MASTER AGREEMENT BETWEEN THE

GLEN LAKE COMMUNITY SCHOOL DISTRICT

AND THE

GLEN LAKE FEDERATION OF TEACHERS
AFT/MFT/AFL-CIO

2023-2026

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SECTION I - BASIC CONTRACTUAL PROVISIONS

1.1 MASTER AGREEMENT 2023-2026

This agreement entered into on February 28, 2023 by and between the School District of the Glen Lake Community Schools, the City of Maple City, Michigan, hereinafter called the "Board," and the Glen Lake Federation of Teachers/AFT/MFT/AFL-CIO, hereinafter called the "Federation".

1.2 RECOGNITION

Pursuant to Act 379, Public Acts of 1965, as amended, the District hereby recognizes the Glen Lake Federation of Teachers/AFT/MFT/AFL-CIO, in the unit described below, as the exclusive representative for the purposes of collective bargaining, with respect to rates of pay, hours, and other terms and conditions of employment for the entire term of this Agreement

1.2.1 Unit: Including all certified teaching personnel for grades GSRP-12 whose job requirements include teacher certification and whose responsibilities primarily involve student instruction; and all counselors, but excluding supervisory and executive personnel, and all other employees.

1.2.2 The term "Federation", when used hereinafter shall refer to Glen Lake Chapter of the Glen Lake Federation of Teachers/AFT/MFT/AFL-CIO.

1.2.3 The term "Unit Member", singular or plural, male or female, used interchangeably in this agreement, shall refer to all employees represented by the Federation in the bargaining or negotiation unit as above defined.

1.2.4 The term "Board" shall include its officers and agents.

1.3 WITNESSETH

Whereas, the parties to this agreement are required by law to negotiate with respect to wages, hours and the terms and conditions of employment of Unit Members and, through negotiations in good faith have reached agreement on all such matters and desire to execute this contract covering such agreement.

1.4 EXTENT OF AGREEMENT

1.4.1 This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in written and signed amendment to this agreement.

1.4.2 Any individual contract between the Board and an individual Unit Member, shall be subject to and consistent with the terms and conditions to this Agreement and Board Policy. If an individual contract contains language inconsistent with this Agreement or Board Policy, this Agreement, during its duration, and/or Board Policy shall be controlling to the extent of such conflict or inconsistency.

1.4.3 This Agreement shall supersede any rules, regulations, or practices of this Board, which shall be contrary to, or inconsistent with, its terms.

1.4.4 If any provision of this Agreement or any application of the Agreement to any employee or group of employees 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.

1.4.5 An emergency manager appointed under the Local financial Stability and Choice Act is authorized to reject, modify, or terminate this Agreement as provided in the Local Stability and Choice Act, 2012 Public Act 436.

1.5 DURATION OF AGREEMENT

1.5.1 Professional Agreement between the Glen Lake Community School District and the Glen Lake Federation of Teachers/AFT/MFT/AFL-CIO is for the 2022-2023 school year.

1.5.2 This Agreement shall be effective as of July 1, 2023, and shall continue in effect until June 30, 2026. This Agreement shall not be extended orally and it is expressly understoodthat it shall expire on the date indicated.

President, GLFT

President, Board of Education

Federation Team Member

Vice President

Federation Team Member

Secretary

Federation Team Member

Superintendent

1.6 PAYROLL DEDUCTIONS

1.6.1 Annuities

1.6.1.1 Section 403(b) of the Internal Revenue Code of 1954, as amended, permits the purchase of an annuity contract for an employee who performs services for an educational institution.

1.6.1.2 Therefore, the Board's finance officer is authorized to adopt a proper procedure for the administration of all funds, the handling and transmission of which has been made necessary through the adoption of the implementation of the annuity policy.

1.6.1.3 All Unit Members of the Glen Lake Community Schools shall be informed of the policy by the Board at the time of employment.

1.6.1.4 Glen Lake Community Schools will offer a 403(b) program consistent with current IRS regulations and in accordance with the MRIC agreement. GLCS maintains the right to restrict the number of vendors in order to not create an administrative burden but will set the number of minimum vendors at no less than four (4).

1.7 SALARY

1.7.1 The employees' salary will be paid in twenty-one (21) or twenty-six (26) installments beginning with the first pay period in September and every two weeks thereafter.

1.7.2 Deductions

1.7.2.1 Required:
(a) Federal Withholding Tax
(b) State Withholding Tax
(c) Social Security and Medicare Tax
(d) MPSERS deductions
(e) Orders by courts of competent jurisdiction and court authorized agencies (child support, garnishments, judgments, etc.)
(f) Payroll deductions for insurance contributions

1.7.2.2 Optional:
(a)
(b) Annuities
(c) SET-SEG, INC. INSURANCE or current carrier options
(d) H.S.A. Employee Contribution

1.7.3 The Employer may make corrections in an employee's pay due to bona fide Employer or employee error. In such cases, an explanation of the reason for the correction will accompany the pay adjustment.

1.7.4 Part-Time Benefits and Salary: A part-time Unit Member will be compensated for salary and benefits according to the following calculation: Each case has to be looked at on an individual basis based on what periods are worked.

Pro-rated prep time
Total Minutes worked divided by total minutes in FT day = %

Base rate for FT teacher (based on Step and column) is X by % = PT teacher salary. Professional Development days are paid at the full base rate. Remaining student days are paid at the above part time percentage.

1.8 COPIES OF MASTER AGREEMENT

Copies of the Agreement titled 'Master Agreement Glen Lake Community School and Glen Lake Federation of Teachers/AFT/MFT/AFL-CIO' shall be reproduced within thirty days after the Agreement is signed. Copies will be presented to all Unit Members now employed or hereafter employed.

1.9 SCHOOL CALENDAR

For the term of this Agreement, the school calendars shall be as set forth in APPENDIX B, and in compliance with Michigan State law (MCL 380.1284a]), the Glen Lake spring break and winter break shall match the yearly calendar of Northwest Education Services.

In the event that the board chooses to require days to be made up due to "Act of God" days, Unit Members shall receive no additional compensation for the rescheduled days/hours unless the total number of days when Unit Members are required to provide services exceeds the total number of work days on the school calendar.

1.10 GRIEVANCE PROCEDURE

A claim by a Unit Member, or the Federation that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement, may be processed as a grievance as hereinafter provided:

Any employee having a grievance shall first discuss the matter with his/her immediate supervisor informally within ten (10) working days following the alleged contract violation or the date the employee reasonably should have known of the violation.

Failure at any step of this procedure by the Board to communicate the decision on a grievance within the specified time limit shall permit the lodging of an appeal at the next step of this procedure. Failure to file a grievance or appeal a decision at any step within the specified time limit shall be deemed a withdrawal of the grievance.

The time limits established by this grievance procedure shall be strictly construed. The time limits may be extended only by written mutual agreement of the parties, except that time limits shall be extended for ten (10) days upon the written request of either party during a vacation period (as long as such written request is delivered to the other party within the usual time limits established by this grievance procedure)

Step I
If, as a result of the informal discussion with the principal or supervisor, the alleged grievance still exists, he/she may invoke the formal grievance procedure on the form set forth in Appendix A, signed by the grievant and a representative of the Federation, which form shall be available from the Federation representative in each building. A copy of the grievance form shall be delivered to the principal within five (5) working days after oral discussion. If the grievance involves more than one (1) school building, it may be filed with the Superintendent or a representative designated by him or her.

Step II
Within five (5) working days of receipt of the grievance, the principal shall meet with the Federation's grievance representative and the affected Unit Member(s) in an effort to resolve the grievance. The principal shall indicate his/her disposition of the grievance in writing within five (5) working days of such meeting, and shall furnish a copy thereof to the Federation's grievance representative and to the affected Unit Member(s).

Step III
If the Federation's grievance representative is not satisfied with the disposition of the grievance at Step II, within five (5) working days from receipt of the principal's disposition the grievance shall be transmitted to the superintendent. Within five (5) working days the superintendent, or his/her designee, shall meet with the

Federation's grievance representative and with the affected Unit Member(s) and shall indicate his/her disposition of the grievance in writing within five (5) working days of such meeting, and shall furnish a copy thereof to the Federation's grievance representative and to the affected Unit Member(s).

Step IV
If the Federation's grievance representative is not satisfied with the disposition of the grievance by the superintendent, or his/her designee, within five (5) working days from receipt of the superintendent's disposition the grievance shall be transmitted to the Board by filing a written copy thereof with the secretary, or other designee of the Board. The Board, no later than its next regular meeting, or two (2) calendar weeks, whichever shall be later, may hold a hearing on the grievance, review such grievance in executive session as permitted by the Open Meetings Act, or give such other consideration as it shall deem appropriate. Disposition of the grievance in writing by the Board shall be made no later than seven (7) working days thereafter. A copy of such disposition shall be furnished to the Federation's grievance representative. Grievance hearings at the Board level shall be in accordance with Michigan's Open Meetings Act, Public Act 267 of 1976.

Step V
If the Federation is not satisfied with the disposition of the grievance at the previous level, or if no disposition has been made within the period above provided, the Federation may file a Demand for Arbitration of the dispute with the American Arbitration Association, whose rules shall govern the arbitration proceeding. The Federation shall file for arbitration no later than thirty (30) calendar days from the date of Board action. The arbitrator shall have no authority to add to, subtract from, modify, change, alter or amend the terms and conditions of the Agreement. Arbitrations shall be conducted in accordance with the Michigan Uniform Arbitration Act.

The arbitrator's authority is limited to the following:

1) The arbitrator shall have no authority except to pass upon alleged violations of the expressed provisions of this agreement and to determine disputes involving the applications or interpretations of such express provisions.

2) The arbitrator shall have no power or authority to add to, subtract from or modify any of the terms of this agreement and shall not substitute his judgment for that of the employer, where the employer is given discretion by the terms of this agreement or by the nature of the area in which the employer was acting. The arbitrator shall not render any decision which would require or permit an action in violation of the Michigan school laws.

3) The costs and expenses of the arbitrator shall be shared equally by the parties.

4) Both parties agree to be bound by the award of the arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction.

SECTION II - EMPLOYMENT RELATIONS

2.1 NEW HIRES

2.1.1 The Board shall notify the Federation President, within fifteen (15) school days after the beginning of each semester, or hiring date, concerning the employment of new staff members. The following information, in writing, shall be given:

1. Name
2. Step on salary schedule
3. Extra duties.

2.1.2 Both parties recognize that the filling of vacancies, and/or newly created supervisory and administration positions, is the prerogative of the Board.

2.1.3 Signing bonuses (one time and up to $7500) may be used at the Board's discretion to recruit certified professionals into positions who have either a proven track record of facilitating student achievement results, have achieved special recognition in their area of expertise, or have documented expertise in areas important to the district.

2.1.4 Incoming Unit Members may, at the sole discretion of the Board, be granted their full teaching experience with full increment rate per year.

2.2 FEDERATION RIGHTS

2.2.1 The Federation shall have the same rights and responsibilities as the public in the use of school facilities and equipment.

2.2.2 The Board and Federation may request study groups to have a closer working relationship between the School, the Federation, and the public.

2.2.3 The provisions of this Agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex, marital status, disability, genetic identity or membership in, or association with, the activities of any employee organization.

2.3 PROFESSIONAL DUTIES

2.3.1 The Federation will provide two (2) sponsors per class for grades 9-12 when practical and possible. These two sponsors shall be Unit Members in grades 9-12. If fewer than two (2) are assigned by the high school principal, then the percent of reimbursement will be divided among the assigned sponsors. Unit Members who desire to serve as a Class Sponsor, shall submit in writing their request to the high school principal prior to June 1st each year. If no union members apply to be a class sponsor, the position will be opened up to non-GLFT members.

2.3.2 Teacher Mentor Program
Every new Unit Member will have a mentor, preferably from their department or grade level, during their first year of employment.

- New, nontenured staff will receive a mentor for three (3) school years. Previously tenured teachers from other districts will receive a mentor for one (1) school year upon being hired at Glen Lake Community Schools. Mentorship can be extended beyond these guidelines at the discretion of the administration.
- The mentor teacher and mentee will meet with the principal as needed on an on-going basis throughout the year.
- A stipend of 2% of step 1 BA schedule will be paid to the mentor teacher as authorized by the principal. The Administration reserves the right to work collaboratively with the GLFT in the definition of this program, but limits contract language to the 2% stipend.

2.3.3 Attendance at Meetings and Events: Unit members are required to attend all staff meetings, professional development days identified on the district calendar, open house, and parent-teacher conferences.

Meeting Requirements: 1 hour per month for building level (no additional compensation). District level meeting topics and agendas to be jointly decided upon with administration and GLFT representatives. Topics may include, but not limited to, current issues within the district, school improvement, or professional development opportunities. Staff involved with school sponsored extra-curricular activities will not be required to be present at staff meetings when practice or

game schedules conflict. An informational makeup session will be required for the staff member with the principal.

2.3.4 If a unit member's position (such as a counselor) is required or approved to work an extended calendar beyond the 187.5 'teacher days' plus 9 hours of PLC in the district calendar, he/she will be paid at their daily rate (per diem) for the additional time. If a unit member is directed or approved by an administrator to do specific tasks that are in addition to the responsibilities specifically identified in their job description (i.e. school improvement committees) and don't involve the direct instruction of students, then they will be compensated at a rate of $20 per hour.

2.3.5 PLC will be interest driven by the federation. Topics must be submitted to building level administration for approval by _____. Groups will be formed based on interest. Administration will be provided with meeting dates and times and notified if any changes take place for these times via Google Calendar. Meetings will be documented on a Google doc with times met, topics discussed along with attendance. 9 hours must be met between September 1st and June 1st with a final document submitted by end of the year check out.

2.4 PERSONNEL FILES

2.4.1 No statement or anecdotal information which reflects negatively on a federation member's competence or performance may be placed in a personnel file without notification to teacher within ten (10) days of occurrence and without allowing the teacher an opportunity to provide a written response and have said response become part of the file as allowed pursuant to the Bullard-Plawecki Employee Right to Know Act.

2.4.2 Complaints against the federation member placed in his/her personal file shall include names of the complainants and administrative action taken.

2.4.3 Material, which is found to be in error or unrelated to a Unit Member's performance, shall be promptly corrected or expunged, whichever is appropriate.

2.4.4 If the Unit Member is asked to sign material placed in his/her file, such signature shall not be interpreted to mean agreement with the content material.

2.4.5 Each Unit Member shall have the right, upon request (subject to the "Bullard-Plawecki Employee Right to Know Act"), to review the contents of the personnel file maintained in the Unit Member's name in the office of the Superintendent. A representative of the Federation may, at the Unit Member's request, accompany the Unit Member in this review.

2.5 BOARD OF EDUCATION RIGHTS

The Board retains all rights, powers and authority vested in it by the laws and Constitution of Michigan and the Constitution of the United States. The Board reserves unto itself all rights, powers and privileges inherent in it or conferred upon it from any source whatsoever, provided, however, that all of the foregoing being manifestly recognized and intended to convey complete power in the Board shall nonetheless be limited but only as specifically limited by express provisions of this agreement and under Act 379 of the Michigan Public Acts of 1965. Rights reserved exclusively herein by the Board which shall be exercised exclusively by the Board shall include by way of illustration and not by way of limitation, the right to:

2.5.1 Manage and control the school's business, the equipment, the operations and affairs of the employer.

2.5.2 Continue its rights and past practice of assignment and direction of work of all of its personnel but not in conflict with the specific provisions of this agreement.

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

2.5.4 Determine the services, supplies and equipment necessary to continue its operations and to determine the methods and standards of operation, including the institution of new and/or improved methods or changes therein.

2.5.5 Adopt reasonable policies, rules, and regulations. Said policies, rules, and regulations shall not be subject to grievance.

2.5.6 Determine the qualifications of employees.

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

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

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

2.6 JOINT INSTRUCTIONAL COUNCIL/IN-SERVICE TEACHER DEVELOPMENT

2.6.1 In-Service Training Days:

2.6.1.1 Regularly scheduled In-Service training shall be scheduled in the calendar, Monday through Friday, unless mutually agreed by the majority of the In-Service Committee.

2.6.1.2 A committee of three (3) will be appointed by the Federation and shall meet with two (2) administrative representatives to plan the In-service sessions and staff work days. There shall be a mandatory meeting of the committee held annually, not later than June 30 of the previous school year, at which a regular schedule of future meetings will be set. Program content will be determined by mutual agreement of both parties.

2.6.2 Curriculum and Instruction:

2.6.2.1 The Board and the Federation shall work together to provide for an ongoing evaluation of instructional practices, with the intent of developing, maintaining and updating the curriculum and instructional programs of the district to meet the ongoing needs of the district and/or to meet state and/or federal recommendations and/or requirements.

2.6.2.2 Membership from the District School Improvement Committee will be responsible to:

(a) Annually review policies concerning all testing programs and instructional programs.
(b) Watch over to guide and see that proposed initiatives/changes are happening, following expected timelines, and meeting desired objectives.
(c) At least one principal, Unit Member, and counselor will minimally represent the elementary and secondary school from their respective building to see that these expectations are met.

2.7 TEACHERS' RIGHTS

Pursuant to the Michigan Public Employment Relations Act (the "Act"), the parties recognize that every Unit Member shall have the right freely to organize, join, and support the Federation for the purposes of engaging in collective bargaining or negotiations or to refrain from such activities. As a duly elected body exercising governmental power under cover of law of the State of Michigan, the parties agree that they will not directly or indirectly discourage or deprive or coerce any Unit Member in the enjoyment of any rights conferred by the Act or Constitutions of Michigan and the United States, that they will not discriminate against any Unit Member with respect to hours, wages, or any terms or conditions of employment by reason of his membership or non-membership in the Federation, his participation (or lack of participation) in any activities of the Federation or collective professional negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

SECTION III - TEACHING CONDITIONS

3.1 TEACHING HOURS

3.1.1 The regularly scheduled day for both the elementary and secondary Unit Members shall be a contiguous seven (7) hours and twenty-one (21) minutes. In the event school is dismissed early, Unit Members shall be required to stay on duty until the end of the normal teaching day, except under dismissal for hazardous conditions as determined by the Superintendent. Under hazardous conditions, Unit Members will be required to remain until all students have safely cleared the buildings. Exceptions to these regulations will only be with the permission of the building principal. Adjustments to the instructional day may be made by the Board during the term of this contract only if necessary to meet the annual minimum hours of instruction required by the State Department of Education.

The Board recognizes the importance of providing staff uninterrupted time to prepare instructional materials, evaluate student work, and confer with colleagues and expects that teaching staff will use this time in service to the students of the district.

3.1.2 The regular day for Secondary Unit Members shall include a preparation period equal to a regular class period.

3.1.3 Elementary Unit Members shall receive a minimum of five (5) preparation periods per week totaling at least 300 minutes.

3.1.4 All Unit Members shall have a thirty-five (35) minute duty free lunch period.

3.1.5 The administration and staff members may agree upon utilization of a "zero" hour to be held before or after the regular school day (when students are available to be enrolled in that "zero" hour class). "Zero" hour implementation may occur only if a teacher consents to work an early or late schedule.

The Unit Member who consents to work the "zero" hour schedule may report to work and leave work at a different time than listed above, as mutually agreed to between the parties. The "zero" hour may be canceled and the teacher returned to the regular workday schedule if enrollment/scheduling makes it impractical to operate the "zero" hour program.

If the zero hour represents an additional instructional period, the Unit Member will be compensated at their per diem rate.

3.1.6 If a Unit Member consents to teach without a prep period, compensation will be paid at the per diem rate.

3.2 CLASS SIZE

3.2.1 The Board recognizes that the pupil-teacher ratio is an important aspect of a safe and effective educational program and that effort will be made to provide for a safe class size whenever possible. Utilization of paraprofessionals is an appropriate remedy for classes with excessive pupil-teacher ratios; therefore, any time a class reaches 30 students, the superintendent will automatically consider placement of a paraprofessional if safety is an issue.

3.2.2 While the Board retains the right, at its sole discretion, to establish pupil-teacher ratio and/or to approve/disapprove advanced programs, the Federation is encouraged to provide timely written recommendations to the Board, through the Superintendent of Schools, in regard to pupil-teacher ratio and/or advanced programs.

3.3 RECORD KEEPING

CA 60's – Student files (CA-60's) will be maintained by office staff. This includes adding end-of-year attendance numbers, filing report cards, and organizing assessment data.

SECTION IV - LEAVES OF ABSENCE

4.1 JURY, PROFESSIONAL, AND FEDERATION LEAVE

4.1.1 Jury Duty:

A Unit Member called for jury duty, or to give testimony before any Judicial or Administrative Tribunal, on a scheduled Unit Member work day shall receive their full daily salary with the jury pay being returned to the Board of Education less mileage allowance. Excused time will be for actual travel and time necessary to perform said obligation. (EXAMPLE: If employee spends 1/2 day in court, then employee is expected to return to work for the remainder of the day.) Such time lost shall not be deducted from accumulated leaves of absence days. The District shall not be obligated for compensation when such testimony or duty is connected with non-school employment.

4.1.2 Federation:

At the beginning of every school year, the Federation shall be credited with twelve (12) days to be used for union business by Unit Members who are officers or agents of the Federation. No one (1) Unit Member shall be entitled to more than five (5) days per school year. Not more than four (4) Unit Members will be released at any one time. These days shall be used for Federation business only. The Federation agrees to notify the Board no less than forty-eight (48) hours in advance of taking such leave. The president of the Glen Lake Federation of Teachers shall be granted an additional three (3) days per year to be used for union business. The Federation shall reimburse the Board for the cost of any substitute teacher(s) required for any such day.

4.2 SABBATICAL LEAVE

4.2.1 Any Unit Member, who has been employed for at least seven (7) consecutive years in the Glen Lake Community School District, may be granted a Sabbatical Leave for one (1) year. During said Sabbatical Leave, the Unit Member will be considered to be in the employ of the Board.

4.2.2 A Unit Member shall return as an employee of the school district in the school year following the leave, and shall remain an employee for a minimum of one (1) year following return from the leave, or return to the Board of Education all of the sabbatical pay.

4.2.3 Application for leave will be submitted to the Board by April 1st of the year preceding requested leave and the final decision to grant or deny application for leave will rest with the Board. The Board will notify applicant within forty-five (45) days of application if possible.

4.2.4 Two (2) Unit Members may be granted a Sabbatical Leave of a minimum of one (1) semester or one (1) Unit Member a maximum leave of one (1) school year. Total leave is not to exceed one (1) school year.

4.3 MILITARY LEAVE OF ABSENCE

A Military Leave of Absence shall be granted to any Unit Member who shall be inducted, or shall enlist, for Military duty in any branch of the Armed Forces of the United States. All military leaves of absence, shall be administered in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Upon return from such leave, a Unit Member will be placed at the same position on the salary schedule as he/she would have been had he/she not taken the leave.

4.4 SICK & PERSONAL LEAVE DAYS

4.4.1 Employees will be granted seven (7) sick and five (5) personal days yearly. The unused portion of such leave shall accumulate as sick leave from year to year to a maximum of one hundred fifty (150) days.

4.4.1.1 Sick Leave - Sick leave will be granted for illness or injury to the employee and his/her immediate family. Immediate family will be considered Spouse, Domestic Partner, Child(ren), and/or Parents. A doctor's affidavit may be required if there is reasonable cause to suspect abuse or misuse of this leave.

4.4.1.2 Personal Days - Personal days shall be credited to each Unit Member at the rate of five (5) days per school year. It is the intent of the parties that these days be used at the discretion of the individual Unit Member. These days shall be applied for at least three (3) days in advance, whenever possible. Unused personal days will be rolled into the individual Unit Member's sick bank.

4.4.1.2.1 Up to two (2) personal days per year may be used before or after a holiday period. These may be consecutive or at different times. Requests submitted prior to October 1st will be placed in a random drawing. A maximum of 10% of the teaching staff requests will be honored for any one day. In the event that fewer than 10% of the teaching staff request to use a personal day on the same day before or after a holiday, the remaining slots will be filled on a first-come-first-serve basis. Applications in writing will be submitted to the Superintendent's office. The initial drawing will occur with the Superintendent (or designee) and member of the GLFT executive board. Holidays that are applicable are:

4.4.1.2.2 Thanksgiving, Christmas, Spring Break, and Memorial Day are eligible holidays.

4.4.1.2.3 All applications for the above holidays will be submitted to the Superintendent or designee by October 1st of the applicable contract year.

4.4.1.2.4 No more than 10% of the teaching staff will be released on any given day. In the event more that 10% of the teaching staff requests a given day, a random selection will be held to determine which staff members will receive the requested date. All individuals will be notified of the disposition of their request within one calendar week after the selection process.

The Superintendent and one member of the GLFT Executive Board will supervise this process. Adjustments to this process may be made by mutual consent of the agreeing parties through the Superintendent and the GLFT President. Ten percent (10%) shall be interpreted as five staff members for the duration of this contract. Married couples shall put both names on one slip for the drawing, and if drawn in the selection process shall count as one staff member for the purposes of this provision.

4.4.1.3 Attendance Incentive - Unit Members will receive an attendance incentive award if they use no more than the following combination of sick, business, and personal days.

No more than	**Award**
3 days used	$ 100
2 days used	$ 200
1 day used	$ 300
0 days used	$ 400

4.4.2 Leave accrual prior to present contract year shall be treated as sick leave only. Utilization of accrued sick leave may require physician's verification of illness if there is reasonable cause to suspect abuse or misuse of this leave with the exception of 4.4 A (2) for use of leave time.

4.4.3 With the exception of Section 4.4.1.2.1, no more than fifteen percent (15%) of the bargaining unit shall be granted non-illness personal days at any one time. Applications will be granted on a first-come, first serve basis. In cases of emergency, the three (3) day advance notice personal leave and the fifteen percent (15%) limit may be waived by the Superintendent.

4.4.4 Sick Bank

4.4.4.1 A Sick Leave Bank is hereby established. The Board and GLFT will administer the Sick Bank jointly.

4.4.4.2 A Unit Member, who is unable to teach because of personal illness or disability and who has exhausted all sick leave available, may be granted a leave of absence without pay or benefits for the duration of such illness or disability up to a maximum of one (1) year. The leave may be renewed for an extended period upon written request by the Unit Member and with the right of the Board to verify the reasons advanced for the leave. At the Board's discretion, the Unit Member may be required to submit to a physical examination by a Physician selected by the Board, and at the Board's expense.

4.4.4.3 Upon retirement of a GLFT member, half of their accumulated sick days over 125 will be donated to the sick bank.

4.4.5 When a Unit Member retires or dies, any accumulated sick leave to his/her credit shall have the cash surrender value of thirty-three percent (33%) per day of up to one-hundred twenty-five (125) days, maximum of forty-one and one-quarter (41 1/4) days pay, computed at the rate of the average daily salary for the last five (5) years of employment, or if employed less than five (5) years, the average daily salary of years employed. The rate will be generated from ORS reportable income. This shall be done in accordance with the Michigan Public School Employees Retirement System and/or Social Security Act.

4.5 BEREAVEMENT LEAVE

4.5.1 Up to four (4) days leave with pay will be granted for death in the family per occurrence. Such days shall not be deducted from any other leave.

4.5.2 Additional leave may be granted for death in the immediate family due to extenuating circumstances by the Superintendent. The Unit Member shall have the right to determine whether personal days or accumulated sick leave shall be used.

4.5.3 At the Superintendent's discretion, up to three (3) days may be granted in the death of a person who was closely associated with the employee. The Unit Member shall have the right to determine whether personal days or accumulated sick leave shall be used.

4.6 MATERNITY/PATERNITY LEAVE

4.6.1 Maternity/paternity leave under this article is a paid leave associated with the birth of an employee's own child or the placement of a child with the employee in connection with adoption or foster care. The amount of paid leave is for a period of time of three weeks (15 business days). After the three weeks of maternity/paternity leave are used, any accrued sick days and personal days may be used. Once they are exhausted, any additional approved leave shall be covered under the Family and Medical Leave Act (FMLA).

4.6.2 If both parents are employees, only one parent may access the paid benefits of this policy.

4.6.3 Temporary and/or part time employees are not eligible for maternity/paternity leave.

4.6.4 Approval must be obtained by the Superintendent after submitting a request in writing.

4.7 UNPAID LEAVE DAYS

Unpaid leave days may be requested for purposes that are extenuating and unique. Only Unit Members who have been employed by Glen Lake Community Schools for at least five (5) years are eligible to apply. Unpaid leave days cannot exceed five (days) in any contract year and can only be applied for once every three (3) years. Payroll deduction will be at a per diem rate of pay. Unit Members are responsible for the cost of the substitute teacher at the rate the district has established for substitute teachers. The Superintendent may waive the responsibility for payment of the cost for the substitute, if special circumstances are determined to warrant such a waiver.

Both parties agree that any approval of unpaid leave days is non-precedent setting and that each request will be determined on its own merits and on an individual basis.

Approval must be obtained by both the Unit Member's principal and the Superintendent after submitting a request in writing.

SECTION V- COMPENSATION AND BENEFITS

5.1 HEALTH INSURANCE

5.1.1 The insurance shall be maintained during the term of this 2023-2026 Agreement unless a change in insurance plan(s) is negotiated between the Parties. Either Party may initiate negotiations for a new plan at any time during the term of this Agreement and thereafter.

5.1.2 To the extent allowable by law or regulation, upon proper application for enrollment by the appropriate insurance underwriter, and/or carrier, the Board shall make payments toward medical benefit plan coverage costs for all eligible Employees. Those not taking cash-in-lieu who otherwise meet the requirements listed in this Article, and their eligible dependents toward the chosen insurance plan(s) (the "Plan(s)"), in a combined monthly amount equal to One-Twelfth (1/12) of the hard cap amount contained within Section 3 of Public Act 152 of 2011 (as amended from year-to-year by the Department of Treasury), paid per eligible employee for the appropriate category of coverage (i.e., single, two-person, full-family) (hereinafter referred to as the "Board Contribution").

The Board Contribution shall first apply toward the health insurance premium or illustrated rate, including any taxes and fees, of the applicable Plan(s). Any remaining Board contribution shall be paid toward the eligible employee's Health Savings Account or Health Reimbursement Account, whichever is applicable. Should the Board choose to self-fund its insurance plan in order to realize cost savings, the Parties agree that they will split any resulting savings, with half the savings going to the Board and half to the employee.

The Plan(s) shall conform to all requirements of the Patient Protection and Affordable Care Act (PPACA) or its replacement Act, IRS Code, and Public Act 152 of 2011 (PA 152); including any requirements necessary to avoid penalties, taxes, or other liabilities for the Board; the Board is specifically authorized to make any adjustments to this Article necessary to fully comply with the PPACA, or its replacement Act, IRS Code, and PA 152, including to avoid any penalties, taxes, or other liabilities chargeable to the Board.

5.1.3 Any necessary amounts beyond the Board Contribution, as specified above, which are required to maintain the selected Plan(s) or any associated benefits are the responsibility of the Employee and shall be payroll deducted or, when payroll does not cover the deduction, paid directly by the individual Employee. To the extent allowable by law or regulation, the Employee may sign an agreement authorizing that any such amounts be payroll deducted through the Board's Section 125 Plan. If making direct payment, the Employee shall present payment directly on the 1st of each month prior to the date at which the payment becomes due. Failure of an Employee to pay their portion of the costs shall alleviate the Board of any duty to pay the Board contribution. The Board shall have the right to make deduction of any amounts due from the Employee's wages and shall be held harmless from any liability arising from the deduction.

5.1.4 Employees who have access to another Employee's Board funded insurance shall not be eligible for separate Board provided health insurance. Exceptions shall be made for employees who are less than 26 years of age and who are covered by a parent's PPACA, or replacement Act compliant insurance but have dependents of their own. Those individuals may take separate Board funded insurance. During open enrollment, Employees electing health care coverage will sign a statement that they are complying with this paragraph.

5.1.5 Unless otherwise noted within this Agreement, or as required by law or regulation, employees on unpaid leave status or who have exhausted leave allowed under this Agreement are financially responsible for the Board contributions for those days.

5.1.6 Employees who are eligible for Board paid insurance contributions may make a written waiver of that coverage and instead elect to receive dental, disability, and vision coverage, and cash-in-lieu of health benefits in accordance with the District's Section 125 Plan in the amount of Seven Thousand Dollars ($7,000) per year ($583.33 per month), less applicable taxes. All employees, as a condition to receiving cash-in-lieu, must first provide documentation that they otherwise receive health insurance that meets the value and coverage requirements of the Patient Protection and Affordable Care Act, or its replacement Act during Open Enrollment.

5.1.7 Employees are hereby advised that they may have a right pursuant to Section 4438 of the Insurance Code of 1956, MCL 500.4438, to convert their life insurance policy, and that the Employee must make application to the life insurance carrier within 31 days of any termination of their employment status.

5.1.8 To the extent permitted by law or regulation, and/or insurer's policies, Board-paid insurance premium contributions shall continue as long as the Employee is in a pay status, but terminate at the end of the month during which the Employee ceases to be in a pay status, except as is otherwise provided herein or by law or regulation. Employees may continue the coverage at their own expense to the extent permitted by law or regulation.

5.1.9 Employees are responsible for assuring completion of all forms and documents that will be provided by Central Office and/or the insurance carrier that are required for his/her participation in the above-described insurance programs. Failure to complete the forms shall alleviate the Board of any requirements to fund insurance on behalf of that individual. The Board, by payment of its share of the insurance premium payments indicated above, shall be relieved from any and all liability with respect to insurance benefits. Such matters shall be excluded from the scope of the grievance procedure, except the Board's failure to remit contractual premium amounts required of it, unless the failure to remit contractual premium amounts is pursuant to Public Act 54 of 2011 or the requirements of this Article.

5.1.10 Changes in family status shall be reported by the Employee to the Board within thirty (30) days of such change. The Employee shall be responsible for any overpayment of premium made by the Board on his/her behalf for failure to comply with this paragraph, and the Board is specifically authorized to deduct any such amounts from future wages.

5.1.11 Unless otherwise delineated by law or regulation or the terms of the policy then in effect, eligible Employees shall receive insurance as of the 1st day of the 1st full month following their employment. Those employees opting to take cash-in-lieu shall not be eligible for Board paid health insurance contributions but must participate in all other insurance products chosen by the Federation at the Employee's sole expense if full unit participation is required by the insurance carrier. An Employee shall be eligible for Board paid insurance contributions or cash-in-lieu up to the maximum amounts allowed in this Article if the Employee is employed on a full-time basis as defined by the PPACA or its replacement Act currently, working an average of thirty [30] hours or more per week in the District.

5.1.12 An employee must work a minimum of half time to qualify for benefits. Those employees working a minimum of half time (17 hours per week) but less than full time (at least 30 hours a week on average) will have benefits pro-rated.

5.1.13 The "medical benefit plan coverage year" shall run from January 1 to December 31 of each school year.

5.2 DENTAL INSURANCE

The Board shall provide without cost to the employee the ADN 50/50/50 for all employees of the bargaining unit and their dependents including internal and external coordination of benefits.

5.3 DISABILITY INSURANCE

The Board will provide without cost to the employee, long term disability insurance plan (66 2/3% salary, 60 day waiting period).

5.4 VISION CARE

The Board will provide without cost to the employee Eyemed SF 0 copay-$100 frame, or its equivalent for all employees of the bargaining unit and their dependents including internal and external coordination of benefits.

5.5 LIFE INSURANCE

Basic Life—Group Life/AD&D coverage in the amount of $25,000

5.6 SUBSTITUTE PAY

Regular Unit Members may substitute at $35 per hour. The substitutions may be voluntary or for the purpose of emergencies and unexpected situations.

5.7 EXTRA-CURRICULAR DUTIES

5.7.1 Derivations of percentages shall be one step for every two years of service in that activity up to step six on the bachelor's schedule. The percentages for all extra-curricular duties will be determined Schedule B.

* All extra duty pay percentages are subject to fulfillment of the written job description.

* A job description for these positions is available from the Central Office. Other tasks that are reasonable and appropriate for these positions may be added over time.

5.7.2 Faculty members employed to supervise activities outside the regular school day will be compensated at $20.00 per hour. After school tutoring, as requested by the Unit Member and/or the administration, and agreed to by the Unit Member, will be compensated at $35 per hour. This only applies to extra-duty positions. Summer school teachers will be compensated at $35 per hour of direct instruction and ½ hour planning time per day. Summer school teachers will

also be compensated at $35 per hour for three hours of room preparation. In the event that a principal is unavailable in the summer, one Unit Member shall be selected to supervise the program. This Unit Member will be compensated for one-half (1/2) hour additional work per day.

5.7.3 Unit members will receive a $200.00 per day stipend for each night they spend the night on a school-sponsored field trip.

5.7.4 In recognition of the additional time that staff contributes to be part of both classroom and district improvement initiatives, such as implementing new curriculum, looping, and advising students with multi-disciplinary student projects. bargaining unit members who actively participate in these activities shall receive an off-schedule, bonus of $600 each year they have this responsibility.

5.7.5 Bargaining unit members who intend to retire at the end of the current school year shall receive a one-time off-schedule bonus of $750 if the bargaining unit member provides notice and a signed, irrevocable, resignation no later than September 1 of the current school year. Those missing the September 1 deadline, but who provide notice and a signed, irrevocable, resignation no later than January 1 of the current school year shall receive $450

5.8 UNIVERSITY CREDIT REIMBURSEMENT

Unit Members will receive 75% reimbursement for each semester credit hour taken within field of teaching with a maximum of twelve (12) credit hours per year (July 1 to June 30). Credit shall be shown by proof of grade from a fully accredited college or university and shall be converted into semester hours. Unit Members must earn a B or above in approved class to qualify for reimbursement. Transcripts shall be provided as evidence of grade earned. Any courses taken for reimbursement that are outside of credits taken to maintain teacher certification must be approved by the Administration prior to enrolling.

5.9 INFLATION

If the consumer price index change for the 12-month period ending December 2024 is greater than 6.0%, as published by the U.S. Bureau of Labor Statistics, the 25/26 Schedule A will be opened for salary negotiations only.

5.10 SCHEDULE A LANES

Beginning July 1, 2023, the MA+20 and EDS salary lanes will be discontinued. Members who have completed the necessary education by June 30, 2023 will receive stipends outlined in Schedule A.

Schedule A - 23/24 Salary Schedule

Step	BA	MA		Stipends	
1	$47,000	$51,000		MA +20	$1,500
2	$49,500	$53,500		EDS	$3,000
3	$52,000	$56,000		Step 12	$1,500
4	$54,500	$58,500		Step 13	$750
5	$57,000	$61,000		Step 14	$500
6	$59,500	$63,500		31+ Years	$1,000
7	$62,000	$66,000			
8	$63,500	$67,500			
9	$65,000	$69,000			
10	$66,500	$70,500			
11	$68,000	$72,000			
12	$69,500	$73,500			
13	$71,000	$75,000			
14	$72,000	$76,000			
15	$73,000	$77,000			
16	$74,000	$78,000			
17	$75,000	$79,000			
18	$76,000	$80,000			
19	$77,000	$81,000			
20	$78,000	$82,000			
21	$78,500	$82,500			
22	$79,000	$83,000			
23	$79,500	$83,500			
24	$80,000	$84,000			
25	$80,500	$84,500			
26	$80,750	$84,750			
27	$81,000	$85,000			
28	$81,250	$85,250			
29	$81,500	$85,500			
30	$81,750	$85,750			

Schedule A - 24/25 Salary Schedule

Step	BA	MA		Stipends	
1	$48,000	$52,000		MA +20	$1,500
2	$50,500	$54,500		EDS	$3,000
3	$53,000	$57,000		Step 13	$1,000
4	$55,500	$59,500		Step 14	$500
5	$58,000	$62,000		Step 15	$250
6	$60,500	$64,500		31+ Years	$1,000
7	$63,000	$67,000			
8	$64,500	$68,500			
9	$66,000	$70,000			
10	$67,500	$71,500			
11	$69,000	$73,000			
12	$70,500	$74,500			
13	$72,000	$76,000			
14	$73,000	$77,000			
15	$74,000	$78,000			
16	$75,000	$79,000			
17	$76,000	$80,000			
18	$77,000	$81,000			
19	$78,000	$82,000			
20	$79,000	$83,000			
21	$79,500	$83,500			
22	$80,000	$84,000			
23	$80,500	$84,500			
24	$81,000	$85,000			
25	$81,500	$85,500			
26	$81,750	$85,750			
27	$82,000	$86,000			
28	$82,250	$86,250			
29	$82,500	$86,500			
30	$82,750	$86,750			

Schedule A - 25/26 Salary Schedule

Step	BA	MA		Stipends	
1	$49,000	$53,000		MA +20	$1,500
2	$51,500	$55,500		EDS	$3,000
3	$54,000	$58,000		Step 14	$500
4	$56,500	$60,500		Step 15	$250
5	$59,000	$63,000			
6	$61,500	$65,500		31+ Years	$1,000
7	$64,000	$68,000			
8	$65,500	$69,500			
9	$67,000	$71,000			
10	$68,500	$72,500			
11	$70,000	$74,000			
12	$71,500	$75,500			
13	$73,000	$77,000			
14	$74,000	$78,000			
15	$75,000	$79,000			
16	$76,000	$80,000			
17	$77,000	$81,000			
18	$78,000	$82,000			
19	$79,000	$83,000			
20	$80,000	$84,000			
21	$80,500	$84,500			
22	$81,000	$85,000			
23	$81,500	$85,500			
24	$82,000	$86,000			
25	$82,500	$86,500			
26	$82,750	$86,750			
27	$83,000	$87,000			
28	$83,250	$87,250			
29	$83,500	$87,500			
30	$83,750	$87,750			

- SCHEDULE B - Salary Schedule for Additional Duties

BASEBALL	
Varsity	12%
Varsity Assistant	6%
Junior Varsity	9%
Middle School	6%
SOFTBALL	
Varsity	12%
Varsity Assistant	6%
Junior Varsity	9%
Middle School	6%
BASKETBALL-BOYS and GIRLS	
Varsity	12%
Varsity Assistant	6%
Junior Varsity	9%
9th Grade Basketball	8%
8th Grade Basketball	6%
7th Grade Basketball	6%
BOWLING	
Varsity	10%
Varsity Assistant	6%
CLAY TARGET	
Head Coach	9%
CHEERLEADING	
Varsity-Fall	9%
Varsity-Winter	9%
Varsity Assistant (Fall and Winter)	6%
Middle School	3.5%
CROSS COUNTRY-BOYS AND GIRLS	
Varsity	10%
Middle School	6%
EQUESTRIAN	
High School Head Coach	4%
Middle School Head Coach	2%
FOOTBALL	
Varsity	12%
Varsity Assistant	9%
Junior Varsity (2 coaches)	9%
Middle School (2 coaches)	6%
GOLF	
Varsity	9%
Varsity Assistant	6%

SOCCER-BOYS AND GIRLS	
Varsity	12%
Varsity Assistant	6%
Middle School Co-Ed	6%
SKI TEAM-BOYS AND GIRLS	
Varsity	10%
Varsity Assistant	6%
TENNIS-BOYS AND GIRLS	
Varsity	9%
Varsity Assistant	6%
Middle School Co-Ed	6%
TRACK-BOYS AND GIRLS	
Varsity-Boys	12%
Varsity-Girls	12%
Varsity Assistant	9%
Middle School-Boys	6%
Middle School-Girls	6%
Middle School Assistant	3%
VOLLEYBALL	
Varsity	12%
Varsity Assistant	6%
Junior Varsity	9%
9th Grade	8%
Middle School (2)	6%
WRESTLING	
Varsity	12%
Middle School	6%
ATHLETIC EVENTS	
Coordinator	$15/hour-$30 minimum
Scorekeeper, Timekeeper, Announcer, Crowd Control	$30/event
Ticket taker	$36/event
CHORAL/BAND	
Band Director	15% w/Marching band 8% w/out
Choral Director	10%
ROBOTICS	
High School Head	10%
High School Assistant	6%
Middle School Head	10%
Middle School Assistant	6%
Elementary School Head	10%
Elementary School Assistant	6%
SCHOOL PROGRAMS	
Curriculum Coordinator	5%
Driver Education	$21.00/hour

Teacher Mentor	2%
Special Education Coordinator	5%
Wellness Committee (New)	$100

CLASS/GROUP ADVISORS

6th Grade	1.5%*
7th Grade	2.5%*
8th Grade	3.0%*
9th Grade (2)	1.5%*
10th Grade (2)	1.5%*
11th Grade (2)	4%*
12th Grade (2)	4%*
Envirothon	3%
Debate	4%
National Honor Society	3%
Strength and Conditioning	
Summer	6%
School Year	6%
Student Council-M.S.	3%
Student Council-H.S.	6%

*Class advisor rates will be negotiated upon completion of position descriptions

THEATER

Play Director	12%
Assistant Play Director	6%

MUSICAL

Director/Stage Director	12%
Music Director	9%
Elem/MS Play Director (2)	5%

YEARBOOK/PUBLICATIONS

Exposures	$200
Splash	$325
Splish	$575
Yearbook	8%
M.S. Yearbook	3%

APPENDIX A - GRIEVANCE REPORT FORM

Grievance # _____ _____
School District

Distribution of Form
1. Superintendent 2. Principal 3. Federation 4. Unit Member

(Submit to Principal in Duplicate)

_____ _____ _____ _____
Building Assignment Name of Grievant Date Filed

Step 1

A. Date Cause of Grievance Occurred _____

B. 1. Statement of Grievance_____

_____

_____

2. Relief Sought _____

_____

_____ _____
Signature Date

Step 2
A. Disposition by Principal

_____

_____

_____ _____
Signature Date

B. Position of Grievant and/or Federation _____

_____

_____ _____
Signature Date
Step 3
A. Date received by the Superintendent or Designee _____

B Disposition of the Superintendent or Designee _____

_____

_____ _____
Signature Date

GRIEVANCE REPORT FORM (continued)

C. Position of Grievant and/or Federation _____

_____

_____ _____
Signature Date

Step 4

A. Date received by Board of Education or Designee _____

B. Disposition by Board _____

_____

_____

_____

_____ _____
Signature Date

C. Position of Grievant and/or Federation _____

_____

_____

_____ _____
Signature Date

Step 5

A. Date sent to American Arbitration Association _____

B. Requested by _____

C Findings of the Arbitrator _____

_____

_____

_____

_____ _____
Grievant and/or Federation Date

_____ _____
Board of Education Date

APPENDIX C - SICK BANK APPLICATION

GLFT Member: _____

Date your final leave day will be used: _____

Explanation of disability:

_____

_____

_____

_____

_____

_____

_____ _____

Signature Date

Submit copies of the completed application to the GLFT president and the superintendent.

Approved:

Not Approved:
(If not approved, reason(s) why)

_____
GLFT President

_____
Superintendent