Student Count Day**

March 2027

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

March

April 2027

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

April

2 **Friday before Spring Break**
5 **Spring Break** *(April 5th - 9th)*

May 2027

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

May

31 **Memorial Day**

June 2027

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

June

Last Day for Students & Staff will vary based on assigned District Calendars

***Calendar Subject to Change**

Student / Staff "Days and Hours" are per Article 23 of the IIEA Master Agreement

Calendar Templates by Vertex42.com

APPENDIX D
GRIEVANCE REPORT FORMAT

Ionia Intermediate School District

(Submit to Supervisor and Superintendent)

This form or an approximation may be submitted in person or by email.

_____

Name(s) of Grievant(s)

_____

Building/Department Classification Date

A. Date grievance occurred or was discovered: (Timelines: Grievance must be filed within 30 days of this date)_____

B. 1. Statement of Grievance

_____

_____

_____

_____

2. Section(s) and/or subsection(s) of the contract alleged to have been violated

_____

_____

_____

_____

_____

3. Relief Sought

_____

_____

_____

_____ _____

Signature of Grievant or Representative Date

APPENDIX E

Grievance Arbitrator Selection – LARA (Licensing and Regulatory Affairs)

A. Requirements

Prior to providing a list of arbitrators, the parties must submit:

(1) A completed Petition for Grievance Arbitration form (refer to section B.—How to File a Petition);

(2) A copy of the collective bargaining agreement or other written agreement designating MERC as a source for selecting an arbitrator;

(a) Expiration date of the contract or agreement;

(b) Two copies of the grievance procedure;

(c) Two copies of the specific contract provision(s) alleged to have been violated;

(3) Two copies of the grievance and any response(s).

B. How to File a Petition

(1) The Petition for Grievance Arbitration form is available under the "Forms" link on our website at www.michigan.gov/merc, or by calling our Detroit office at 313-456-3510.

(2) Alternatively, the party requesting the service may submit a letter entitled "Petition for Grievance Arbitration" which includes the following information:

a. Contract expiration date;

b. Whether the request is being filed by the employer, the union, or jointly;

c. Employer's name, address, phone and fax numbers;

d. Employer representative's name, title, mailing and email addresses, phone and fax numbers;

e. Labor organization's name, address, phone and fax numbers;

f. Labor organization representative's name, title, mailing and email addresses, phone and fax numbers;
g. Name of the Grievant;

h. Brief description of the grievance;

i. Printed name and title of person filing the letter or Petition;

j. Signature of person filing the letter or Petition;

k. Date

(3) Submit the completed letter or Petition, along with the other materials requested in the Requirements section of this document, to our Detroit office.

(4) Please contact either the Detroit or Lansing office should you have any questions.

C. MERC Arbitrator Appointment

(1) Upon receipt of the items required for filing a Petition for Grievance Arbitration, MERC will assist the parties to select an arbitrator according to the terms of the parties' contract or agreement.

(2) If the arbitrator selection process is set forth in the contract or agreement, MERC will follow that process. If the selection process is not set forth in the contract or agreement, MERC will provide the parties with a list of 15 arbitrators (panel), with the biographies and daily rates for those persons listed. Per Commission policy, either party may object to any name on the list for reasons of "advocacy" as defined in MERC's General Rules, and a replacement name will be provided.

(3) If the parties are unable to make a mutual selection from the first panel, MERC will furnish up to two additional panels.

(4) An arbitrator will be appointed based on the parties' mutual selections; MERC will then notify the parties and the arbitrator of the appointment.

(5) If the parties are unable to make a mutual selection after receiving three panels, MERC may appoint an arbitrator, depending on the circumstances. (MERC will not appoint an arbitrator whose name has been struck by either party).

(6) If, during the arbitrator selection process, a party fails to return a response to the panel within the specified timeline or fails to rank the names therein, MERC will appoint an arbitrator from the panel of the responding, non-objecting party.

(7) NOTE: MERC's involvement under this process by issuing panel names and/or appointing a grievance arbitrator does not constitute a determination that the underlying dispute between the parties is arbitrable.

D. Choosing a Hearing Date

Once an arbitrator is appointed, the arbitrator and the parties will mutually establish a date for the hearing.

E. Arbitrator's Authority & Rules

(1) The arbitrator's authority is derived from the parties' collective bargaining agreement or other written agreement.

(2) The rules governing the arbitration are established by the collective bargaining agreement or other written agreement.

(3) The parties and the arbitrator may mutually agree on the rules governing the arbitration.

F. MERC's Involvement

(1) MERC's involvement is limited to assisting the parties to select and, thereafter, appointing an arbitrator.

(2) The arbitrator will set his or her own daily rate, other fees and costs, the date and time of hearing, and the time limits for the parties to respond.

(3) MERC does not enforce or vacate awards, nor collect fees.

Detroit Office
Cadillac Place
3026 W. Grand Blvd., Suite 2 -750
P.O. Box 02988
Detroit, MI 48202 -2988
313 -456 -3510
313 -456 -3511 (fax)

Lansing Office
611 W. Ottawa St., 4th Floor
P.O. Box 30015
Lansing, MI 48909
517 -373 -3580
517 -335 -9181 (fax)

Letter of Agreement

Between

The Ionia County Intermediate School District Board of Education

and

Ionia Intermediate Education Association

08-18-2025

Behavior Coach Credentials

In recognition of the ICISD's desire to employ a Behavior Coach with credentials allowable by grant funding, the parties agree to the following in regards to obtaining BCBA credentials for Abby Thelen, hereafter referred to as "Employee". This agreement is not precedent setting nor can it be modified to include any future employees who do not already have the appropriate credentials.

I. Substance – what is expected and covered by the ISD

A. 100% tuition reimbursement for courses required in the BCBA course sequence upon successful course completion as evidenced by submission of transcript, grade or completion certificate and proof of payment.
B. Costs associated with required BCBA supervision hours and assistance in securing appropriately credentialed supervisor(s) to oversee these employee supervision hours.
C. The ISD will not reimburse any other coursework materials, such as textbooks, workbooks, testing materials, study guides or other fees.
D. The ISD will not reimburse for any BCBA test application fee(s) or testing fee(s).
E. The ISD will not reimburse for the State of Michigan required licensure after BCBA obtainment, or ongoing maintenance of credentials, certification and/or licensure.
F. The Employee agrees to licensure obtainment within two (2) years of employment by June 30, 2027.
    1. Failure to complete licensure obtainment by this due date may result in the termination of employment.

II. Commitment Terms

A. The Employee must sign an acknowledgment form of receipt, understanding and agreement to the commitment and reimbursement terms contained in this Letter of Agreement.
B. If Employee leaves employment prior to completion of BCBA obtainment, the Employee shall reimburse the ISD 100% of all costs as described in this agreement with the exception of current tuition reimbursement as described in Article 23, Section 11 of the July 1, 2023-June 30, 2026 Master Agreement.
C. Upon successful obtaining of the State of Michigan BCBA licensure, the Employee agrees to commit to remaining employed by the ISD for the following thirty-six (36) months of employment.

D. If the Employee leaves employment prior to the thirty-six (36) months of employment commitment, the Employee shall reimburse the ISD 100% of all costs as described in this agreement with the exception of current tuition reimbursement as described in Article 23, Section 11 of the July 1, 2023-June 30, 2026 Master Agreement.
E. Exceptions include any of the following:
    1. Employee becomes incapacitated resulting in permanent disability
    2. Employee is involuntarily transferred to another assignment
    3. Employee is terminated from employment by the ISD
    4. At the Superintendent's discretion based on a unique, unforeseen situation

For the ISD Board	Date 9-22-25
For the IIEA	Date 9-19-25
Employee Acknowledgment	Date 9-16-25

Letter of Agreement

Between

The Ionia County Intermediate School District Board of Education

and

Ionia Intermediate Education Association

September 11, 2025

CTE Teacher Tuition Reimbursement for Initial CTE Certification

In an effort to increase the number of CTE teachers holding a full State of Michigan CTE Teaching Certifications, the district will increase the tuition reimbursement rate to 100% tuition, up to nine credit hours. This will only pertain to those CTE staff already holding a bachelor's degree. At the end of the maximum nine credit hours, the CTE staff member will apply for their CTE certification.

If CTE teaching certification is not successfully achieved or the employee does not apply for certification at the end of the maximum 9 credit hours, then the staff member will reimburse the district for the difference between this Letter of Agreement and language in the IIEA Agreement regarding tuition reimbursement. IIEA Agreement for tuition reimbursement is set at $150/ credit hour.

Employees wishing to apply for said payment must have their department supervisor's prior approval and shall apply as follows:

A) On or before the first workday of the school year, an employee may request the payment for hours earned from the last pay of January through the first workday of the school year.

B) On or before the last pay of January, employees may request the payment for hours earned between the first workday of the school year and the last pay in January.

In all cases, employees must have their next year's contract signed for the September payment and be under contract for the balance of the year by the last pay in January.

This Letter of Agreement between the ICIS Board of Education & the IIEA will expire **June 30, 2027.**

For the ICISD Board — Date: 5-19-26

For the IIEA — Date: 5-19-26

Ionia County Intermediate School District
2191 Harwood Rd., Ionia, MI 48846
616 527-4900
www.ioniaisd.org
Partners in building full potential

Letter of Agreement

Between

The Ionia County Intermediate School District Board of Education

And

Ionia Intermediate Education Association

June 11, 2026

Disbursement of Rural AI Stipend

The Ionia County Career Center (ICCC) has been accepted by Rural AI as a national partner in a cohort working to expand the use of artificial intelligence in the educational classroom. In support and recognition of the additional time outside of the instructional day to plan, implement, evaluate and complete required paperwork for and with Rural AI; Rural AI is disbursing two separate stipends to ICCC for its work.

The parties agree that the following ICCC staff members below will each receive two $500 stipends. One stipend shall be paid out in June 2026 and the second shall be paid in October 2026 upon evidence of completion of the project and receipt of second allotment of funding from Rural AI.

- Jason Griffith
- Elena Brooks
- Kari Dipzinski

For the ICISD Board — Date: 6-15-26

For the IIEA — Date: 6-18-26

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Letter of Agreement

Between

The Ionia County Intermediate School District Board of Education

And

Ionia Intermediate Education Association

June 11, 2026

Adjusted Step Placement for COTA

The parties agree to move Miah Hagen from step 6 of the 2025-2026 COTA pay schedule to step 9 of the new mutually agreed upon COTA pay schedule that is part of the new 2026-2029 Master Agreement. The purpose of this adjustment is to ensure a similar size salary and step percentage increase to her colleagues on the COTA salary scale for 2026-2027 school year and forward.

For the ICISD Board — Date: 6-15-26

For the IIEA — Date 6-18-26