COLLECTIVE BARGAINING AGREEMENT

between the

ADDISON COMMUNITY SCHOOL DISTRICT BOARD OF EDUCATION

and the

LENAWEE COUNTY EDUCATION ASSOCIATION AEA, MEA/NEA

2026-2029

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Collective Bargaining Agreement

between the

Lenawee County Education Association, AEA, MEA/NEA

and the

Addison Community School District, of Addison, Michigan

This Agreement, entered into August 31,2026, and between the Lenawee County Education Association, AEA, MEA/NEA, hereinafter called the "Association", and the Addison Community School District, of Addison, Michigan, hereinafter called the "Board". The signatories shall be the sole parties to this Agreement.

WITNESSETH

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

The parties, following deliberate negotiations, have reached certain understandings which they desire to confirm and memorialize in the agreement.

In consideration of the following mutual concerns, it is hereby agreed as follows:

ARTICLE 1: Recognition

A. Pursuant to Act 379, Public Acts of 1965, as amended, the District hereby recognizes the Association 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 the agreement for Addison Community School teachers, including all regular full-time and regular part-time teaching personnel employed under annual contracts, including personnel on tenure or probation, guidance personnel, employed by the Addison Community School District Board of Education, but excluding full or part-time supervisory, executive or administrative personnel, Chief Financial Officer, athletic director, Title I director, curriculum coordinator, school nurse, Technology coordinator, C.E.T.A. employees, reading director, substitute teachers, per diem appointments, bus drivers, aides and paraprofessionals, teachers in programs which are not part of the regular school year (including summer school, noon period supervisors and/or recreation personnel, office and clerical employees, custodial employees and all other employees of the Board or any other employer).

A bargaining unit position which becomes vacant due to separation, termination, retirement or death of an employee, and which the District intends to fill, will be posted and filled with a bargaining unit member.

B. The Association shall also be the exclusive bargaining representative for certified teaching personnel on leave (approved under the terms of this contract) from a teaching position in the Addison School System provided said teacher has paid his/her Association dues on a continuing basis.

C. The term "Teacher" when used hereinafter in this agreement shall refer only to Addison Community School employees represented by the Addison Education Association, MEA/NEA and employed by the Addison Community Schools.

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

ARTICLE 2: Board Rights

A. The Board, on its own behalf and on behalf of the electors of the school district, hereby retains and reserves unto itself, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the school code and the laws of the state, the Constitution of the State of Michigan and/or the United States. Such rights, duties, etc., shall include by way of illustration and not by way of limitation, the right to:

1. Manage and control its business, its equipment, and to direct the working forces and affairs of the entire school system within the boundaries of the school district of Addison.

2. Continue its rights, policies, and practices of assignment and direction of its personnel, determine the number of personnel, and schedule all the foregoing.

3. Direct the working forces.

4. Determine the services, supplies, and equipment necessary to continue its operation and to determine all methods and means of distributing the above and establishing standards of operation.

5. Determine the qualifications of its employees.

6. Determine the policy affecting the selection of employees.

7. The Board shall continue to have the right to establish, modify, or change any condition except those covered by the specific provisions of this agreement.

B. The Board reserves unto itself the right to determine the number and location or relocation of its facilities, including the establishment or relocation of new schools, buildings, or other facilities.

C. The Board reserves unto itself the right to determine the district's financial policies including all accounting procedures, and all matters pertaining to public relations. The Board reserves unto itself the right to determine the size of the management organization, its functions, authority, amount of supervision, and table of organization.

D. In meeting such responsibilities the Board acts through its administrative staff. Such responsibilities include, without being limited to, the establishment of education policies; maintenance of school buildings and equipment; the evaluation, discipline, promotion and termination of employees; and the establishment and revision of rules and regulations governing and pertaining to work and conduct of its employees.

E. The listing of specific Board Rights in this Agreement is not intended to be, nor shall be restrictive of, or a waiver of, any rights of the Board not listed and specifically surrendered herein, whether or not such rights have been exercised by the Board in the past.

F. The rights of the Board shall not be exercised in violation of this Agreement.

ARTICLE 3: Association Rights

A. The Association has the right to use school buildings at reasonable hours for meetings of its members provided that such use does not conflict with previously scheduled meetings or activities and provided that when custodial service is required the Board may make a reasonable charge therefore. No charge shall be made for use of school rooms before 7:45 a.m. or until 6:00 p.m. on regularly scheduled school days, and any request for use at another time shall be submitted in writing to the superintendent's office no later than five school days in advance of requested date of use, and shall be subject to a charge therefore.

B. Duly authorized representatives of the Association shall be permitted to transact official Association business on school property. No class shall be interrupted to conduct Association business and students shall not be used to conduct Association business. If conducting business during the contract day (See Article 7, Section A & B) in a building other than the one in which he/she teaches, the representative shall secure the permission of the principal of the building in which the business is to be transacted.

C. The Association shall have the right to use school facilities and equipment. The Association shall pay for the cost of all materials and supplies incident to such use and for the repair of any damage that may result from such use.

D. The Association shall have the right to post notices of activities and matters of Association concern on teacher bulletin boards. The Association may use the district mail service and teacher mail boxes for communication to teachers.

E. The Board agrees to furnish the Association, in response to reasonable requests, during regular office hours, information available to the residents of the school district concerning the financial resources of the district.

F. The administration will discuss with the department(s) affected proposed changes in educational policy on which Board action is to be requested prior to submission to the Board. The Board will consider suggestions submitted by the Association with respect to educational matters over which teachers have a special expertise by virtue of their training.

G. The Board agrees to furnish the Association with five (5) paid leave days each year for the use of Association officers or other members as designated by the Association President. The use of these association days will be for the purpose of conducting Association business, and requires three (3) days advance notice to the superintendent. The Association agrees to pay for the cost of the substitute.

ARTICLE 4: Teacher Rights

A. The Board and the Association recognize that the laws of the State of Michigan, the Constitution of the State of Michigan and/or the United States confer certain rights to which all teachers are entitled and the provisions of this agreement shall not infringe on the same.

B. All communications from students obtained in confidence by a teacher in the course of his/her professional duties need not, except with the consent of said teacher or student, be disclosed to anyone, including but not limited to any school administrator, parent or guardian, unless said disclosure has been determined to be required by law or is in the best interest of safety for the student, the student body or staff members.

C. The teacher shall be entitled to full rights of citizenship and no religious or political activities outside the classroom of any teacher, or the lack thereof, shall be grounds for or discrimination with respect to the professional employment of such teacher, except when such activities shall interfere with effective teaching or bring discredit upon the Addison Community Schools.

D. All teachers covered under this agreement who participate in the production of tapes, publications or other produced educational material shall retain residual rights should they be copyrighted or sold by the district.

E. The Administration shall be required to give notice to a teacher of a complaint against the teacher by a parent or student, investigate the merits of the complaint, and discuss the complaint with the teacher if the complaint is to be placed in the teacher's personnel file.

F. The Board agrees that all personnel file materials shall not be shown to or released to third parties absent written consent of the employee or as required by law. The Board further agrees that, in the event a request is made by a third party for any such materials, the Board shall promptly notify the employee and the Association, and shall assert on behalf of the employee all applicable Freedom of Information Act exemptions.

G. If the Board receives a Freedom of Information Act request for employee material, the Board will immediately notify the employee and the Association of the request. The employee and Association representatives will meet with the Board's designee(s) to review the Board's proposed response to the request. In order to allow the employee and Association to seek legal relief, the Board will delay granting the request to the extent permitted by law. Consideration shall be given to the employee's privacy interests and all available Freedom of Information Act exemptions to compelled disclosures.

H. Before a teacher's room assignment is changed and a move accomplished the teacher shall be provided written notice at least two (2) weeks prior to the move. Each teacher shall maintain with the building administrator a written inventory of personal items in the room as part of checkout process. Any change in duties affecting a teacher will be preceded by at least two (2) weeks advance notice except in emergencies.

ARTICLE 5: Payroll Deductions

A. Upon appropriate written authorization from the teacher, the Board shall deduct from the salary of any teacher and make appropriate remittance for annuities, credit union, savings bonds, charitable donations, eligible 125 plans or any other plans or programs jointly approved by the Association and the Board.

B As a condition of the effectiveness of this Article, the Association agrees to indemnify and save the Board, each individual school board member, and all administrators, harmless against any and all claims, demands, costs, suits or other forms of liability, including back pay, and all court or administrative agency costs or attorney fees that may arise out of, or by reason of, action taken or not taken by the employer or in reliance upon signed authorization cards or lists furnished to the employer by the Association for the purpose of payroll deduction of dues.

C. Salary payments shall be made in either 21 or 26 equal installments annually as elected by the teacher on the appropriate form at the beginning of the school year. Teachers selecting 21 pays shall have the option of adjusting their health care contribution on a monthly basis or by reimbursing the District on or before July 1st and August 1st for the full monthly amount of the contribution.

ARTICLE 6: Professional Responsibility – Agency Shop

A. Membership in the Association is not compulsory. Teachers have the right to join, not join, maintain, or terminate their membership in the Association as they see fit. Neither party shall exert or put pressure on or discriminate against a teacher in regards to such matters.

B. Except as provided elsewhere herein, all full time teachers in the bargaining unit shall, on or before the fifteenth (15) day following the beginning of the school year, beginning of their employment, or the execution of the collective bargaining agreement, whichever is later, as a condition of employment either:

1. Become members of the Association; or

2. Pay as a service charge to the Association an amount established by the Association not in excess of the maximum permitted under the law.

ARTICLE 7: Teaching Hours

A. Except as provided in Section E of this Article: Teachers shall be in the halls outside their classroom and shall be responsible for the supervision of their students for the ten (10) minutes immediately before classes are scheduled to begin in the morning. Teachers are encouraged to be in the hallways during passing time. Teachers are encouraged, and the Association shall support the principle, that its members shall remain for a sufficient period after the close of the pupils' school day to attend to these matters which properly require attention at that time, including consultation with parents that have been previously scheduled.

	Elementary	**Middle School/High School**	**1/2 Day**
Teachers Report	7:45 a.m.	7:45 a.m.	7:45 a.m.
Class Begins	7:55 a.m.	7:55 a.m.	7:55 a.m.
Student Dismissal	2:55 p.m.	2:55 p.m.	11:55 a.m.
Teacher Day Ends	2:55 p.m.	2:55 p.m.	11:55 a.m.

B. When a teacher will be absent from the building in which he/she teaches during the contract day (See "A" above), he/she will check in advance at the office with his/her principal. In the principal's absence, he/she will let the secretary know where he/she can be contacted, if needed. When a teacher will be taking a ½ day leave day, their day will begin/end at 11:30 a.m.

C. The assignment of teaching periods and time of preparation periods and the remainder of the daily and weekly schedule shall be and remain the exclusive prerogative of the Board.

D. The parties agree to the practical importance of the county-wide school calendar because of the number of cooperative efforts among the constituent school districts; such as vocational training and special education. It is also agreed, however, that the Board shall consult with the Association to present its views during the period in which the county-wide calendar is being discussed and that the Board and the Association will consider suggestions made by either party as to calendar items that may be accomplished without interference with the county-wide calendar.

E. Teachers shall be expected to attend all general building meetings called by the building principal in accordance with the provisions set forth below and to attend all system-wide meetings or meetings called by the superintendent and evening meetings with the public as provided in this Section and/or unless it conflicts with other previously scheduled district activities. Specific provisions as to these types of meetings shall not preclude or affect appropriate attendance at departmental or committee meetings involving smaller numbers of teachers.

1. General building meetings – At the start of each year each building principal shall reach agreement with the teachers in that building as to the day of the week (Monday, Tuesday, Wednesday, Thursday or Friday) on which a monthly building meeting is to be scheduled. Any teacher missing a scheduled staff meeting must make arrangements no later than the next day to meet with their building Principal. Notice of the meeting shall be emailed no later than three school days before the meeting or the Friday of the preceding week, whichever is earlier. Emergency meetings may be held with individual notice to each teacher the preceding day provided the meeting can be held within thirty (30) minutes before or after the student day. All building meetings shall have as an objective that they will be no more than one (1) hour in length.

2. System wide meetings or other meetings involving release time for the students and held during normal school hours shall be without limit.

3. Evening meetings that generally may be expected to involve the entire faculty and parents or other members of the general public shall not exceed four (4) per year without prior agreement of the Association or that number of the teachers who are directly involved and shall be scheduled no less than four (4) weeks in advance in the cases of open house, high school registration and parent-teacher conferences. The evening meetings in Kindergarten through Fifth grade in Semester one: Meet the Teachers Night and one evening Parent/Teacher Conferences not to exceed three hours. Semester two: Kindergarten, first grade and special teachers-kindergarten roundup. Second through Fifth grade-program night. The evening meetings in the Sixth grade through Twelfth grade in Semester one: Meet the Teachers Night and one evening Parent/Teacher Conference not to exceed three hours-Semester two: sixth through eighth grade – sixth grade orientation, ninth through twelfth-high school honors night
   All members are encouraged to attend the high school commencement ceremony. Those who attend high school commencement are not required to work beyond the time of student release on the last day of school.

F. The Board and the Association agree that some supervisory responsibility over pupil conduct shared among teachers in a building on an equitable basis is necessary, particularly during the lunch periods inside the buildings. This does not extend to teachers subbing for playground aides. The parties further agree that in the middle school/high school building the need shall be defined as that number of teachers required to staff four (4) duty areas for the lunch period. The required number of "teacher periods" shall be filled in the following manner:

1. First, by hiring volunteers from among the teachers in the middle school/high school who shall agree to serve on each regularly-scheduled school day during the school year in which lunch is provided in the cafeteria for added reimbursement at the rate of $20.00 per lunch. Such volunteers may be discharged if in the judgment of the administration the volunteer does not satisfactorily fulfill his/her responsibilities and such discharge shall not be the basis for a grievance.

2. In the event there are more volunteers than the number of required "teacher periods" to be filled, the building principal and the building representative designated by the Association shall determine which of the volunteers are to be selected. Seniority in position shall be the determining factor.

3. The Association agrees to cooperate on an emergency basis to fill temporarily vacant duty position caused by the absence of a teacher designated for duty under (1) or (2) above in the event that position cannot be filled properly by the substitute hired to fill the absent teacher's classroom duties.

G. All teachers, with the exception of those who volunteer for lunch duty in accordance with this Article, shall be entitled to a duty-free uninterrupted lunch period of no less than thirty (30) minutes.

H. All teachers shall be guaranteed no less than two hundred and fifty (250) minutes of preparation time in any one week. ** If the Middle school and High school have to switch to a different daily student schedule the association will adjust the plan period down to one class period per day. Unless unavoidable, teachers shall have their own classroom available for an uninterruptible plan time.

I. Whenever an elementary teacher's total class is scheduled to receive special instruction (i.e gym, art, choir, band, computers etc.) it is agreed if the class cannot receive special instruction on a particular day for reasons other than the absence for the entire day of the special instructor (such as a conflict caused by a schedule change in the middle/high school for that particular day), the regular teacher shall take the class and it shall not be necessary to furnish a substitute to serve for less than a full day.

J. Loss of prep time or covering another teacher's class, due to absence of the teacher, shall be paid at the following rate: $35.00 per hour. Coverage of a seminar class is exempt from this additional wage.

K. The number of pupil instruction and teacher professional development days shall be in accordance with MCL 388.1701 and MCL 380.1527 and will be reflected in the calendar approved by the Board of Education and Association.

L. In the event of make-up of student days and instructional hours lost due to circumstances outside the control of the district; make-up of student days and instructional hours will be no more than the state mandated student days and instructional hours needed to qualify for state aid without penalty.

In the event that the number of teacher work days and/or work hours is less than a full year credit for Michigan Public School Employees Retirement System (MPSERS); additional work days and work hours will be added to insure teachers will receive a full credit year for MPSERS.

ARTICLE 8: Leaves of Absence Without Pay

A. Leaves of absence without pay may be granted upon the written request of the teacher to the Board of Education. These leaves of absence will be granted or renewed at the sole discretion of the Board of Education who reserves the right to specify the beginning and terminating dates of the leave of absence to correspond as nearly as possible with beginning or ending of a school term or marking period to maintain continuity of the student-teacher relationship. Each request for an unpaid leave of absence will be considered on its individual merits. The particular circumstances surrounding each leave will be reviewed by the Board with the understanding that its decision will in no way establish a precedent. The decision of the Board as to whether such leave shall be granted is final. Additional provisions with respect to Sabbatical Leaves are set forth later in this Article 8.

B. The following conditions shall apply concerning the replacement teacher and the rights of the teacher granted a leave of absence.

1. The Association agrees that a temporary employee shall not be represented by the Association in the event he/she chooses to challenge the termination of his/her employment.

2. A teacher on leave of absence without pay, for a period greater than the twelve (12) weeks of the "Family Medical Leave Act" shall not advance in the salary schedule or accrue other benefits established for teachers who are performing their normal classroom assignments under this agreement.

3. A teacher returning from a leave of absence shall be assigned to a position in accordance with applicable law.

C. If a teacher on leave accepts a teaching position elsewhere his/her leave will be automatically terminated and his/her employment will terminate.

D. A teacher on an unpaid leave shall not lose leave time accumulated prior to his/her leave. However leave time shall not accumulate during his/her leave of absence.

E. An eligible teacher desiring an unpaid leave of absence shall submit his/her request to the Board through the superintendent. Such request shall be submitted by the superintendent to the Board with his/her recommendation for action.

F. For a teacher whose leave shall terminate at the beginning of a school year, a letter of availability must reach the superintendent no later than the preceding April 1. For any teacher whose leave shall terminate at times other than the beginning of a school year, such letter of availability must reach the superintendent no later than sixty (60) days preceding the termination date of the leave. Failure to comply with this provision shall be interpreted as a resignation of employment.

G. Sabbatical leaves may be granted by the Board of Education in accordance with the following provisions:

1. Teachers who have been employed for seven (7) consecutive years by the Board may be granted a sabbatical leave for up to one (1) year, but no more frequently than once in eight years.

2. To qualify for such sabbatical leave a teacher must hold a permanent, life, or continuing certificate.

3. Provided there are enough people who qualify for sabbatical leaves, and apply for such leaves, the Board may grant a maximum of three (3) such leaves per year but shall not be required to grant more than one per building.

ARTICLE 9: Leaves with Pay

Leave Days including Disabilities: At the beginning of each school year, each teacher shall be credited with;

a. Ten (10) Leave Days

The unused portion of such allowance shall be cumulative. Teachers may take two consecutive days, not to exceed three times per semester, without permission from the Superintendent. If teachers wish to use more than two consecutive days, other than for illness, they must have prior approval from Superintendent. Teachers desiring to use more than two consecutive leave days must request approval, from the Superintendent, no less than five working days in advance, except in the case of emergencies.

b. One (1) non-accruing Personal Day

With the exception of "self" or "family" illness or medical emergency, "Leave Days or the Personal Day" may not be used the day before or after a holiday, supporting documentation may be required. A holiday is classified as Thanksgiving break, Christmas break and Spring break when applying Article 9.

Leave days, other than that for illness, must be taken in increments of not less than one-half (1/2) day, unless the time taken would not require the district to hire an outside substitute. When a teacher will be taking a ½ day leave day, their day will begin/end at 11:30 a.m. Absences of less than a half day may only be taken, if the teacher makes arrangements to have another staff member cover the absence either with or without compensation. If the absence is of cost to the district, the individual will be deducted leave time. With either of the two options, prior notice shall be given to the building administrator.

With the start of the 2003-04 school year, all teachers that have accumulated more than ninety (90) leave days shall have those days banked and will be begin the new school year with one-hundred (100) leave days. All unused leave days over ninety (90) shall be added to their bank and shall begin the next school year with one-hundred (100) leave days.

The Board shall furnish a written statement at the beginning of each school year setting forth the total leave days credited to each teacher. As in the past, misrepresentation of days used under this Article may result in a disciplinary action by the Board. No disciplinary action will be taken without a consultation between the accused teacher and the superintendent. The

Association recognizes that abuse of leave days is non-professional behavior and will caution its members that such abuse may result in disciplinary action including loss of pay.

A. Retirement Severance Payout. An employee who retires from the District after completing a minimum of fifteen (15) years of continuous service with the District and who is eligible for and has confirmed retirement through the Michigan Public School Employee's Retirement System (MPSERS), as administered by the Office of Retirement Services (ORS), shall be eligible for a retirement severance benefit for accumulated, unused sick leave.

The retirement severance benefit shall be calculated at the rate of Seventy-Five Dollars ($75.00) for each accumulated unused sick leave day.

The First Party shall make the retirement severance payment as an employer contribution to the employee's Special Pay 403(b) Plan, subject to the terms of the plan document and all applicable provisions of the Internal Revenue Code and federal regulations.

If all or any portion of the First Party's employer contribution cannon be deposited into the employee's Special Pay 403(b) Plan because it would exceed the applicable contribution limits under Section 415 of the Internal Revenue Code or any other applicable federal tax limitation, the excess amount shall be paid directly to the employee as taxable compensation, less all required federal, state, and local tax withholdings and payroll deductions.

Eligibility for this retirement severance benefit is contingent upon the employee's retirement directly from employment with the District. Employees who resign, are discharged, are non-renewed, or otherwise separate from employment for reasons other than retirement shall not be eligible for this benefit.

The retirement severance benefit described in this Section constitutes the employee's sole and exclusive entitlement to compensation for accumulated unused sick leave upon separation from employment. The First Party shall have no obligation to compensate an employee for accumulated unused sick leave except as expressly provided herein.

The Fist Party reserves the right to administer this provision in a manner consistent with applicable law, Internal Revenue Service Requirements, and the governing documents of the Special Pay 403(b) Plan.

B. A teacher who is unable to teach because of personal illness or disability and who has exhausted all leave days shall be granted a leave of absence without pay for the balance of the school year. The leave may be renewed each year upon written request by the teacher, and the teacher shall be reinstated if a position is available for which the teacher is qualified.

C. Family Death: Each teacher shall be granted five (5) days paid leave, if needed, during the scheduled school year, in the case of death to the teacher's father, mother, spouse, father-in-law, mother-in-law, child, step-child, step-parent, grandchildren, brother, sister, aunt or uncle. All bereavement days must be used within two (2) weeks of death and/or in conjunction with funeral/burial. A leave of three (3) days, if needed. during the scheduled school year, for grandparents/spouse's grandparents or, brother-in-law, sister-in-law or others living within

the teacher's household for whom the teacher is responsible. Such leave shall not be deducted from accumulative leave days.

D. The Board shall pay the difference between benefits paid by worker's compensation and the teacher's salary for absence due to injury incurred in the course of the teacher's school duties. Such payments not to exceed ninety (90) days shall not be deducted from the teacher's leave days.

E. Any teacher on, or returning from an extended leave, may be required by the superintendent to provide a written statement by a licensed physician verifying the nature of the illness or that he/she is sufficiently recovered from illness to return to work.

F. A teacher shall not be charged a leave day if said day falls on a "snow day" as defined in Article 7.

G. Jury Duty:
When a teacher is called for jury duty or a court appearance supported by a subpoena during school hours, the teacher shall be paid their full salary for such time. If the teacher receives a per diem payment, this will be presented to the Board of Education to offset district expenses for such leave. Expenses for mileage or meals paid to the teacher will be considered as payment to the teacher for their time and effort.

H. To the extent they are able; employees on paid leaves of absence will be expected to assist in maintaining the curricular continuity through the substitute.

ARTICLE 10: Teaching Conditions

A. The parties agree that the size of the individual classes shall be given careful consideration and any inequities may be remedied by the Board, in its sole discretion, if economically and educationally feasible and desirable. Administration will consider class size limits before scheduling and adding new students to classes which already have reached their maximum class size limit.

Young 5's/Pre-K/Kdg Jr.-15
K-2:25
3-5:30
6-12:32
6-12 PE: 40
6-12ART:35
6-12 BAND/CHOIR: 42
Elementary Specials: 35, with computers being compensated at grade level class size.

Teacher - Pre-K-5- $400 per semester
Teacher – 6-12 - $250 per semester
Co-teacher - $150 per semester

Additional class size compensation will be awarded once per Semester to a maximum per teacher of $400, $250 and $150 based on the criteria above.

Teacher aides may be provided when the elementary classroom teacher and the Board agree that existing class conditions are difficult and instruction is impaired. For grades Kindergarten through 5, teachers assigned to teach a split grade shall receive one thousand ($1000) dollars additional compensation prorated if less than 50% of the school year.

B. The Board shall provide appropriate texts, library reference facilities, maps and globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, current periodicals, standard tests and questionnaires, and similar materials that are the tools of the teaching profession. The decisions as to which instructional materials are appropriate and when they are to be purchased rest solely with the Board and administration. The Board agrees to consider for implementation the decisions made by teachers and administrators, meeting from time to time, concerning educational tools and equipment.

C. The Board agrees to make available in each school building; computers, copiers and printers to aid teachers in the preparation of instructional material. Individual teachers may request permission to use the equipment for their own preparation of instructional materials within reasonable usage of supplies and without undue interference with other demands on the equipment. "Reasonable" may vary as cost or shortages affect the availability of supplies.

D. The Board shall provide upon teacher request:

1. A separate desk for each teacher in the district with a lockable drawer space.

2. Each class shall be equipped with a lockable door and an Association approved lockable cabinet.

3. One copy, exclusively for each teacher's use, of each text used in each of the courses he/she is to teach. Such copy (ies) shall be ordered at the earliest possible opportunity upon the request of the teacher.

4. Paper, pencils, pens, chalk, erasers, dry erase board markers, access to a computer and other such material required in daily teaching responsibility.

E. The Board shall make available adequate lunchroom, restroom and lavatory facilities exclusively for teacher use, and at least one room in all buildings, appropriately furnished which shall be reserved for use as a faculty work room. Present facilities shall remain the same unless replaced with appropriate substitute facilities.

F. Parking will be provided and maintained for staff use. The walks and steps shall be cleared of snow and ice.

G. Beginning with the 2009-10 school year, any teacher who is employed in a less than full time assignment and who works the full school calendar shall receive salary schedule increment credit as if employed on a full-time basis.

H. A district-provided identification badge is to be worn at all times during school operational hours.

ARTICLE 11: Professional Qualifications and Assignments

A. The Board shall at all times hire only highly qualified and certified teachers who meet the requirements of the Michigan Certification Code.

B. The assignment of teachers shall continue to be the exclusive prerogative of the superintendent of schools, subject to the approval of the Board.

C. Each teacher shall be given written notice of his/her tentative schedule for the forthcoming school year no later than June 1st. Such schedule, however, shall be subject to change as circumstances warrant, and the teacher shall be promptly notified of such schedule change

D. The following extra duty assignments shall not be made without the teacher's consent: athletic, summer school teaching, extracurricular yearbook, student plays, extracurricular newspaper, student council, and lunchroom supervision. The Board reserves the right to hire individuals from outside the bargaining unit for extra duty assignments at compensation agreed upon between the Board and individual, so long as the position has been posted in accordance with Article 12. These extracurricular and athletic assignments are made on a yearly basis and removal of a teacher from any of the aforementioned assignments shall be at the discretion of the Board.

E. Teachers shall inform the superintendent in writing of any contemplated completion in CTE certification by May 1 of each year for the following school year. The CTE certification must be completed by August 31 to receive a one time stipend of $3,000 paid on the 1st payroll of the following school year.

ARTICLE 12: Vacancies, Promotions, Transfers

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

B. Whenever vacancies occur, including vacancies in supervisory positions, it shall be the goal of the Board to fill such vacancies by those most qualified to assume the obligations and responsibilities of any particular position. The Board will give due weight to the professional background and attainments of all applicants. Teachers that apply for a posted position who are certified and qualified shall be interviewed for that position prior to the district hiring from the outside.

C. Whenever a vacancy arises, the superintendent shall cause to be posted notice of the same on a teacher bulletin board, in each school building, normally used by the Association for the posting of notices for no less than one week before the position is filled.

D. Whenever vacancies occur when regular school is not in session (as in the summer months) notification of the vacancy will posted on the district webpage and shared with the association President. It shall be the responsibility of individual teachers to respond on a timely basis if the teacher is to be considered for the vacancy (ies).

E. Transfers shall be made with the full knowledge and with consultation of the teacher involved prior to the transfer. The Board shall first attempt to make assignments on a voluntary basis with involuntary assignments being kept at a minimum. The Board shall provide written reasons for any involuntary transfer to the affected staff member, upon request.

ARTICLE 13: Teacher Formal Evaluation and Progress

A. Each teacher shall have the right, upon request, to review the contents of his/her own personnel file. A representative of the Association may, at the teacher's request, accompany the teacher in this review.

B. Instruction staff will be provided with an evaluation tool on the evaluation criteria on the first teacher work day of each school year.

C. The performance evaluation system may allow for exemption of student growth data for a particular pupil for a school year upon the recommendation of the school administrator conducting the annual year-end evaluation and approval of the school district superintendent. Exempt pupils to be mutually agreed upon by the teacher and administration before the evaluation. *(As allowed by 380.1249 of The Revised School Code)*

ARTICLE 14: Reductions and Recall of Personnel

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

In the event of a reduction in staff affecting any individual teacher, the contract of employment with that individual teacher shall terminate and the district shall have no obligation for salary or fringe benefits not already earned following the layoff of the teacher.

B. Teachers shall inform the superintendent in writing of any contemplated changes in certification or qualification by May 1 of each year for the following school year.

C. It shall be the responsibility of such teacher to notify, no later than May 1st of each year, the Board in writing if there has been a change in his/her current mailing address and/or any contemplated change in his/her certification or endorsement or qualifications. This letter shall be sent by either registered or certified mail to the superintendent of schools. The teacher's address as it appears on the Board's records shall be conclusive when used in connection with layoff, recall or other notice to the teacher.

D. Any teacher laid off and /or collects unemployment compensation during the summer recess and is recalled to employment by October 1st of the following school year, shall have their salary reduced by the amount of unemployment compensation received, but in no circumstance shall the teacher be reduced in pay in an amount less than what he/or she would normally be paid for the entire school year. (Step and column)

E. 1. If decision involves two or more employees and all other factors distinguishing those employees from each other are equal, then length of service or tenure status WILL be considered as tiebreaker.

2. Seniority will be considered length of service computed by subtracting the established seniority date from the current date. A seniority date will be determined by:

a. Board of Education hire date as a member of the bargaining unit

b. First day of work

c. Number draw if two or more employees are equal

3. Seniority list will be provided to the association per MCL Section 423.211a

4. Seniority is frozen if a bargaining unit member is awarded a position outside the bargaining unit but remains in the district. Seniority is lost when employment is severed by resignation, retirement or discharge. However, until recall rights expire or are otherwise terminated by the employee, seniority is frozen if severance of employment is due to layoff. Seniority shall continue to accumulate when bargaining unit employees are on approved unpaid leave or absence of one (1) year or less; or for the full duration of a leave of absence due to FMLA or military duty.

5. A copy of the seniority list and subsequent revisions and updates shall be forwarded to the Association upon request. The Association and the District will work together to provide an accurate seniority list. All bargaining unit employees shall be ranked on the list in the order of seniority. The board or its designee shall use the seniority list from the previous school year (inclusive to any new hires that year), to determine layoffs or recalls prior to October 1 of Each school year

ARTICLE 15: Student Discipline

A. Teachers shall be responsible for creating and maintaining conditions conducive to learning and discipline. The Board shall give all reasonable support and assistance to the teacher in the creation and maintenance of these conditions. Reasonable support and assistance shall be defined as that which the Board considers to be consistent with the establishment of a satisfactory learning environment for all students. The Association recognizes and supports the concept that parental communication is an essential element in improving a student's behavior.

B. A teacher may exclude a pupil from one class in grades 6 through 12 when the grossness of the offense, the persistence of the misbehavior, or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable, or when the behavior of the student adversely affects the learning process of other students. In such cases, the teacher shall furnish the administration, full particulars of the incident in writing on forms to be specified by the Board and available from the principal as promptly as possible, but not later than end of the school day following the excluding of the student.

C. A written statement by the Board governing use of corporal punishment of students shall be publicized to all teachers no later than the first week of school each year.

D. Any assault, as defined by the Michigan School Code, upon a teacher arising out of or in the course of the teacher's employment, shall be promptly reported to the Board or its designated representative. The Board shall provide information and advice to teachers who experience an assault by a student and shall work with the teacher in an effort to address the incident with the appropriate law enforcement and legal authorities.

ARTICLE 16: Grievance Procedure

A. A claim by the Association, that there has been an alleged violation of the expressed terms of this contract, shall be resolved through the procedures set forth therein. All grievances must be signed by the aggrieved person or, in the instance where the grievance does not affect individual teachers, by the Association on behalf of all the teachers.

B. All time limits herein shall consist of school days when school is in session and business days during the summer vacation period. Time limits may be extended upon mutual consent of the parties. It is understood that, in the event of failure to conform to a time limit by either party, the grievance shall move to the next step.

C. The Board agrees that the Association may designate a building representative and an alternate building representative, who shall be teachers in the building they represent. It is understood that the alternate building representative shall act only in the absence of the regular building representative.

The Association will furnish the Board with the names of its building representative and alternates and such changes as may occur from time to time in such personnel, so that the Board may at all times be advised as to the authority of the individual representatives of the Association with whom it may be dealing. Until the Board has received written notices from the Association, it shall not be required to deal with such teachers purporting to be representatives.

It is understood that grievance problems will be handled at all times other than when the teacher is at work. In the event, however, in the handling of a grievance, it becomes necessary for the building representative to leave his/her work, he/she shall first obtain permission from his/her supervisor or principal. The privilege of the building representative's leaving his/her work during working hours without loss of time or pay is subject to the understanding that (1) such time shall be devoted to the proper handling of the grievance, (2) it will be done as expeditiously and with as little interruption of work as possible, (3) students must not be left unattended, and (4) this privilege will not be abused. Any abuse will be grounds for a grievance and/or the discontinuation of such privilege.

If the building representative is required to go into a building other than his/her own in the handling of a grievance, the principals at both buildings (or all buildings involved) must be notified and permission received. The building representative shall return to his/her work as promptly as possible and upon returning shall at once report to his/her principal.

D. In the handling and processing of a grievance the following procedure shall apply:

STEP ONE: The alleged grievance shall be presented to the elementary principal if the teacher teaches in grades K through 5, or the middle school/high school building principal if the teacher teaches in grades 6 through 12. The building representative may be present at this meeting if requested by either party. If the grievance is not resolved, the matter shall be reduced to writing by the grievant and submitted to the appropriate principal within ten (10) days from the date of the discussion between the grievant and the appropriate principal. The written statement of the alleged grievance shall include:

a. The date of alleged violation of the contract.

b. The precise statement of the nature of the grievance.

c. The article or provision of this agreement allegedly violated.

d. The remedy requested.

e. The signature of the aggrieved person.

The grievance form is set forth in Appendix B.

Any written grievance not substantially in accordance with the requirements may be rejected as improper and such rejection does not extend the time limitations specified.

No grievance shall be processed unless it is presented at STEP ONE within fifteen (15) school days of its occurrence or knowledge of its occurrence.

The principal shall file a written response to the grievant within seven (7) days of the receipt of the written grievance.

STEP TWO: In the event the grievance is not settled at STEP ONE, it may be referred in writing to the superintendent within seven (7) days after the date of the answer by the principal. The superintendent will schedule a meeting to discuss the grievance with the grievant and association representatives. This meeting will be scheduled and held within seven (7) days of the superintendent's receipt of the grievance. The superintendent will provide a written response to the grievance to the grievant and association within five (5) days after the conclusion of the meeting.

a. Attempt to resolve the grievance by holding a meeting with the necessary persons.

b. Refer the grievance to STEP THREE within seven (7) days from the date of receipt of the appeal. Written notice of such referral shall be given to the Association president.

If the superintendent holds a meeting, he/she shall present the Association president, within five (5) days after the conclusion of such meeting, with a written answer to the grievance.

STEP THREE: If the grievance is not settled at STEP TWO, the association may refer the grievance to arbitration by written notice to the school board and superintendent within ten (10) days of receipt of the superintendent's STEP TWO response. If the parties are unable to mutually agree upon an arbitrator within five (5) days of the written notice to the school board and superintendent, the association shall file a request with the American Arbitration Association to submit a list of qualified arbitrators. The Arbitrator shall then be selected according to the rules of the American Arbitration Association.

The arbitrator shall hear the grievance in dispute and shall render his/her decision in writing within thirty (30) days from the close of the hearing. The Arbitrator's decision shall set forth his/her findings and conclusions with respect to the issues submitted to arbitration. The Arbitrator's decision shall be final and binding upon the Board, the Association, and the teacher or teachers involved.

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 application or interpretation of such provisions.

The Arbitrator shall have no power or authority to add to, subtract from, or modify any of the terms of this agreement.

The Arbitrator shall not render any decision which would require or permit an action in violation of Michigan School laws.

1. The Arbitrator shall have no power to establish salary scales or to change any salary.

2. The Arbitrator shall have no power to change any practice, policy, or rule of the Board or substitute his/her judgment for that of the Board as to the reasonableness of any such practice, policy, or rule or any action taken by the Board.

3. The Arbitrator shall have no power to decide any question which, under this agreement, is within the responsibility of the Board to decide. In rendering decisions, an arbitrator shall give due regard to the responsibility of the Board and shall so construe this agreement that there will be no interference with such responsibilities, except as they may be specifically conditioned by this agreement.

4. The Arbitrator shall have no power to interpret state or federal law.

5. The Arbitrator shall not hear any grievance previously barred from the scope of the grievance procedure.

6. Should the aggrieved person fail to institute a grievance within the time limits specified, the grievance will not be processed. Should the aggrieved person fail to appeal a decision within the limits specified, or leave the employ of the Board (except a claim involving a remedy directly benefiting the grievant regardless of his/her employment), all further proceedings on a previously instituted grievance shall be barred.

The Arbitrator's fees and expenses shall be shared by the Board and the Association equally. The expenses and compensation for attendance of any employee, witness, or participant in the arbitration shall be paid by the party calling such teacher, witness, or requesting such participant. A complaint or dispute involving the discharge of a teacher on continuing tenure shall not be subject to the grievance and arbitration provisions but shall be heard pursuant to the Michigan Tenure of Teachers Act. In addition, the termination of a probationary or non-tenure teacher, or extension of a probationary period for a teacher, shall not be subject to the grievance or arbitration provisions.

E, The termination of services or failure to reemploy any teacher to a position on the extra-curricular schedule that is arbitrary and caprious, shall be grievable but not arbitral.

F. The filing of the grievance shall in no way interfere with the right of the Board to proceed in carrying out its management responsibilities, subject to the final decision of the grievance.

G. Nothing contained herein shall be construed as limiting the right of any teacher having a grievance to discuss and have it resolved informally with the Administration.

H. It is understood by the parties that no grievance shall be filed or based upon any prohibited subject of bargaining or prior or previous agreement or upon any alleged grievance occurring prior to the effective date of this agreement.

I. Nothing contained herein shall be construed as a waiver or precedent, by any action or lack of action taken by the Board.

J. If, in the arbitrator's opinion, due to a violation of this agreement, a teacher has been unjustly deprived of any professional compensation, the teacher may be awarded back pay and made whole but, not to exceed thirty (30) days prior to the filing of the grievance.

K. If a grievance is filed prior to the expiration of this agreement, the grievance shall proceed through the grievance procedures until resolved.

ARTICLE 17: Professional Behavior

A. Teachers are expected to comply with reasonable rules, regulations, expectations, policies and directions adopted by the Board or its representatives, which are not inconsistent with the provisions of this agreement.

B. Before the Board formally warns reprimands or disciplines a teacher, the teacher shall be notified of same to enable the teacher to request the presence of an Association representative. The teacher shall not be formally warned, reprimanded or disciplined until a representative of the Association is present, if the teacher requests a representative, except when a critical situation warrants immediate action.

C. The Association recognizes that abuses of sick leave or other leaves, chronic tardiness or absence, willful deficiencies in professional performance, or other violations of discipline by a teacher reflect adversely upon the teaching profession and create undesirable conditions in the school building.

D. No teacher shall be disciplined, demoted nor discharged for arbitrary and capricious reasons.

E. All non-tenure teachers shall have recourse to the grievance procedure as set forth herein, except, Board's decision to refuse to renew a non-tenure teacher's contract, is not arbitral or subject to grievance.

F. All information forming the basis for disciplinary action will be made available to the teacher and, upon request and with the permission of the teacher involved, the Association.

ARTICLE 18: Professional Improvement

A. Any teacher who enrolls with prior approval of the superintendent in a course related to his/her instructional responsibility and in an effort to obtain a single Masters Degree program or to obtain CTE certification at a regionally accredited college or university shall receive up to one-hundred and fifty dollars ($150) per semester hour of credit reimbursement from the Board, for his/her tuition, upon the successful completion of the course, provided that the

teacher has first acquired the number of semester hours necessary to qualify for Michigan Professional Certificate or is not employed under any type of emergency approval permit.

B. Any teacher who wishes to attend a workshop or conference shall fill out an attendance request form. Requests will be granted upon mutual agreement between the teacher and building principal and Superintendent. The district will seek approval to grant SCECH credit for Addison professional development activities that have a minimum duration of five (5) contact hours.

ARTICLE 19: Continuity of Professional Services

The Board and the Association subscribe to the principle that differences should be resolved by appropriate and peaceful means without resorting to a strike, which shall be termed to be a stoppage of work or willful absence from work. The Association agrees that during the term of this agreement, it will not direct, instigate, participate in, encourage or support any strike against the Board by any teacher or group of teachers.

ARTICLE 20: School Improvement

A. Introduction

1. The Board, Administration, Association and Teachers recognize the necessity of maintaining ongoing school improvement plans and the importance of continued recognition of quality education services as a fundamental priority and shared goal of the parties.

2. The Board and the Association agree that employee participation in decision making is effective in providing positive results for education. A school improvement committee will be formed in each building representative of administrators, teachers and, when possible, parents and students.

3. Site based decision making will be implemented in each building and will be the responsibility of the school improvement committee in accordance with State Law PA 25.

4. The school improvement committees will have the empowerment to investigate, implement and change existing procedures and practices in their buildings to improve educational services. Any change must be mutually agreed upon by both the Board and a vote of the building teachers. The parties recognize that recommendations of the committee are of an advisory nature, but the Board will endeavor to implement committee recommendations.

B. Guidelines

1. Decisions made by any school improvement committees shall not violate the collective bargaining agreement between the parties, and the parties recognize that the terms of the collective bargaining agreement govern as to wages, hours and terms and conditions of employment. School improvement committee decisions that require a deviation from

the Agreement will be permitted only after a properly executed Letter of Agreement between the Addison Education Association and the Addison Board of Education.

2. Participation on any school improvement committee is voluntary.

C. Training

1. The parties shall mutually agree as to any training provided with regard to school improvement plans.

ARTICLE 21: Least Restrictive Environment/Medically Fragile

A. Least Restrictive Environment

1. The parties acknowledge that the policy of least restrictive environment is legally mandated. It is also recognized that the extent to which any student with IEP/504 plan should participate in regular education programs and services involves considerations of that student's unique needs as determined by an Individual Educational Planning Committee (IEPC). Although it is agreed that the student's participation and right to participate in regular education programs and services cannot be affected by this Agreement, the District does agree to consider how the student's placement will affect teachers when determining the student's placement.

2. The District shall determine the need for a teacher who will be providing instructional or other services to a student with IEP/504 plan to participate in the IEPC which may initially place (or continue the placement of) the student in a regular education classroom. When it is determined that a teacher will be providing instructional or other services to such a student, that teacher will not be denied the opportunity to participate in the IEPC. The District shall provide release time in the event the District directs or authorizes a teacher to attend an IEPC which is scheduled during a time the teacher is assigned to teach a class.

3. If any teacher has a reasonable basis to believe that a student's current Individual Educational Plan (IEP) is not meeting the student's unique needs as required by law, the teacher will advise his/her principal in writing.

4. On a case-by-case basis, based upon the recommendation of the IEPC, the District will determine what training and other support should be provided to a teacher who will be providing instructional or other services to a student.

5. An attempt shall be made to not schedule an IEP on a teacher's Plan Time and/or lunch period or before or after school. In the event that it cannot be scheduled at any other time, the teacher shall be compensated at the class coverage rate.

B. Medically Fragile Students

1. If a teacher will be providing instructional or other services to a medically fragile student, the teacher or another adult who will be present when the instruction or other services are being provided will be advised of the steps to be taken in the event an emergency arises related to the student's medical condition.

2. No teacher will be required to provide services of a medical nature to a medically fragile student without being trained to provide the services, unless the services are necessitated by emergency.

3. On a case-by-case basis, based upon the recommendation of the IEPC, the District will determine what training and other support should be provided to a teacher who will be providing instructional or other services to a medically fragile student.

4. When a general education classroom teacher is assigned a student from a special education program for severely impaired students (POHI, SXI, SMI, TMI), the teacher shall not be expected to perform routine, scheduled maintenance of a medical appliance or apparatus used by the student to sustain his/her bodily functions nor render routine, scheduled care or maintenance of exceptional bodily functions related to the student's impaired condition. The teacher shall be informed and instructed as to emergency measures which may be necessary on occasion due to the student's impaired condition. Otherwise, it shall be the responsibility of the teacher to implement the student's individualized educational plan for attending to the educational needs of the student while in the teacher's class.

ARTICLE 22: Miscellaneous Provisions

A. This agreement shall constitute the full and complete commitment 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 amendments to this agreement.

B. Any individual contract between the Board and an individual teacher, heretofore executed, shall be subject to and consistent with the terms and conditions of this agreement. If an individual contract contains any language inconsistent with this agreement, this agreement, during its duration shall be controlling.

C. 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.

D. Copies of this agreement titled "Collective Bargaining Master Agreement between the Lenawee County Education Association, AEA, MEA/NEA, and the Addison Community School District, of Addison, Michigan" shall be printed at the expense of the Board after this agreement is signed and shall be presented to all teachers now employed, or hereafter employed by the Board. Further, that the Board shall furnish fifteen (15) copies of the Master Agreement to the Association for its use.

E. The parties subscribe to the principle that early resolution of potential problems is most desirable for harmonious relations. It is therefore agreed that, if difficulties are experienced in the administration of this agreement either the President of the Board, or his/her designee, or of the Association, as the case may be, may make written request of the other setting forth the nature of the difficulty and suggesting that they meet in an attempt to resolve the matter. Furthermore, the Superintendent, upon the request of a teacher(s) will meet with the

requesting teacher(s) for the purpose of discussing specific identified issues. Failure to meet in response to such request shall not, however, be in itself a grievable item.

F. During the life of this Agreement either party may initiate discussions with the other regarding an (ERI) Early Retirement Incentive.

G. If an emergency financial manager is appointed by the state under PA 4 of 2011. Fiscal Accountability Act, the emergency manager may reject, modify, or terminate the collective bargaining agreement in his/her sole discretion. This authority is a prohibited subject of bargaining under the Public Employees Relations Act (PERA)

H. If prohibited subjects pursuant to all Section 15 and Subsection 3 (a-p) of Public Employment Relations Act (PERA). Addison administration is willing to consider previous Collective Bargaining Agreement language.

I. If the teacher is rated effective in his or her year-end evaluation or eligible to skip his or her evaluation due to prior year highly effective evaluations, the teacher shall receive a merit pay stipend of $250 per school year.

J. Teachers are eligible for a free staff membership to the fitness center upon request. Normal procedures to enroll in the fitness center must be followed in order to receive staff fitness center card.

ARTICLE 23: Master/Mentor Teacher

A Mentor teacher shall receive a stipend of one-hundred and eighty ($180) dollars per semester.

ARTICLE 24: Public School Academies

Should the district consider the authorization of a public school academy, the contract will be reopened for negotiations over the impact on bargaining unit members. Any agreement reached will be subject to ratification by the parties.

ARTICLE 25: Employee Purchase or Re-Payment of Retirement Service Credit

A. The Internal Revenue Service (IRS) and the Michigan Public School Employees Retirement System (MPSERS) permits employees, through pre-tax payroll deduction procedures, to: (1) Redeposit contributions previously withdrawn by the MPSERS member (plus interest) and, when full repayment is made before termination of employment, the previously forfeited service is reinstated in full; and/or: (2) Purchase permissive service credit (such as Universal Buy-In credit, maternity/paternity/child care, non-public school teaching, military active duty, and sabbatical leave of absence). FICA taxes are, however, due on these pre-tax employee payroll deductions.

B. To permit employee pre-tax payroll deductions for the purposes described in Section A, above, the appropriate Office of Retirement Services forms must be used.

Duration of Agreement

All articles of this Agreement shall be effective as of August 31, 2026 through June 30, 2030.
In Witness Whereof, the Parties have executed this Agreement by their duly authorized representatives the day and year first written above.

By: _____
President of the Board

By: _____
President of the Association

and: _____
Secretary of the Board 8/31/24

and: _____
Secretary of the Association

and: _____

and: _____
Chairman, Negotiations Committee

SCHEDULE A: Addison Wage Schedule

2026/2027
2.5% and steps
(Wage and Benefit Reopener for 2027/2028 & 2028/2029)

STEP	BA	BA + 18	MA
1	44,099	49,624	53,600
2	45,510	51,238	55,397
3	46,967	52,900	57,253
4	48,470	54,620	59,171
5	50,021	56,394	61,152
6	51,622	58,230	63,200
7	53,274	60,123	65,318
8	54,979	62,076	67,507
9	56,738	64,094	69,768
10	58,554	66,177	72,104
11		68,688	74,520
12			77,345

Longevity pay of $1250 at the start of the 16th year of service to Addison Schools

Longevity pay of $1500 at the start of the 21st year of service to Addison Schools

Longevity pay of $2000 at the start of the 25th year of service to Addison Schools

Teachers retiring within the next three years with twenty-five (25) or more years of service credit will be eligible for the $5,000 Exit Curriculum Development Stipend paid last year of teaching, if they notify Administration in writing their intent to retire by the dates listed below:

Notify Admin by Date:	Effective Retirement Date:
3/1/2027	6/30/2028
3/1/2028	6/30/2029
3/1/2029	6/30/2030

Extracurricular SCHEDULE B:	**2026-2029**
Contractually Teaching on Prep Period	18% on Schedule A, not to include longevity
Leadership Team–decided by dept &/or grade level	
Elem grade level-1 non class, 1 per grade K-5	500
MS/HS dept head – 4 core, 1 spec ed, 1 specials	500
MTSS School Leadership team --	
District Implementation Coach	3000
School Implementation Coach (2 elem, 1 MS/HS)	1500
Yearbook	1000 Class/1500 No Class
M.S. Yearbook	500
Elem Yearbook	500
H.S. Newspaper	500
Science Olympiad – M.S. & H.S.	500
Key Club	500
Class Advisors --	
Senior (2)	500
Junior (1)	300
Sophomore (1)	300
Freshman (1)	300
Sixth Grade Camp Advisor (1)	250
Prom Planner	500
School Plays – H.S.	1,500 per play/2 max
Pep Band	500 Minimum 5 boy &5 girl events – 1=winter homecoming
National Honor Society	500
Spanish Club	500
Art Club H.S.	500
Chorus-ES, MS, HS	500 ea/3-max
Art Shows	100 ea /3-max
Quiz Bowl	500
Student Council - H.S.	1,300
Student Council - M.S.	800
Student Council - Elementary	500
M.S. Equations	500
Elementary S.T.E.A.M. Club	500/2 max
Elementary Science Olympiad	500
6th Grade Camp -- Special Olympics -- Overnight Stay	$100 per nightif spend the night. Up to 4 sponsors at Board discretion.
6th Grade Camp – overnight stay	$500 If spend all 3 days/nights there
K-12 Tutoring	$30.00 per hour
Summer School-virtual Summer School-face to face	$23.50 per hour $40.00 per hour
Band Assistant	$500
Manager of 95.7 The Panther	$1500
High School Trip Coordinator	$500
Band	$3000

SCHEDULE C: Athletic Salaries

10% of Step	8% of Step	6% of Step
Varsity Football	Baseball	Assistant Cross Country (20+ athletes)
Varsity Wrestling	Softball	
Varsity Basketball	J.V. Volleyball	Assistant Track
Varsity Volleyball	Golf	Assistant J.V. Football
Track	J.V. Football	J.V. Baseball
Girls & Boys Cross Country	Assistant Varsity Football	J.V. Softball
H.S. Competitive Cheer	J.V. Basketball	M.S. Cross Country Boys/Girls
	Assistant Varsity Wrestling	
	Girls & Boys Bowling	

5% of Step	4% of Step
M.S. Head Football	M.S. Assistant Football
M.S. Head Basketball	M.S. Assistant Wrestling
M.S. Head Wrestling	M.S. Assistant Track
M.S. Head Track	
M.S. Intramural Director	
M.S. Head Volleyball	
M.S. Competitive Cheer	

**2nd scenario/structure Varsity Boys/Girls Track combined head coach and 2 assistants – Athletic Director and Superintendent will determine if combined track coaching position is best for the district or current structure

	2023-2026
Sr. High Cheerleading	1800
Jr. High Cheerleading	1200

A. Any active Addison employee-example:teacher, administrator, parapro, food service, secretary, or custodian coach will not advance above step 10 BA+18 for any reason.

B. Any non member coach will not advance above step 6 on the BA + 18 scale for any reason. All coaches may only advance if they have successfully coached in that sport an equal number of years to the step for Addison community Schools.

C. The Board will honor years of continuous coaching within Addison Community Schools whether it was at the middle school or high school level. The continuous years must be within that defined area of coaching. Track, Cross Country, Football, Basketball, Cheerleading, Wrestling, Volleyball, golf, Softball, Baseball.

D. Any AEA member coach may take up to a one-year leave without losing their status.——The leave request must be submitted in writing to the Superintendent before the start of the season. Any coach who takes more than one (1) year off will be reduced by 1 step per year.

SCHEDULE D: Fringe Benefit Coverage

A. The medical benefit plan cost year is January 1 through December 31. The Addison Community Schools will make the following insurances available to each employee:

PLAN A – Medical plan options
LTD, Dental, Vision, Life remains the same regardless of medical plan choice

1) **MESSA ABC PLAN 1 HSA 100%:**
2) **MESSA ABC PLAN 2 HSA 90%:**

Both plans – ABC Rx
Employees electing medical coverage through MESSA will receive a plan determined HSA annual amount equivalent to the deductible associated with the employee's medical plan enrolled in at the time of payment. The HSA payment amount will occur over two (2) payments; one (1) in January equivalent to 8/12's of the annual amount and the one (1) in September equivalent to 4/12's of the annual amount. The annual HSA amount will be determined by MESSA each calendar year.

LTD
66 2/3%
Max $6,000
90 CDMF

Dental
Class IV: 80%
Lifetime Max: -$1,500

Riders included: 2 cleanings in twelve months

Class I: 100%
Class II, III, IV: 80%

Life Insurance
$50,000

AD & D
$50,000

Vision
VSP 2 S

PLAN B (no health insurance)

LTD – Same as above
Dental – Same as above
Life, AD & D – $50,000
Vision – Same as above

Employees will have their choice of PLAN A or PLAN B as cited above.

B. Insurance Guidelines

Business office will review annual insurance quotes on a yearly basis with AEA President. If health insurance rates increase more than 5% over previous year, the association will vote to consider new insurance plans. The District agrees to allow annual insurance change if approved by vote and additional letter of agreement signed by both parties stating details is attached to this contract. Payments of such insurance shall begin, in the case of new employees, at the beginning of the insurance month immediately following the time they begin their duties, or as soon as the group accepts the enrollee. Coverage will be provided on an annual basis in accordance with the Master Agreement. Restrictions to the Board's obligation for insurance are defined as:

1. Payments shall be made for a twelve (12) month period. Insurance will end effective the same month as retirement.

2. Total employer medical insurance contribution will be adjusted annually by the "hard cap" limit based on Medical benefit plan costs as required by Public Act 152.

3. The insurance benefits provided in this Article shall begin when the employee has properly completed the necessary forms and actually begins employment.

4. Notwithstanding the provisions of this Article, the terms of any contract or policy issued by an insurance company hereunder shall be controlling as to all matters concerning benefits, eligibility, and termination of coverage and other required matters.

5. The Board's responsibilities shall not extend to the provision of benefits. The Board's responsibilities shall be limited to:
   a. Timely paying of all premiums;
   b. Complying with all requirements of the employer required by the carrier and/or underwriter.

6. Disputes between beneficiaries or employees and any insurance company shall not be subject to the Grievance Procedure established herein.

7. Where spouses are both employed by the Board, the Board shall not be obligated to provide dual medical insurance coverage. Those employees electing PLAN B shall receive a stipend of three-hundred and seventy-five ($375.00) dollars per month. Any employee hired after July 1, 2012 electing PLAN B shall receive a stipend of two-hundred eight and 33 cents - $208.33 per month.

8. No additional carriers of tax sheltered annuities beyond those utilized prior to July 1, 1987 shall be recognized by the Board unless three (3) or more members bring forward a request to add a new carrier.

Addison EA
Grievance Report Form

Grievance: #_____

Distribution:
1. **Superintendent**
2. **Principal/Supervisor**
3. **Association**
4. **Member**

Building	Assignment	Name of Grievant

STEP I

A. Date Cause of Grievance Occurred:

B. 1. Statement of Grievance:

2. Specific Article(s) and Section(s) Violated:

3. Relief Sought:

_____/_____
Signature Date

C. Disposition by Principal/Supervisor:

_____/_____
Signature of Principal/Supervisor Date

D. Position of Grievant and/or Association:

_____/_____
Signature Date

STEP II

A. Date Received by Superintendent or Designee:

B. Disposition of Superintendent or Designee:

_____/_____
Signature Date

C. Position of Grievant and/or Association:

_____/_____
Signature Date

STEP III

A. Date Submitted to Arbitration: _____

B. Disposition of Board:

_____/_____
Signature Date

C. Position of Grievant and/or Association:

_____/_____
Signature Date