

MASTER AGREEMENT  
BETWEEN  
ROCHESTER COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
AND  
ROCHESTER ADMINISTRATORS  
ASSOCIATION

**JULY 1, 2014 – JUNE 30, 2017**

501 W. UNIVERSITY DRIVE  
ROCHESTER, MICHIGAN 48307

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## **PREAMBLE**

This Agreement made and entered into during September, 2014, by and between the Board of Education of the Rochester Community School District, Rochester, Michigan, hereafter, referred to as the "Board" and the Rochester Administrators Association, hereafter called the "Association."

## **WITNESSETH:**

The Board and the Association firmly believe that the primary function of the Board and its professional staff is to assure each student attending the Rochester Community Schools the highest level of educational opportunities obtainable. The Board and Association believe that the objectives of the educational program are realized to the highest degree when mutual understanding, cooperation, and effective communication exist between the Board, its executives, and the Association.

# ARTICLE I

## RECOGNITION

A. By virtue of satisfactory evidence submitted by the Association to the Board that the Association does represent the majority of the Administrators in the District, the Board hereby recognizes the Association as the official negotiating agent for all administrators under contract by the District.

B. DEFINITIONS

In the application and interpretation of the provisions of this Agreement, then the following definitions shall apply:

1. **BOARD** shall mean the Board of Education of the Rochester Community Schools and/or Rochester Community Schools.
2. **DESIGNEE** and **EMPLOYER** shall mean the executive office administrators and **EXECUTIVE ADMINISTRATORS** shall mean the Superintendent, Assistant Superintendents, Executive Director of Human Resources and other members of the executive administrative group as intended within the meaning of Act 379.
3. **ADMINISTRATOR** shall mean employees included in the Bargaining unit, as set forth below.

C. The Board recognizes the Rochester Administrators Association as the exclusive representative of all employees whose positions are in the bargaining unit, such recognition is for the purpose of negotiations pursuant to Act 379 of the Public Acts of 1965 as amended. A disagreement over representation of positions yet to be created or over the right of administrators now employed to belong to the Association shall be resolved by appeal to the Michigan Employment Relations Commission.

D. The Board agrees not to negotiate with any administrative organization other than the Association for the duration of this Agreement.

E. The Association recognizes that except as limited by the terms of the Agreement, the Board shall retain all rights and power to establish policy for the Rochester Community Schools, and to direct its employees.

- F. The following professional employees holding valid teaching certificates, issued by the State of Michigan, and who possess an administrative contract for 50% or more of the employee's contract with the Board shall comprise this unit. These positions are:

**High School Principals**  
**Middle School Principals**  
**Elementary School Principals**  
**High School Assistant Principals (12 mo.)**  
**High School Assistant Principals (11mo.)**  
**Middle School Assistant Principals**  
**Elementary School Assistant Principals**  
**Assistant Director of Special Education**  
**Principal at ACE/Summer Learning Program**

The Association shall exclude Executive Administration and all employees not specifically included.

- G. From time to time the Rochester Community Schools Board of Education may employ an Administrative Intern. If an Administrative Intern is employed the position will be placed in the Rochester Administrators Association.

The Administrative Intern will be employed for only one (1) year and the position will be 10 ½ months. The Administrative Intern will not gain seniority in the Rochester Administrators Association.

The individual employed will receive their normal Rochester Education Association salary plus a stipend of \$3,812.20.

## **ARTICLE 2**

### **WAIVER CLAUSE**

- A. The parties acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and Association for the life of this Agreement, each voluntarily and unqualifiedly waive the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge and contemplation of either or both of the parties at the time they negotiated or signed this Agreement. Matters of mutual concern may be subject to negotiation during the period of this Agreement upon the written request and mutual agreement of both parties.

# ARTICLE 3

## BOARD RIGHTS AND RESPONSIBILITIES

- A. The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitation, all powers, rights and authority, conferred upon and vested in it by the laws and the constitution of the State of Michigan, and of the United States, including but not limited to, the following:
1. To exercise the executive management and administrative control of the school system and its properties and facilities, and the professional work of its employees;
  2. To hire all employees and, subject to the provisions of this contract and of the law, to determine their qualifications; and the conditions for their continued employment, or their dismissal or demotion; and to promote, transfer, and lay off all such employees as stipulated in this agreement.
  3. To establish grade levels, and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board;
  4. To decide upon the means and methods of instruction, the selection of textbooks and other teaching materials, and the use of teaching aids of every kind;
  5. To implement a program of evaluation that will provide an objective assessment of each administrator's performance;
  6. To initiate and carry out the means of obtaining financial support for the School District;
  8. Continue its rights, policies, and practices of assignment and direction of its personnel, determine the number of personnel and scheduling of all the foregoing, but not in conflict with the specific provisions of this Agreement;
  9. Determine the services, supplies, and equipment necessary to continue its operations and to determine all methods and means of distributing, disseminating, and/or selling its services, methods, schedules and standards of operation, the means, methods, and processes of carrying on the work including automation or contracting thereof or changes therein, the institution of new and/or improvement methods or changes therein;
  10. Adopt reasonable rules and regulations;
  11. Determine the financial policies, including all accounting procedures;

**ARTICLE 3 - BOARD RIGHTS AND RESPONSIBILITIES** (continued)

12. Determine the number of administrative personnel, their functions, authority, amount of supervision and table of organization, provided that the Board/Employer shall not abridge any right of employees as specifically provided for in this Agreement;
  13. Determine the policy affecting the selection, testing, or training of employees providing that such selection shall be based upon lawful criteria;
  14. To establish in-service, workshops or conferences for administrators and to expect their attendance at these activities;
  15. The Board/Employer may adopt rules and regulations not in conflict with the terms of this Agreement concerning the discipline of employees;
  16. The Board/Employer shall continue the right to determine and re-determine job content consistent with the terms of this Agreement;
  17. All parties recognize that the fiscal capacity of the School District is predicated solely upon taxes and other public funds which could require the Board/Employer to extend or curtail any or all services presently provided.
- B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the terms of this Agreement and then only to the extent such terms hereof are in conformance with the Constitution and Laws of the United States.
- C. Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authority under the Michigan General School Laws or any other national, state, county, district, or local laws or regulations.
- D. The listing of specific management rights in this Agreement is not intended to be nor shall it be, restrictive of, or a waiver of, any rights of management not listed and specifically surrendered herein, whether or not such rights have been exercised by the Board in the past.

# ARTICLE 4

## ASSOCIATION RIGHTS AND RESPONSIBILITIES

- A. The Association shall have the privilege of using school buildings, when available, and in conformance with Board policy for meetings provided that when special custodial service is required, the Board may make a customary charge therefore. Prior permission for the use of school facilities must be obtained from the Superintendent.
- B. The Board agrees to furnish, within a reasonable time, information requested by the Association concerning the finances of the District in addition to information required to be furnished under the Freedom of Information Act and/or the Public Employment Relations Acts.
- C. The Association may use school equipment, including typewriters, ditto machines, other duplicating equipment normally available to administrators and audio-visual equipment at reasonable times when such equipment is not otherwise in use, providing that such equipment shall not be removed from school property. Use of equipment other than that listed herein shall be with approval of the Superintendent. The Association recognizes that all equipment in a building is ultimately the responsibility of the Superintendent.
  - 1. The use is to service the legitimate business of the Association, such as of records, notices, correspondence, etc.
  - 2. Supplies, in connection with such equipment use, will be furnished or paid for by the Association.
- D. Administrators shall have the privilege to have payroll deductions for the following items;
  - 1. Tax-sheltered annuity (from mutually agreed companies)
  - 2. Community Plus Savings Bank
  - 3. United Fund Foundation
  - 4. Savings Bonds
  - 5. Other deductions approved by the Board
  - 6. Universal Life
  - 7. Section 125
  - 8. Long Term Care
  - 9. Direct Deposit
- E. The Association may use the inter-school communication services for the purpose of transmitting and/or distributing official organizational materials.

**ARTICLE 4 - ASSOCIATION RIGHTS AND RESPONSIBILITIES** *(continued)*

- F. Any expenses incurred by the Board of Education in performing Association business shall be reimbursed within a ten-day period after billing.
- G. All Association materials intended for display on any property under the management of the Board must be approved and signed by the Superintendent before display.
- H. The Association shall be granted a total of five (5) Association days per school year without loss of pay for conducting Association business including, but not limited to, attendance at Association meetings. In addition, up to ten (10) days may be taken each school year by members of the Association. These days will be deducted from the Rochester Administrators' Association sick bank.
- I. The Association agrees to continue to admit all administrators to membership without discrimination on the basis of race, creed, color, age, national origin, marital status, or sex and to represent them without regard to their participation in the affairs of other education organizations. The Board agrees to continue its policy of non-discrimination against any Administrator on the basis of race, creed, color, age, national origin, marital status, sex, or membership in or association with the activities of any professional education organization.

# ARTICLE 5

## ADMINISTRATOR RIGHTS & RESPONSIBILITIES

A. Nothing contained herein shall be construed to deny or restrict to any Administrator such rights provided him/her under the Michigan General School Laws or other applicable laws and regulations. The rights granted to Administrators hereunder shall be deemed to be in addition to those provided citizens of this state.

### B. INDIVIDUAL CONTRACTS

1. It is agreed that each Administrator employed by the District who has successfully served two (2) one (1) year probation period contracts shall be offered a two (2) year contract. The two (2) year contract will be extended annually, provided the Administrator received an overall rating of effective or highly effective on the current year annual year-end performance evaluation.

Exceptions to renewal shall be based on:

- a. Administrator receiving an overall rating of minimally effective or ineffective upon an annual year-end performance evaluation, or
- b. reduction in work force, or
- c. disciplinary action.

2. The timing of the Board's intent to renew or not renew contract will be consistent with the Revised School Code.

3. Administrators who have successfully completed their tenure probationary period and had previously acquired teacher tenure under Article II of the Teachers' Tenure Act, MCL 38.81 et. seq shall be granted tenure as teachers but not as administrators.

- a. Individual contracts of employment shall expressly deny the granting of tenure in the administrative capacity.
- b. Furthermore, no provision of this Agreement shall be construed to grant tenure in an administrative capacity.

4. Any Administrator who is assigned as a teacher, whether voluntarily, involuntarily, or through administrative layoff shall have all the rights and privileges afforded to teachers.

**ARTICLE 5 - ADMINISTRATOR RIGHTS & RESPONSIBILITIES** (continued)

**C. STAFF SELECTION AND ASSIGNMENT**

1. Each Administrator shall have the right to accept or reject the opportunity to interview and make recommendation to the Human Resources Office for all personnel, certified and non-certified, being assigned or considered for assignment to his/her building, program or department.
2. Each building principal, director and/or supervisor shall have the right to determine internal building, program or department assignments subject to final approval of the Superintendent.
3. All personnel assigned to a building administrator shall be directly responsible and accountable to that building administrator(s) as well as to the supervisor of the department or program.

**D. COMPLAINTS**

1. Formal complaints by a citizen directed toward an Administrator shall be called to the administration's attention within a reasonable amount of time. The Administrator will be kept progressively informed as to the disposition of the complaint. The Administrator will have the opportunity to provide a written response to any record, which is made of the complaint, if such a record is retained.
2. If an Administrator has a legal complaint lodged against him/her as a result of any legal action within his/her jurisdiction, the Board shall provide legal counsel and render assistance deemed necessary by the Superintendent for the protection of the Administrator. The Board shall arrange for and maintain appropriate insurance to cover all such liability. This provision shall not apply to actions alleging criminal complaints not within the scope of the Administrator's responsibility.
3. Time lost by an Administrator in connection with a complaint or suit, as mentioned in this Article, shall not be charged against the Administrator.

E. Administrators will be reimbursed for attending approved county, state or national conferences. Reimbursement will be made in accordance with Board policy and upon the submission of expense voucher and receipts. (See Administrative Regulation 3240.2 – Administrative Conferences).

E. When a request for such representation is made, no action shall be taken with respect to the administrator unless a representative of the Association has been notified to be present at a designated conference.

F.

**ARTICLE 5 - ADMINISTRATOR RIGHTS & RESPONSIBILITIES** *(continued)*

- G. Administrators are expected to relate the objectives, interpret the efforts of the District, the decision of the Board and its executive administration to the staff and community in a positive manner and with conviction. Consistent with this expectation, the Board and the Executive Administration will make a reasonable effort to involve middle management in the decision making process.
  
- H. Each Administrator shall have the right, upon request, to review the contents of his/her own personnel file. The Administrator must make an appointment with the Superintendent/designee in order that an employee of the Department will be present when the Administrator inspects his/her file. A representative of the Association may, at the Administrator's request, accompany the Administrator in this review. Privileged information, such as confidential credentials, and related personal references normally sought at the time of employment are specifically exempted from review.

# ARTICLE 6

## WORKING CONDITIONS

- A. The administrative positions included in this contract are full-time positions unless otherwise indicated.
- B. Job descriptions for all administrative positions will be developed and maintained. Major changes to a job description will be made after consultation with the Association. Revised job descriptions will be made available to all Association members.
- C. The Board of Education will provide each administrator with the necessary support and resources to complete the tasks as stipulated in the job descriptions.
- D. Both parties agree that a workday for administrators fluctuates in response to needs dictated by job descriptions. Occasional evening work for parent conferences, open house, orientations and other necessary functions is a normal, accepted part of the workday. Administrators are granted three (3) Incentive/Compensatory days each contractual year to compensate administrators for work in excess of the normal requirements, including but not limited to overnight trips, weekend or non-work day events. Further information regarding the Incentive/Compensation days is set forth in Article 12.N. of this Agreement.
- E. Both parties also agree that the administrator's willingness to spend extra time should be balanced by the employer's moderation in assigning tasks, which require extra time.
- F. Financial compensation in the form of a stipend will be provided for work that is above and beyond normal school responsibility (construction, extensive committee work, service to the district in additional capacities). The Assistant Superintendent for Instruction will advise administrators if a stipend will be paid in advance of said work, and payment will be made upon completion of the work or service.

# ARTICLE 7

## ASSIGNMENT AND TRANSFER

### A. TRANSFERS

A transfer is the movement from one administrative position to another administrative position within the Association.

### B. VOLUNTARY TRANSFERS

1. Any Administrator shall be given an opportunity to seek a transfer and shall receive consideration for another administrative position.
2. Any Administrator who desires a transfer shall submit his request, in writing, to the Superintendent no later than two weeks after the official notice of resignation, retirement, etc.
3. The Superintendent/designee and/or the immediate supervisor of the position to be filled shall interview administrators submitting such a transfer request.
4. Any Administrator may file with the Superintendent, a general letter of request for transfer within the Association to be considered should a position become vacant.

### C. INVOLUNTARY TRANSFERS

Prior to a decision involving the change in assignment of an Administrator, a conference will be held between the Administrator and a representative of the Association if requested, and the Superintendent and/or his/her designee. The purpose of an involuntary transfer is to utilize the unique talents of each individual administrator to meet the needs of the school district. At no time will an involuntary transfer be deemed a demotion or negatively impact an administrators' compensation or benefit package for the remainder of the contractual year in which the transfer occurs.

### D. APPOINTMENT TO ADMINISTRATIVE POSITIONS

1. The Board will post vacancy notice for all known vacancies. Administrators wishing to apply for any posted vacancies, who meet the qualifications, may do so as indicated on the notice of vacancy. Copies of such postings will be provided to the Association president. Notice of administrative vacancies during the summer will be sent to all Administrators.

**ARTICLE 7 - ASSIGNMENT AND TRANSFER** (continued)

2. All Administrative vacancies shall be posted for a period of ten (10) work-days during the school year and fourteen (14) calendar days during the summer.
3. No vacancy shall be filled, except on a temporary basis, until the expiration of the posting period.
4. Any temporary/seasonal position created by a job realignment will be posted for RAA members for a period of ten working days.
5. If the Board of Education and the Rochester Administrators Association determines it is not practical to post an administrative position and would prefer to make a direct placement, the Superintendent/designee will make the appropriate placement.

**E. REASSIGNMENT**

1. Reassignment shall mean the movement to a position outside the Association.
2. **VOLUNTARY REASSIGNMENT**
  - a. Any Administrator shall have the right to equal consideration for reassignment to any position within the District.
  - b. A request for voluntary reassignment by an Administrator shall be submitted, in writing, to the Superintendent.
  - c. The Administrator requesting such reassignment shall be interviewed by the Superintendent/designee prior to the Superintendent's response to such request.
  - d. Responses to requests for voluntary reassignment shall be in writing prior to the awarding of the position.
3. **INVOLUNTARY REASSIGNMENT**
  - a. Involuntary reassignment is the movement of an Administrator in the Association to the position of tenured teacher (if the Administrator has achieved teachers' tenure prior to the re-assignment).

**ARTICLE 7 – ASSIGNMENT AND TRANSFER** *(continued)*

- b. When an involuntary reassignment is contemplated, the Association and the Administrator being considered for such reassignment will receive a written explanation for the need of the reassignment in advance of its taking effect. Such notice shall provide not less than ten (10) working days during which the Administrator and Association shall be provided the opportunity to meet with the Superintendent to discuss and review the necessity for such reassignment.
- c. Involuntary reassignment shall occur due to
  - 1) reduction in staff
  - 2) receipt of a minimally effective or ineffective overall year-end evaluation
  - 3) other reasons as determined by the Superintendent

**F. CERTIFICATION**

- 1. The Association recognizes that each Administrator must assume the responsibility of filing his/her valid Michigan teaching and administrative certificate or other documents indicating same with the Department of Human Resources. Each Administrator must also file with the Department of Human Resources transcripts of credits.

**G. RESIGNATION**

Administrators who are leaving the District, or are contemplating leaving the District have an ethical responsibility to report this at the earliest possible date. This early reporting will enable the Board to obtain the best possible replacement for the following year. It is expected that a written notice of resignation be given to the Board not later than the first of March, if feasible.

# ARTICLE 8

## REDUCTION IN STAFF

- A. The Board shall carry out reductions of force in accordance with Michigan statutes and the rules and regulations of the Michigan Department of Education, and the same shall be subject to the first three levels of the Grievance Procedure only, and in no event subject to arbitration.
- B. When the Board determines that a reduction in the number of Administrators must be made, it shall be made on the basis of the needs of the District and the needs of the students.
- C. Should it become necessary to reduce the number of Administrators employed and there should be more than one administrator in the same job classification (i.e., high school principal, middle school principal, elementary school principal, secondary assistant principal, assistant director) the administrators in the reduced classification will be laid off in accordance with Board Policy regarding reduction of staff (Policy #3131). Should reassignment or reclassification occur as a result of reduction in the number of Administrators, the Administrator shall receive salary and benefits not less than those set forth within the Administrators Individual Employment Contract for the duration of that contract.
- D. Administrators laid off through the procedure as stated in this Article be recalled in accordance with Board policy and regulation.
- E. The Board shall give written notice of recall from layoff by sending a registered or certified letter to said Administrator, at his/her last known address. The Administrator's address as it appears on the Board's records shall be conclusive when used in connection with layoffs, recall or other notice to the Administrator. If an Administrator fails to report to work within thirteen (13) days from date of mailing of the recall, unless an extension is granted in writing by the Board, said Administrator shall be considered as a voluntary quit. The individual's employment contract and any other employment relationship with the Board shall be deemed terminated. Transfer requests will be processed prior to recall requests.
- F. Each Administrator is responsible for keeping the Employer advised in writing of any change of address and will not be excused for failure to report for work on recall if he/she fails to receive recall notice because of his/her own failure to advise the Employer in writing of his/her change of address.
- G. The Board's obligation to pay salary or fringe benefits pursuant to provisions of this Master Agreement for any laid off Administrator's individual or supplemental contract of employment, as well as all benefits under this collective bargaining agreement, shall terminate at the end of the individual's contract. .

# ARTICLE 9

## ADMINISTRATIVE EVALUATION

- A. The parties recognize that the subject of performance evaluation including evaluation tools, frequency, improvement plans and employment status, is comprehensively addressed within Section 1249 of the Revised School Code and agree that the performance evaluations of administrators will full comply with said law.
  
- B. Signing of evaluation reports by the Administrator does not necessarily indicate agreement with the report. Signing indicates that the Administrator has been made aware of its contents and has received a copy of said report. Administrators shall be provided the opportunity to attach their part of the report. Contents of the evaluation shall not be subject to the grievance procedure.

# ARTICLE 10

## LEAVES OF ABSENCE WITHOUT PAY

- A. Administrators must be employed a year before they are eligible for a leave absence.
- B. A leave of absence of up to one (1) year may be granted to any Administrator, upon application, for the following reasons:
  - 1. Participating in the Peace Corps, Teacher Corps, or other exchange programs approved by the Board
  - 2. Military service
  - 3. Maternity, paternity, or adoption, parental, or spousal care
  - 4. Graduate study
  - 5. Other reasons as approved by the Board
- C. An Administrator on a leave of absence will return to the first position available for which the Administrator is certified and qualified. It is fully understood that it may not be possible to immediately return the Administrator to an administrative position.
- D. Leave of absence may be requested for up to one year of duration.
- E. An Administrator may request an extension of any leave covered in this Article for a period not to exceed one (1) additional year.
- F. All leaves of absence (excluding military) are without pay or advancement on the salary schedule receiving full increments up to the time of the leave, but not during said leave.
- G. It is agreed that the use of leave days as described above will be strictly confined to the legitimate purpose described in this Article and not be counted as a year of service for seniority.
- H. A leave of absence may be cancelled if mutually agreeable to the employee and the Board of Education.
- I. It is the responsibility of said Administrator on a leave of absence to inform the Board, in writing, ninety (90) days prior to the termination of said leave of his/her intention to return to work, resign, or if allowable, extend said leave. If the Administrator does not comply with this section, he will be deemed a voluntary quit.

# ARTICLE 11

## SABBATICAL LEAVES

- A. Sabbatical leaves of absence may be granted to members of the Rochester Administrators Association bargaining unit of the Rochester Community School District. The granting of such leave is subject to the approval of the Board of Education upon the recommendation of the Superintendent of Schools, when in their considered judgment, the professional competence of the staff member and the general welfare of the public schools will be benefited.
- B. The rules and regulations of the Rochester Sabbatical Leave Program are authorized and shall be interpreted in accordance with the following Michigan Statutory Provisions and any amendments thereto:
1. Any Board, after an Administrator has been employed at least seven (7) consecutive years by the said Board and at the end of each additional period of seven or more consecutive years of employment, may grant said Administrator a sabbatical leave for professional improvement for not to exceed two (2) semesters at any time, provided that the Administrator holds legal certification. During said sabbatical leave, the Administrator shall be considered to be in the employ of the said Board, shall have a contract, and may be paid compensation as provided in the rules and regulations of said Board; provided, however, that said Board shall not be held liable for death or injuries sustained by the Administrator while on sabbatical leave.
  2. Administrators on sabbatical leave shall be allowed credit toward retirement for time spent on such leave in accordance with rules and regulations established by the Board of Control of public school employees' retirement funds.
  3. An Administrator, upon return from a sabbatical leave, shall be restored to his/her administrative position or to a position of like nature, seniority, status, and pay. Said Administrator shall be entitled to participate in any benefits that may be provided for by rules and regulations of the Board pursuant to law (Sec 235, School Code of 1976, - Mich. Comp. Laws 1970, 380.1235).
- C. Any certified administrative employee of the Rochester Community School District who meets the qualifications shall be eligible to apply for sabbatical leave. A professional certified administrative employee may apply for sabbatical leave subject to the following conditions and requirements:
1. Applicant must have completed seven (7) consecutive years of satisfactory service as a full-time employee in the Rochester Community School District.

**ARTICLE 11 - SABBATICAL LEAVES** *(continued)*

2. Subsequent sabbatical leave may be authorized after eligibility has been re-established by service of an additional seven (7) consecutive years of satisfactory service as a full-time employee.
  3. A maximum of two (2) semesters per year, not to exceed one (1) member of the administrative staff, may be granted sabbatical leave each year.
  4. A sabbatical leave may be granted for a period of not less than one (1) full term or semester; not more than two (2) consecutive semesters or three (3) consecutive semesters or three (3) consecutive terms.
  5. As a condition of receiving final approval for a sabbatical leave, a staff member shall file with the Secretary of the Board of Education, a written agreement stipulating that he/she will remain in the service of the Rochester Community Schools for a period of three (3) years after the expiration of said leave.
  6. No professional employee will be granted more than two (2) school years of sabbatical leave (equivalent to a maximum total of eighty (80) weeks) and a minimum of seven (7) years must elapse before the first and second leave. (See the following sections for conditions governing default of this agreement.)
- D. The following additional conditions shall prevail with reference to applications for sabbatical leave.
1. Approval of a sabbatical leave by the Board of Education shall be contingent upon securing an employee qualified to assume the applicant's duties.
  2. A sabbatical leave, once granted, may not be terminated before the date of expiration except as otherwise provided, or as otherwise agree upon by the Superintendent and the Board of Education.
  3. The Board of Education reserves the right to reject any or all requests for sabbatical leaves of absence. (In the event of rejection, the applicant shall be advised as to the reasons for such action.)
  4. Application for a sabbatical leave shall be made in writing not later than March 1, proceeding the school year for which the leave is desired. The application must be accompanied by a statement of a well-conceived plan for spending the leave in a manner calculated to contribute to the professional effectiveness of the applicant and to the best interests of the School District. Said application shall contain a detailed analysis of the program the individual Administrator plans to pursue during his/her absence. No changes in this program shall be made without the consent and knowledge of the Superintendent.

**ARTICLE 11 - SABBATICAL LEAVES** *(continued)*

5. In determining his/her recommendation on requests for sabbatical leave, the Superintendent will consider the following items:
    - a. The extent of the applicant's professional study, growth, contributions and successful service during the preceding seven years.
    - b. The extents to which plans submitted for use of time while on leave are definite and educationally constructive.
    - c. Potential benefit to the District.
    - d. Length of period of uninterrupted service in the Rochester Community Schools.
    - e. Order in which applications are received.
- E. Requirements and status while on sabbatical leave are defined as follows:
1. The compensation for the staff member on sabbatical leave shall be one-half (1/2) of the Administrator's base salary he/she would receive if on active staff status for the period in which the leave is effective.
  2. Payment of salary to a staff member on sabbatical leave shall be made in accordance with the provisions of the Board for payment of salary to the members of the professional staff.
  3. A term of sabbatical leave shall entitle an employee to an automatic salary schedule increment at the beginning of the next full year of school following his/her return to service in the system.
  4. A sabbatical leave granted to a regular employee of the professional staff shall also operate as a leave of absence without pay from all other school activities.
  5. Payment of hospitalization for the staff member on sabbatical leave will be in accordance with school Board Policy of the active staff status for the period in which the leave is effective.
- F. Sabbatical leaves will be granted for the following purposes:
1. For work on advanced degree.
  2. Independent research which must be under the supervision of the School District or an accredited college or university.

## **ARTICLE 11 - SABBATICAL LEAVES** *(continued)*

3. Any other reasons, such as travel or writing, must be approved by the Superintendent.
- G. An employee on sabbatical leave shall furnish as many reports as the Superintendent deems necessary or reasonable to determine that the employee is fulfilling the Agreement and all the requirements of the leave. In the event that the Superintendent will find the employee is not fulfilling the Agreement or is dilatory in any respect, the entire sum paid to the employee by the Board shall become due and all future payments shall cease. An employee shall not be considered as having completed the requirements of the sabbatical leave until a final report has been approved by the Superintendent.

At his/her discretion, the Superintendent may require proof that the program as outlined by the applicant has been followed. When approved by the Superintendent, these final reports shall be transmitted to the Board of Education.

- H. Status upon returning from sabbatical leave.
1. At the expiration of a sabbatical leave, highest consideration will be given to restore returned employee to original or comparable position.
  2. Each applicant must agree to return to service in the Rochester Community Schools District immediately upon termination of sabbatical leave and to continue in such service for a period of three years, unless physical disability makes this impossible or there is mutual agreement to the contrary.

A signed agreement in the format of a promissory note shall stipulate that the failure of the Administrator to provide such service shall result in the obligation to reimburse the District a proportional part of the salary paid to him/her during sabbatical leave determined by the fraction of the three years not service following the leave. This indebtedness is to be discharged within a period of one (1) year. The provisions of this paragraph may be waived at the discretion of the Board of Education.

- I. Miscellaneous
1. Sabbatical leave will be automatically terminated should the grantee be placed upon a probationary academic status by his/her college or university.
  2. The professional employee on sabbatical leave shall not accept outside employment while on such leave, which will interfere with his/her planned program.

**ARTICLE 11 - SABBATICAL LEAVES** *(continued)*

3. During the sabbatical leave, the Administrator shall not be allowed to hold any full-time, paid position. However, this section shall not be construed to deny any administrator the right to fellowships, grants-in-aid, or other scholastic stipends.
4. Seniority will continue to accrue while the Administrator is on sabbatical leave.

# ARTICLE 12

## LEAVE OF ABSENCE WITH PAY

- A. All Administrators regularly employed by the District shall be allocated thirty (30) sick days at the beginning of the contract year. Sick leave is not cumulative. Accumulated sick leave which has been recorded in individual personnel files may be used if the thirty (30) days of sick leave are exhausted.
- B. In the event of illness of an Administrator for five (5) days or more, the Board may require a doctor's verification of illness.
- C. Sick leave is defined to mean absence of the Administrator because of personal disability due to illness or injury, or because of exclusion from school on account of contagious disease or quarantine from such disease.
- D. The Board may require any employee to submit to a physical psychological or psychiatric examination. If the choice of the examiner is not agreeable to both the Board and the Administrator involved, the Board and Administrator shall mutually agree to a qualified examiner from a list of three provided by the Board. The cost of this (these) examinations will be paid by the Board.
- E. All Administrators may use sick leave for illness, or illness in the immediate family. The immediate family is interpreted as husband, wife, son or daughter, parents or dependents. A maximum of five (5) sick leave days may be used each year for death in the immediate family or of a close relative. Such leave will be charged against the employee's sick leave. A maximum of five (5) sick leave days may be used for illness in the immediate family.
- F. Upon approval of the Superintendent or his/her designee, no more than three (3) days of accumulated sick leave may be used annually for approved leave. Approved leave may mean an activity that requires his/her presence during the school day and is of such a nature that it cannot be attended to at a time when schools are not in session.
- G. Leave of absence with pay but not chargeable against the Administrator's sick leave shall be granted for the following reasons:
  - 1. The School District shall pay any employee called for jury duty the difference between the amount received from jury duty and the regular payroll amount if either the employee or the Superintendent is unable to have the employee excused from this duty.

**ARTICLE 12 - LEAVE OF ABSENCE WITH PAY (continued)**

2. Court appearance as a witness in any case connected with the Administrator's employment by the school, or whenever the Administrator is subpoenaed to represent the Rochester Community Schools at such proceedings. However, this shall not apply to labor conflicts or disputes between the Association and the Board.
  3. Visitation at other schools or for attending educational conferences or conventions upon executive administrative approval.
  4. Selective service physical examination.
- H. Any request for an approved leave day, as well as any other request for leave, must be requested, in writing, (at least one week in advance), and such leave must have prior approval from the Superintendent or his/her designee before being granted.
- I. Only personal illness or a physical disability rendering one unfit for performing his/her responsibilities and/or emergency medical procedures are covered by the sick leave policy. Pregnancy/maternity related disability shall be treated the same as any other disability.
- J. An approved leave day will not be granted the last scheduled work day immediately before and the first scheduled work day immediately after any holiday or vacation period, as well as the first and last days of the school year. An exception to his rule may be granted by the Superintendent.
- K. If an illness occurs on the day before or after a holiday or vacation period, the Administrator may be requested to present a doctor's statement to the Superintendent or his/her designee upon his/her return.
- L. An Administrator who received a jury duty interview and appearance notice must notify the Department of Human Resources within one (1) school day of such notice. To be eligible for jury duty pay differential, the Administrator must furnish the employer with a written statement from the appropriate public official listing the amount and the dates he/she received pay for jury duty.
- M. Any administrator in the military reserve who is assigned active duty for training purposes or emergency duty (few weeks duration) during the regular work year must notify the Human Resources Office within one (1) school day of notification of such assignments.

To be eligible for the pay differential consideration, the employee must furnish the employer with a written statement from the appropriate military official listing the amount and the dates he/she received pay for military duty.

**ARTICLE 12 - LEAVE OF ABSENCE WITH PAY** *(continued)*

- N. Each administrator is eligible for up to three (3) incentive days each year. An incentive day may be used without specification. Applications must be made at least five (5) days prior to the day of leave except in cases of emergency. All incentive days used will be deducted from the member's sick bank.

Not more than three (3) members will be excused under this Section on any given day District-wide. Priority will be established by order of receipt of the request in the Human Resources Office.

# ARTICLE 13

## ASSOCIATION SICK LEAVE BANK

The Board will cooperate in the operation of a Sick Leave Bank. Any member of the Administrators Association may participate in the bank on a voluntary basis. The following limitations are established for participation in the Sick Leave Bank.

- A. At the end of each fiscal year (June 30), the unused sick days of all Association members shall be contributed to the Sick Leave Bank each year until the Bank is built to a maximum of five hundred (500) days; however, if the number of days to be donated in one (1) year would cause the Bank to exceed five hundred (500) days, then no donation will be required that year.
- B. Additions will be made to the Bank at the beginning of each fiscal year according to the above limitations.
- C. The first thirty (30) work days of illness or disability will not be covered by the Bank, but must be covered by the Administrator's own accumulated sick leave or absence without pay. To apply for benefits from the Sick Leave Bank, an Administrator must be a member of the Association. While drawing sick leave benefits, an Administrator cannot be receiving any other pay from the Rochester Community Schools.
- D. A maximum of one hundred-fifty (150) days each fiscal year can be drawn by an individual from the bank. If the individual is still out for the same illness at the beginning of the next school year and has exceeded the one hundred-fifty (150) days, he/she may draw an additional one hundred (100) days for a total not to exceed two hundred-fifty (250) days.
- E. The Sick Bank will be controlled by a committee composed of two (2) Administrators selected by the Association, and two (2) executive administrators selected by the Superintendent, but final authority in regard to the interpretation of this policy shall rest with the Board and is not subject to the grievance procedure.
- F. An Administrator drawing from the Sick Leave Bank will receive 100% of his/her regular contract pay.
- G. The Board may require any employee to submit to a physical, psychological, or psychiatric examination. If the choice of the examiner is not agreeable to both the Board and the Administrator involved, the Board and the Administrator shall mutually agree to a qualified examiner from a list of three (3) provided by the Board. The cost of this (these) examinations will be paid by the Board.
- H. In cases of alleged abuse of the Sick Leave Bank, the Board shall have the right to investigate and take whatever action it deems appropriate.

**ARTICLE 13 - ASSOCIATION SICK LEAVE BANK** *(continued)*

- I. When an individual stops drawing from the Sick Leave Bank and returns to full-time employment, the individual's personal sick bank will be re-established at the rate of one (1) day per month for the balance of the fiscal year.
- J. Administrators who have sick days grandfathered from credits earned in prior years may use those days before they use Sick Leave Bank days.

# ARTICLE 14

## INSURANCE PROTECTION

### A. HOSPITALIZATION INSURANCE

Eligible full-time employees will receive a Blue Cross/Blue Shield PPO plan with a \$250 single and \$500 family in-network deductible, 80% co-insurance and a \$1000/member and \$2000 family annual out-of-pocket co-insurance maximum. There is a prescription drug co-payment of \$5 for generic and \$35 for name brand drugs.

Beginning January 1, 2016, eligible full-time employees will receive a Blue Cross/Blue Shield PPO plan with a \$500 single and \$1000 family in-network deductible, 90% co-insurance and a \$1000/member and \$2000 family annual out-of-pocket co-insurance maximum. There is a prescription drug co-payment of \$5 for generic and \$35 for name brand drugs.

Dependents are covered through their 26th birthday in accordance with the Affordable Care Act of 2010.

Administrators electing hospitalization coverage shall make monthly contributions toward the cost of that hospitalization coverage in the amount of twenty percent (20%) of the cost of that hospitalization coverage through payroll deduction, beginning July 1, 2013.

The Board may take any action in compliance with Michigan Public Act 152 of 2011, and payroll deductions are authorized for this purpose. In the event that Public Act 152 of 2011 is repealed, or declared unconstitutional or legally not effective by a court or administrative agency, employees taking hospitalization through the School District shall continue to make the monthly contributions toward the cost of that hospitalization coverage in the amount of twenty percent (20%) of the cost of that hospitalization coverage as defined in Public Act 152.

#### HEALTH REIMBURSEMENT ACCOUNT

For those employees who elect coverage in the district's health insurance plan, the Board will deposit monies in a Health Reimbursement Account (HRA) for each eligible administrator as defined under Section 105 (h) of the Internal Revenue Code. The HRA will operate on a calendar year (January to December). Administrators becoming eligible for this benefit during the year other than January 1<sup>st</sup> will receive a pro-rated amount based on the number of months of coverage eligibility.

For the benefit year beginning January 1, 2014, Administrators with a one-person benefit plan will have \$500 deposited each calendar year. Administrators with a two-person benefit plan will have \$750 deposited each calendar year.

## **ARTICLE 14 - INSURANCE PROTECTION** *(continued)*

Administrators with a full family benefit plan will have \$1,000 deposited each calendar year.

For the benefit plan year beginning January 1, 2015, Administrators with a one-person benefit plan will have \$375 deposited for the calendar year. Administrators with a two-person or family benefit plan will have \$750 deposited into the HRA for the calendar year.

For the benefit plan year beginning January 1, 2016, Administrators with a one-person benefit plan will have \$250 deposited for the calendar year. Administrators with a two-person or family benefit plan will have \$500 deposited into the HRA for the calendar year. After December 31, 2016, the HRA will no longer be funded by the district.

If there are remaining funds in the Administrators' HRA at the end of the calendar year, one-half of the remaining HRA balance will be carried over to the next calendar year, not to exceed \$1,200.

The HRA can be used to reimburse administrators for eligible medical expenses, as defined by Section 105(h) of the Internal Revenue Code. If an administrator contributes to a Section 125 Plan, their Section 125 Plan monies must be used before an administrator can be reimbursed under the HRA.

Administrators who retire, resign, or eligible dependents of members who die, will continue to have access to the HRA money in their account at the time of leaving the District, for three years after their date of leaving or until December 31, 2017, whichever occurs first. Retirees may submit the cost of their MPSERS health, dental, and/or vision insurance reimbursement from their monies remaining in their HRA.

### **B. LIFE INSURANCE**

A term life insurance policy, double the annual salary rate, rounded to the nearest \$1,000 with an AD&D Rider. Upon an Administrator's retirement, the administrator will be given the option to continue, in part or in whole, the life insurance policy at his/her own expense based upon the rates provided by the insurance company.

### **C. DENTAL INSURANCE**

The Board will provide each Administrator and each member of the Administrator's family with one of two dental policies.

1. 100% of Type A coverage, 80% of Type B coverage, and 60% of Type C coverage
2. Preferred Provider Option (P.P.O.)

**ARTICLE 14 - INSURANCE PROTECTION** (continued)

D. VISION INSURANCE

Beginning January 1, 2013, the Board will provide a Blue Cross Blue Shield Vision insurance plan. A summary of the plan is on the Human Resource Department/Benefit web page on the district website.

E. DISABILITY INSURANCE

After one year of disability to age sixty-five (65), the Administrator will be covered by a long term disability policy at 66-2/3 benefit rate. There is an \$8,000 per month maximum payment.

F. FRINGE BENEFITS CONTINUATION

In the event of an Administrator's death, all salary and fringe benefits will continue for three (3) months. The salary will be paid to the beneficiary indicated on the term life insurance.

G. AUTOMOBILE LIABILITY INSURANCE

\$1,000,000.00 of liability insurance will be provided for personal cars used by Administrators while on authorized school business.

H. LIABILITY INSURANCE

Each Administrator employed by the Board will be covered by a liability policy. This policy will cover each Administrator with \$1,000,000 worth of coverage.

- I. The insurance shall begin when the employee has: 1) properly completed the necessary forms, and 2) actually begun employment. Such insurance shall terminate when the employee terminates his/her employment.

If the Administrator's spouse has any type of fully paid, full-family hospitalization insurance coverage which is equal to or better in coverage than that offered by the Rochester Community Schools, the Administrator involved will not be eligible for full-family hospitalization coverage with the Rochester Community Schools. Equality of policy, if questioned, will be determined by an insurance committee composed of one (1) administrator representative appointed by the Association, one (1) administrator representative appointed by the Superintendent, and one (1) Board Member appointed by the President of the Board of Education. In all cases, the determination of this committee will be final and non-grievable. Questions of equality of policy must be submitted by October 1 of each school year.

**ARTICLE 14 - INSURANCE PROTECTION** *(continued)*

- J. Upon termination of an Administrator's contract with the Board, the Administrator's health insurance, long-term disability, and dental insurance as described above will cease to be paid by the Board.
- K. The benefit stated above shall be by way of a fringe benefit with no cash reimbursement for those employees who do not qualify for hospitalization.
- L. The Board, by payment of the premium required to provide the coverage set forth in the Article, shall be relieved from all liability with respect to the benefits provided by the insurance coverage as described above. The failure of an insurance company to provide any of the benefits for which it has a contract, for any reason, shall not result in any liability to the Board or the Association, nor shall such failure be considered a breach by either of them of any obligation under this Article.
- M. Differences between employees or beneficiaries of employees and any insurance company shall not be subject to the Grievance Procedure.
- N. Subject to the terms of the contract with the respective insurance carriers, it is the intent of the parties that insurance benefits provided for in this Article (see Section C above) shall commence on the first compensable working day of administrators and that coverage shall remain in effect continuously for the duration of the Agreement as long as the Administrator is actively employed by the Board.

If the Administrator's spouse has any type of fully paid, full-family dental insurance coverage which is equal to or better in coverage than that offered by the Rochester Community Schools, the Administrator involved will not be eligible for full-family dental coverage with the Rochester Community Schools. Equality of policy, if questioned, will be determined by an Insurance Committee composed of one (1) administrator representative appointed by the Association, one (1)

Administrator appointed by the Superintendent, and one (1) Board Member, appointed by the President of the Board of Education. In all cases, the determination of this committee will be final and non-grievable. Questions of equality of policy must be submitted by October 1 of each school year.

- O. If an Administrator exhausts his/her personal sick leave days and his/her Association Bank, he/she will be paid 75% of his/her regular daily rate for up to one year (365 calendar days) for personal illness.

**ARTICLE 14 - INSURANCE PROTECTION** *(continued)*

P. OPTION TO HEALTH

If an Administrator does not have hospitalization benefits through the Board, the teacher will receive \$175.00 per month which may be taken in cash or used to purchase a tax deferred annuity. The annuity will be selected by the Administrator from among the Board approved carriers. The payments will be made in January and June. The \$175.00 per month figure shall increase to \$300.00 per month provided that ten (10) administrators opt out of the Board provided hospitalization coverage during the annual open enrollment period for benefits beginning the next calendar year. On or before January 15<sup>th</sup> of each year, the Board will inform the Association of the number of Administrators who have elected this option.

# ARTICLE 15

## COMPENSATION

### A. MILEAGE

1. Each Administrator will be paid for travel while working for the District in the tri-county area at the Internal Revenue Service Mileage Rate.
2. Travel, while working for the District outside of the tri-county area, will be paid at the IRS rate upon submission of a travel statement.
3. The mileage rate will be adjusted annually on July 1. The rate to be paid will be set at the IRS mileage rate.
4. Each Administrator will have the option of receiving travel reimbursement as described in A.1. above, or of selecting a fixed monthly allotment. Such allotments will be paid in accordance with those stipulated in the administrative report (copy attached) as modified to reflect the current Internal Revenue Service Rate as described in paragraph three above. In addition, any compensatory high school administrator who elects this option will receive an additional \$30 per month for the 10 months school is in session.

### B. LONGEVITY PAYMENTS

Longevity payments shall be made annually in addition to the basic Administrator's contracts. Prior experience as an educator in another district will count as Rochester experience on a matching year basis. Longevity payments for administrators hired October 1, 2012 and thereafter, shall only include Rochester Community Schools' experience. The longevity payment amounts will be increased by \$150 for each level and will be paid in a lump sum on the second payroll of December each year.

<u>Years</u>	<u>Amount</u>
8 - 9	\$1,915
10 - 14	\$2,115
15 - 19	\$2,315
20 - 24	\$2,515
25 +	\$2,715

## **ARTICLE 15 - COMPENSATION** *(continued)*

### **C. EARLY RETIREMENT INCENTIVE**

1. In order to be eligible for benefits under this program, an Administrator must have been employed for at least ten (10) years by the Rochester Community Schools or be on the final step of the appropriate salary scale, be fifty (50) years of age or older, and have a longevity date of September 1, 1987 or prior. Members who are eligible for this program may choose either this program or the Retirement Payment outlined in Section D below.
2. Persons retiring due to a medical disability which qualifies them for benefits from Workers' Compensation, or any Board provided disability insurance, are not eligible to qualify for benefits under this plan. Once a person is receiving benefits through the Early Retirement Incentive Plan, no subsequent disability will affect those benefits.
3. In order to qualify for a full year's benefits, an administrator must cause his/her retirement to become effective between the end of one school year and the beginning of the next year. Benefits will be prorated for an Administrator retiring other than in this manner. Written notification of intent to retire must be given to the Superintendent/designee at least three (3) months prior to retirement. This three-month notice may be waived due to extenuating or unusual circumstances, which have prevented the person from making the decision prior to the three-month deadline.
4. Those persons qualifying for benefits under this plan will receive them on a monthly payroll check beginning in September and terminating in August.
5. An Administrator must be employed by the Rochester Community Schools on the last working day prior to date of retirement.
6. Once an Administrator retires under this Early Retirement Incentive Plan, the benefit may not be withdrawn because of a subsequent negotiation of the Master Agreement.
7. An Administrator retiring under this Early Retirement Incentive Plan will have his/her benefit reduced by an amount he/she receives as an unemployment compensation benefit from the Rochester Community Schools.
8. Retirement as used in this Article shall mean termination of active employment with the Rochester Community Schools.

**ARTICLE 15 - COMPENSATION** (continued)

9. The monthly benefit paid to the retiring Administrator under this plan will be calculated by multiplying twenty dollars (\$20.00) times the number of years of service in education (cap at thirty (30) years). To be counted as a year of service, the Administrator must be actively at work or drawing sick leave. Leaves of absence without pay will not count as years of service in education. Years of service brought to the District cannot exceed the years of service in Rochester.
10. The monthly benefit will begin in September of the year the Administrator retires and is at least fifty (50) by September 1. The monthly benefit will terminate in August of the year the Administrator is sixty-five (65) by August thirty-first (31<sup>st</sup>), or the Administrator has received one hundred-twenty (120) monthly checks, whichever comes first.
11. The monthly benefit will be paid to the employee. In the event of the death of the employee, the monthly benefit will be paid to the beneficiary as designated by the Administrator.

**D. RETIREMENT PAYMENT**

1. In lieu of the Early Retirement Incentive program described in Section C above, a retiring Administrator with at least ten (10) years of service to Rochester Community Schools, a minimum of five (5) years serving as an Administrator, and who is eligible for retirement benefits according to the rules of the Michigan Public School Employees Retirement System (MPSERS) will receive the following based on actual years of service to Rochester Community Schools.

<u>Years</u>	<u>Amount</u>
10 - 14	\$15,000
15 - 19	\$20,000
20 - 24	\$25,000
25+	\$30,000

2. Eligibility for the Retirement Payment will be premised upon receipt by the Human Resources Office of a written resignation from the Administrator and confirmation in writing of eligibility of retirement from MPSERS and a retirement application.
3. The Administrator may select one of the following or a combination of the following payment options in order to secure the greatest tax benefit:
  - Tax Sheltered Annuity
  - One payment during the month of July
  - Two payments – one during July and one during January

**ARTICLE 15 - COMPENSATION** (continued)

**E. VACATION**

For the 2014-15 and 2015-16 contractual years, all twelve-month administrators shall be entitled to annual vacation. This vacation may be taken at such time as approved by the Superintendent. It is preferable to have this vacation taken when school is not in session. Vacation time not used by June 30, 2016 will be forfeited.

Vacation days granted during a contract year must be used before January 15<sup>th</sup> following the contract year. Annually, each Administrator must use at least five (5) vacation days during the winter or spring vacations. This requirement may be waived by the Superintendent.

<u>Years</u>	<u>Days</u>
0 - 10	22
10 - 14	23
15 - 19	24
20+	25

Beginning with the 2016-17 contractual year (July 1, 2016) vacation time will be eliminated and administrators will have a number of required work days per in lieu of vacation time.

**F. ADVANCED EDUCATIONAL DEGREES**

A stipend for advanced degree work will be added to each Administrator's contract amount:

MA + fifteen (15) semester hours	\$1,215
Educational Specialist	\$1,515
Ed.D. or Ph.D.	\$1,915

Hours must be those hours taken beyond the Master's degree and must be on the graduate level leading toward a degree in an educational field, must be certified by the university and the Superintendent of Schools or his/her designee.

Beginning with the 2013/2014 year, the Advanced Educational Degree stipend amounts will be increased by \$150 for each level.

**G. TAX SHELTERED COMPENSATION**

The District will pay an annual amount of for ten and one-half (10 ½) month, eleven (11) month, and twelve month administrators in the Special Pay Plan (401a). The plan will be subject to the following restrictions:

1. The District will pay the full amount of the tax-sheltered income on a payroll check prior to November 1, when possible, of each school year.

**ARTICLE 15 - COMPENSATION** (continued)

2. The Administrator must select a Special Pay Plan (401a) provided by the District. No options will be considered.
3. Administrators on a leave of absence, for any reason, will not receive this benefit while on the leave.

TSA SCHEDULE:

<u>10.5 Mo.</u>	11 Mo. & <u>10.75 Mo.</u>	<u>12 Mo.</u>
\$3,815	\$3,915	\$4,015

**H. TERMINAL LEAVE PAYMENT**

In recognition of service to the District, a terminal leave payment of three hundred fifteen (\$315) dollars per year of service will be paid to an Administrator upon severance of employment. To be eligible, the employee shall have been employed by the District for at least ten (10) years of service to Rochester Community Schools, and a minimum of five (5) years serving as an Administrator. The maximum payment for this provision is \$7,500.00.

**I. WORK YEAR for 2014-15 :**

	<u>Work Days</u>	<u>Holidays</u>	<u>Paid Days</u>
Elementary Principal	206	12	218
Elementary Assistant Principal	201	12	213
Middle School Principal	223-226	12	235-238
Middle School Assistant Principal	201	12	213
High School Principal	223-226	12	235-238
High School Asst. Principal (12 mo.)	223-226	12	235-238
High School Asst. Principal (11 mo.)	211	12	223
Assistant Director	223-226	12	235-238
Principal at ACE/Summer Learning Prog.	223-226	12	235-238

**ARTICLE 15 - COMPENSATION** (continued)

J. WORK YEAR beginning July 1, 2015:

Below is a table that sets forth the number of actual days worked by administrators during annual employment period covered by this Agreement. Administrators working less than twelve (12) months normally will not be scheduled to work during a vacation schedule in the school calendar.

<u>Positions</u>	Work Days	Paid Days	Employment Period
Elementary Principal	211+12 holidays=	223	8/1 through 6/30
Elementary Assistant Principal	206+12 holidays=	218	8/1 through 6/30
Middle School Principal	229+12 holidays=	241	7/1 through 6/30
Middle School Assistant Principal	206+12 holidays=	218	8/1 through 6/30
High School Principal	229+12 holidays=	241	7/1 through 6/30
High School AP(12 mo.)for through 15/16	229+12 holidays=	241	7/1 through 6/30
High School AP(11 mo.)for through 15/16	216+12 holidays=	228	7/1 through 6/30
High School AP beginning 16-17	221+12 holidays=	233	7/1 through 6/30
Assistant Director	229+12 holidays=	241	7/1 through 6/30
Principal at ACE/Summer Learning Program			
Through 2015/16	229+12 holidays=	241	7/1 through 6/30
After July1, 2016	221+12 holidays=	233	7/1 through 6/30

Effective July 1, 2016 the High School Assistant Principal (AP) – 12 months position will be eliminated and those that are 12 month Assistant Principals or Principal at ACE/Summer Learning Program will become High School Assistant Principals or ACE Principal and will be moved to the work calendar set forth above beginning July 1, 2016. Beginning with the 2015-16 work year it will be required that a tentative schedule of Administrative work days will be presented to the Assistant Superintendent for Instruction for approval prior to July 1 of each year setting forth the Administrator’s anticipated work schedule for the employment period. Administrators are required to report all absences in the district’s absence/substitute system (currently Aesop).

K. The following are paid holidays for all Administrators:

January 1	Thanksgiving
Good Friday	Day after Thanksgiving
Floating Holiday	December 24
Memorial Day	December 25
July 4	December 26
Labor Day	December 31

The Floating Holiday will be set annually by mutual agreement between the Board and the Association.

**ARTICLE 15 - COMPENSATION** *(continued)*

- L. Administrators are encouraged to join and become an active member of Service Clubs in the Rochester area. Administrator who joins a Service Club may have the dues paid by the Board by seeking approval of the Superintendent/designee. The payment of the dues is limited to \$300 per year.
- M. Administrators who are promoted will be placed on the same salary step as the previous position.

The Board of Education will pay no more than two memberships in local, state, or national associations for each administrator covered by this Manual. The associations are to be selected by the administrator and shall be applicable to the administrator's position in the district. These fee payments will not include the cost of any group life or hospitalization, and the Board will not provide payment for liability insurance offered by these associations.

- N. The Board of Education will provide a Special Pay Plan (IRS Section 104 (a)) for each employee who retires, resigns, or dies. There will be no cost to the employee for this benefit. Each employee who meets the following conditions must use the Special Pay Plan for their severance benefits:
    - Must be fifty-five years of age or older by December 31 of the year they retire.
    - Been an employee of the District for more than five (5) years.
    - The Special Pay Plan amount must exceed \$1,000.00
-

**ARTICLE 15 - COMPENSATION (continued)**

**SALARY SCHEDULE**

For the year, Administrators who are eligible for experience steps will move up one-half step on the Salary Schedule.

	<u>Step 1</u>	<u>Step 1.5</u>	<u>Step 2</u>	<u>Step 2.5</u>	<u>Step 3</u>	<u>Step 3.5</u>	<u>Step 4</u>	<u>Step 4.5</u>	<u>Step 5</u>
High School Principal	\$114,998	\$116,848	\$118,697	\$120,486	\$122,274	\$124,062	\$125,849	\$127,823	\$129,796
Middle School Principal	\$106,242	\$107,968	\$109,694	\$111,421	\$113,147	\$114,874	\$116,600	\$118,451	\$120,302
Assistant Directors	\$98,721	\$100,324	\$101,926	\$103,529	\$105,132	\$106,674	\$108,215	\$110,003	\$111,791
Elementary Principal	\$97,636	\$99,215	\$100,793	\$102,375	\$103,956	\$105,409	\$106,862	\$108,674	\$110,486
High School Asst. Principal, (11 month,	\$97,160	\$98,709	\$100,257	\$101,805	\$103,353	\$104,968	\$106,582	\$108,197	\$109,812
High School Asst. Principal, (12 Month) & ACE-Summer School	\$102,172	\$103,837	\$105,502	\$107,105	\$108,708	\$110,374	\$112,039	\$113,827	\$115,614
Middle School & Elementary Asst. Principal (10.5 month)	\$92,799	\$94,280	\$95,760	\$97,240	\$98,720	\$100,261	\$101,802	\$103,344	\$104,886
<u>High School Asst. Principal</u> ACE Principal (beg. 2016-17)	<u>\$99,666</u>	<u>\$101,273</u>	<u>\$102,880</u>	<u>\$104,455</u>	<u>\$106,031</u>	<u>\$107,671</u>	<u>\$109,311</u>	<u>\$111,012</u>	<u>\$112,713</u>

**SALARY/MERIT PAY**

For the 2014-15 contractual year, upon ratification of this Agreement, administrators who received an “effective” or “highly effective” rating on their prior year evaluation and are eligible to move on the salary schedule will move one step on the 2013-14 salary schedule. For the 2015-16 and 2016-17 contractual years, administrators who received an “effective” or “highly effective” rating on their prior year evaluation and are eligible to move on the salary schedule will move one-half step on the 2013-14 salary schedule. Administrators who receive an effectiveness rating of “minimally effective” or “ineffective” on their prior year evaluation will not be eligible for movement on the salary schedule”

**ARTICLE 15 - COMPENSATION** *(continued)*

For those administrators at the top step of the salary schedule and therefore not eligible for step movement on the salary schedule will receive an off-schedule payment of one percent (1%) of their base salary on the 2013-14 salary schedule for the 2014-15 contractual year if their prior year evaluation rating of “effective” or “highly effective”. If the administrator’s prior year effectiveness rating was “minimally effective” or “ineffective” no off-schedule payment will be received.

For the 2015-16 year, those administrators at the top step of the salary schedule and therefore not eligible for step movement on the salary schedule will receive an off-schedule payment of one-half of one percent (1/2 %) of their based salary on the 2013-14 salary schedule.

For the 2016-17 year those administrators at the top step of the salary schedule and therefore not eligible for step movement on the salary schedule will receive an off-schedule payment of one-half of one percent (1/2%) of their based salary on the 2013-14 salary schedule.

Off-schedule payments as set forth above will be paid the second pay in March in 2015, 2016 and 2017 respectively.

If the administrator’s prior year effectiveness rating was “minimally effective” or “ineffective” no off-schedule payment will be received.

# ARTICLE 16

## MISCELLANEOUS PROVISIONS

- A. If any provision of this Agreement or any application of the Agreement to any employee or group of employees will be found contrary to law, then such provision or application will not be deemed valid or subsisting except to the extent permitted by law, but all other provisions or applications will continue in full force and effect.
- B. This Agreement shall supersede any rules, regulations, or practices of the Board, which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.
- C. The following provision shall be applicable only to the extent that Public Act 4 of 2011 is (or becomes) applicable: An Emergency Manager appointed under the Local Government and School District Fiscal Accountability Act may reject, modify, or terminate this collective bargaining agreement as provided in the Act.

# ARTICLE 17

## SPECIAL CONFERENCES

- A. There may be established under this Article, a closed forum, hereinafter called "special conferences." It is understood by the parties that special conferences are not to be construed or utilized as grievance hearings. It is not to be considered as negotiations.
- B. Special conferences for important matters will be arranged by the Association President with the Superintendent. The Association may appoint not more than three (3) members to represent their organization and the Superintendent may have a like number.
- C. Arrangements for the special conference shall be made in advance and an agenda provided, in writing, prepared by the party requesting the conferences; the agenda shall be presented at the time the conference is requested. Matters taken up in special conference shall be confined to those matters included in the agenda unless otherwise specified. The names of the persons to be present shall be submitted prior to the conference.

# ARTICLE 18

## GRIEVANCE PROCEDURES

- A. A claim by an Administrator or the Association as specified below, that there has been a violation, misinterpretation or misapplication of any provision of the Agreement may be processed as a grievance as hereinafter provided. If any such grievance arises, there shall be no stoppage or suspension of work because of such grievance; but such grievance shall be submitted to the following grievance procedure.
- B. An Administrator may only grieve an expressed provision of this Agreement.
- C. If, after an informal discussion with the appropriate supervising Administrator, the grievant feels a grievance still exists he/she may invoke the grievance procedure through the Association or independently according to the following steps:

### STEP ONE

(Informal)

Within fifteen (15) working days of the time a grievance occurs, the Administrator has knowledge of a claimed grievance, or when the Administrator should have reasonably known of the claimed grievance, the Administrator will present the grievance to the Superintendent/designee with the objective of resolving the matter informally within fourteen (14) working days after the presentation of the grievance, the Superintendent/designee shall give or answer orally to the Administrator.

### STEP TWO

(Formal)

If the grievance is not resolved in Step One, the Administrator may, within seven (7) days of receipt of the Superintendent or designee's answer, submit to the Superintendent/designee, assigned, written "Statement of Grievance" (form supplied by the Board). The "Statement of Grievance" shall name the Administrator involved, shall state the facts giving rise to the grievance, shall identify all the provisions of this Agreement alleged to be violated by appropriate reference, shall state the contention of the employee and of the Association with respect to these provisions, shall indicate the relief requested and shall be signed by the Administrator involved.

The Superintendent/designee will meet with the grieving Administrator within fourteen (14) days of receipt of the "Statement of Grievance." The Superintendent/designee shall give the Administrator an answer, in writing, no later than fourteen (14) days after the grievance meeting.

**ARTICLE 18 - GRIEVANCE PROCEDURES** (continued)

STEP THREE If the grievance remains unsolved at the conclusion of Step Two; it may be submitted for binding arbitration at the request of the Administrator, provided written notice of the request for submission to arbitration is delivered to Human Resources within fifteen (15) working days after the date of the decision under Step Two.

“The arbitrator shall be selected by the American Arbitration Association (AAA) in accordance with its rules which shall likewise govern the arbitration proceedings.

**Powers of the Arbitrator:**

It shall be the function of the arbitrator, and he/she shall be empowered except as his/her powers are limited below, after due investigation, to make a decision in cases of alleged violation of the specific articles and sections of this Agreement.

1. He/she shall not have power to add to, subtract from disregard, alter, or modify any of the terms of this Agreement.
2. He/she shall have no power to establish salary scales or change any salary, unless it is found that an Administrator has been improperly placed on the existing salary schedule.
3. He/she shall have no power to rule on any of the following:
  - a. The termination of services of or failure to re-employ any Administrator.
  - b. The termination of services or failure to re-employ any Administrator to a position on the co-curricular schedule.
4. He/she shall have no power to change any practice, policy, or rules of the Board nor to substitute his/her judgment for that of the Board as to the reasonableness of any such practice, policy, rules or any action taken by the Board. His/her powers shall be limited to deciding whether the Board has violated the express articles or sections of this Agreement; and he/she shall not imply obligations and conditions binding upon the Board from this Agreement, it being understood that any matter not specifically set forth herein remains within the reserved rights of the Board.

**ARTICLE 18 - GRIEVANCE PROCEDURES** (continued)

5. In the event that a case is appealed to an arbitrator on whom he/she has no power to rule, it shall be referred back to the parties without decision or recommendation on its merits.
  6. There shall be no appeal from an arbitrator's decision if within the scope of his/her authority as set forth above. It shall be binding on the Association, its members, the employee or employees involved and the Board
  7. The fees and expenses of the arbitrator shall be shared equally by the Board and the Association. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expense of witnesses called by the other. The filing fee shall be paid by the moving party.
  8. Claims for Back Pay: All grievances must be filed in writing, within forty (40) working days from the time the alleged violation was to have occurred. The board shall not be required to pay back wages more than forty (40) working days prior to the date a written grievance is filed.
    - a. All claims for back wages shall be limited to the amount of wages that the employee would otherwise have earned, less any compensation that he/she may have received from any source of a like nature during the period of the back pay.
    - b. No decision in any one case shall require a retroactive wage adjustment in any other case.
  9. Any grievance occurring during the period between the termination date of the Agreement and the effective date of the new agreement shall be processed. Any grievance which arose prior to the effective date of the Agreement shall be processed.
  10. The arbitrator is advised that he/she shall not insert his/her judgment or wisdom for that of the Employer.
- D. The number of days indicated at each step of the Grievance Procedure should be considered as maximum, and every effort should be made to expedite the grievance process. Any time limit may be extended by mutual, written consent.

**ARTICLE 18 - GRIEVANCE PROCEDURES** (continued)

- E. The failure of an aggrieved person to proceed from one step of the Grievance Procedure to the next step within the time limits set forth shall be deemed to be an acceptance of the decision previously rendered and shall constitute a waiver of any future appeal concerning the particular grievance.
- F. The failure of a supervisor to communicate his/her decision to the Administrator within the specified time limits shall permit the Administrator and/or Association to proceed to the next step in the Grievance Procedure.
- G. It shall be the general practice of all parties to process grievances during times that do not interfere with or cause interruption of the student's educational program, or administrative duties. Release time shall be granted only upon mutual consent of the aggrieved person and the Superintendent. Such release time shall be without loss of pay to the extent required for such participation in actual meetings with the Board or its designated representatives. If the grievant and his/her grievance is not upheld or sustained, then his/her absence will be charged to his/her Leave Bank.
- H. A grievance may be withdrawn at any step without prejudice.
- I. In the course of investigation of any grievance, representatives of the Association will report to the Superintendent any building being visited and state the purpose of the visit prior to arrival.
- J. The filing of a 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.
- K. Any party in interest may be represented at all stages of this grievance procedure by a person of his/her own choosing, except that he/she may not be represented by an officer, member, or representative of any administrative organization other than the Association. When an Administrator is not represented by the Association, the Association shall be given advance, written notice, and shall have the right to be present and to state its' views, in writing, at all stages of this grievance procedure.

Neither party at any level may be represented by counsel, but reasonable notice shall be given the other party in advance if counsel is to be present.

- L. Records of all grievance procedures shall be maintained by the involved parties, but they shall not be contained in the personnel file of the grievant.

# ARTICLE 19

## NEGOTIATION PROCEDURES

- A. Not later than April 1<sup>st</sup> of the calendar year in which this Agreement expires, the Association must submit, in writing, its desire to negotiate an agreement in accordance with the procedures set forth herein in a good faith effort to reach agreement as stipulated in Act 379 with respect to hours, salaries, and conditions of employment.
- B. Designated representative(s) of the Board shall meet at mutually agreed upon places and times with representative(s) of the Association for the purpose of effecting a free exchange of facts, opinions, proposals, and counterproposals in an effort to reach mutual understanding and agreement.
- C. There shall be one (1)-signed copy of the final agreement for the purpose of record.
- D. In any negotiations, neither party shall have any control over the selection of the negotiating or bargaining representative of the other party, and each party may select its representative from within or without the School District.
- E. It is recognized that no binding contractual agreement between the parties may be executed without ratification by the Rochester Community Schools Board of Education and by the association.
- F. The parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposal, counterproposals and concessions in the course of negotiations or bargaining, subject only to such ultimate ratification. Each bargaining team guarantees to the other that upon agreement at the table, each will enthusiastically endorse acceptance to each of its constituents.
- G. Negotiations between the parties for the purpose of entering into a successor agreement shall commence at least sixty (60) days prior to the expiration date of the Agreement.

## **ARTICLE 20**

### **QUARTERLY MEETINGS**

- A. "Quarterly meetings will be held between the Superintendent/designee and three Rochester Administrators Association members (appointed by the RAA representing each level) to discuss district / building /contract issues".

## **ARTICLE 21**

### **DURATION OF AGREEMENT**

This Agreement shall be effective as of July 1, 2014 and shall continue in effect until the 30<sup>th</sup> day of June, 2017. IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives on this \_\_\_\_ day of September 2014