Southgate Community Schools

AGREEMENT

between the

SOUTHGATE ALTERNATIVE EDUCATION ASSOCIATION MEA/NEA

and the

SOUTHGATE COMMUNITY SCHOOL DISTRICT

September 1, 2026 – August 31, 2028

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PREAMBLE

THIS AGREEMENT entered into on May 26, 2026, by and between the Southgate Community School District, hereinafter referred to as the "School District," and Southgate Alternative Education Association SAEA/MEA/NEA, hereinafter referred to as the "Union."

ARTICLE I RECOGNITION

1.1 The School District hereby recognizes the Union as the exclusive and sole bargaining representative for all full and part time certified teachers, teaching in the adult and alternative education program, [SAEA program] excluding advisors and all others.

1.2 The School District agrees not to negotiate with any teachers' organization other than the Union for the duration of this Agreement.

1.3 The terms "employee" or teacher" when used hereinafter in the Agreement shall refer to all employees in the bargaining unit as defined above.

ARTICLE II PAYROLL DEDUCTIONS

2.1 This Article shall become effective on August 1 of the year the Association notifies the Employer of its intent to implement payroll deduction of Association dues, assessments,
and/or contributions.

2.2 Any bargaining unit employee may voluntarily become a member of the Association. A member of the Association or an employee who has applied for membership may sign and deliver to the Employer a signed form authorizing the payroll deduction of dues, assessments, and/or contributions to the Association. Said authorization if received in a hard copy signed form or an electronically signed form provided by the Association shall be accepted and processed by the Employer.

2.3 The Employer shall process payroll deduction forms received from members within 10 (ten) days of receipt. Such authorizations shall continue in effect from year-to-year unless revoked in writing by the member under procedures administered by the Association. Pursuant to such authorization, the Employer shall deduct one-twentieth (1/20th) of such dues, assessments, and/or contributions from each regular salary check of the bargaining unit member for ten (10) months, beginning in the first paycheck in October and ending on the second pay of July of each year.

If the payroll deduction amounts change within the course of any school year, the Association shall provide to the Employer a payroll change form for any affected member to apply within 10 (ten) days of receipt to any remaining pays per the deduction schedule defined above.

2.4 Upon appropriate written authorization from the bargaining unit member, the Employer shall deduct from the wages of any such member and make appropriate remittance for MEA-FS's MEA-sponsored programs (tax-deferred annuities); MESSA programs not fully Employer-paid, credit union, savings bonds, charitable donations, if MESSA is elected; or any other plans or programs jointly approved by the Association and Employer.

2.5 Upon receipt of authorized payroll deductions for Association dues, assessments, and contributions to the Association, the Employer shall transmit these payments to the Michigan Education Association via provided ACH within 10 days of when the payroll deductions took place.

Accompanying the distribution of payments will be a report indicating the specific categorical (dues, MEA assessment) amounts attributable to each employee with the employee's name, employee ID number (if applicable), payroll ID number (if different than employee ID). The Association will provide an Excel template for the ease of reporting this information. This Association- specific report shall be provided via email to the Association within the 10-day requirement as an Excel

attachment.

2.6 In the event of any legal action against the Employer brought in a court or administrative agency because it complied with this Article, the Association agrees to defend such action, at its own expense and through its own counsel, provided:

1. The Employer gives timely notice of such action to the Association and permits the Association intervention as a party if it so desires and
2. The Employer gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses, and making relevant information available at both trial and appellate levels and
3. The Association shall have complete authority to compromise and settle all claims which it defends under this section.

2.7 The Association agrees that in any action so defended, it will indemnify and hold harmless the Employer from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Employer's compliance with this Article 2, but this does not include any liability for unemployment compensation paid under the Michigan Employment Security Act.

2.8 This provision G. becomes effective immediately upon, and applies to the extent permitted by, either of the following:

1. A decision or ruling by the United States Supreme Court that reverses or limits, in whole or in part, Janus v AFSCME, ___US___; 138 S Ct 2448 (2018).
2. The ratification of an amendment to the United States Constitution that restores the ability to require, as a condition of employment, a public employee who is not a member of a bargaining representative to pay, under any circumstances, fees, including agency fees, to the bargaining representative.

ARTICLE III DISTRICT RIGHTS AND RESPONSIBILITIES

3.1 The District, on its own behalf and on the behalf of the district, hereby retains and reserves unto itself, without limitations, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and of the United States, including, but without limiting the generality of the foregoing, the right:

A. To the executive management and administration control of the school system and its properties and facilities, and the activities of its employees.

B. To hire all employees, and subject to the Provisions of the law, to determine their qualifications and the conditions for their continued employment or their dismissal or demotion, and to promote and to transfer all such employees.

C. To establish grades 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 School District.

D. 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 and nature, subject to the provisions of Article 7.1.

E. To determine and set the school calendar, class schedules, the hours of instruction, and the duties, responsibilities, and assignments of teachers and other employees with respect thereto, and with respect to administrative and non-teaching activities, and terms and conditions of employment.

F. To direct the work force, to assign the type and location of work assignments and determine the number of employees assigned to operations;

G. To determine the size of the work force and increase or decrease its size

H. To hire new employees, to assign and lay off employees;

I. To establish and change work schedules, work standards, and the methods, processes, and procedures by which such work is to be performed

J. To discipline, suspend, and discharge employees covered by the teacher tenure act for any reason not arbitrary and capricious.

3.2 The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the School District, 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 specific and express terms of this Agreement and then only to the extent such specific and express terms are in conformance with the Constitution and laws of the State of Michigan, and Constitution and laws of the United States.

3.3 Digital copies of this Agreement shall be made available by the School District and posted publicly on the district website within thirty (30) days of ratification. The Union accepts full responsibility for the distribution of the Agreement and the orientation of its membership as to the provisions.

ARTICLE IV UNION AND TEACHER RIGHTS

4.1 The Union may use school rooms or multipurpose rooms without charge when not otherwise occupied from Monday through Friday during the period that school is in session and when custodians are normally in the building. If it is necessary to open a building especially for the Union, the fee charged will cover only the cost of the custodial services, plus a charge of $15.00 for each use of a gym or auditorium unless such charge is waived by the Superintendent. The Union shall be liable for damages to school property in the area being used by the Union, if caused by the Union's use. All applications for the use of school buildings will be made in writing to the Superintendent at least two weeks prior to the date of intended use whenever possible.

4.2 Duly authorized representatives of the Union shall be permitted to visit school premises to transact official Union business at reasonable times, provided that this shall not interfere with or interrupt normal school operations or activities. Such union representatives shall first notify the Building Administrator.

4.3 Computer and copying facilities will be made available to the Union for their use after school hours, for the purpose of producing official association notices, announcements and other such items of an official and professional nature. The Union shall pay for the reasonable cost of all materials and supplies incidental to such use and shall, upon request, provide the building administrator with a copy of the notice, announcement, etc. signed by an officer of the Union.

4.4 The Union shall have the use of bulletin boards in each faculty lounge. The School District reserves the right to also post notices, informational material and other communications they deem necessary on the same bulletin boards. The Union building representatives shall be responsible for the posting of Union material and the content thereof.

4.5 The School District agrees to fulfill any reasonable request for available information concerning the financial resources of the School District, tentative budgetary requirements and allocations, and such other available information as will assist the Union in developing accurate, informed and constructive proposals, together with such available information that may be necessary for the Union to process efficiently any grievance in the grievance procedure.

4.6 The Union shall have the right through its building representatives to place material relating to the official business of the Union in the teachers' mailboxes. Material libelous to the School District employees or Board of Education members shall not be permitted and a copy of all material placed in teachers' mailboxes, signed by an officer of the Union, shall be provided by the Union to the building administrator before being distributed.

In order to facilitate a more harmonious implementation of the teachers' contract, a conference may be arranged once a month between the Union and the Superintendent and/or designated representative within five (5) days of the request of either party. A special conference may be arranged by mutual consent of both parties. Arrangements for such conferences shall be made in advance and an agenda of the matters to be discussed shall be presented at the time that the conference is requested. Matters discussed during this conference shall be restricted to those items listed on the agenda. Conferences under this subsection will be at no cost to the School District, if held outside of regular duty hours.

4.7 The Union shall be advised by the School District of any new or modified budgetary or tax programs under consideration, and the Union shall be given an opportunity to consult with the School District with respect to the proposed annual budget prior to its adoption and general publication. The authority to adopt all parts of the annual budget of the School District resides exclusively with the Board of Education and shall not be the subject of mandatory negotiation with the Union, nor subject to any proceeding under the grievance procedure.

4.8 The Union shall have the right to be heard at all regular School Board meetings and shall be placed on the agenda under the heading "Employee Representatives". Agendas and all supporting documents not considered restricted information, for all School Board meetings will be made available to the President. The School Board will have the option of tabling any new items brought forth by the Union until such time as it has had ample opportunity to acquaint itself with all the facts pertaining to such items, preferably no later than the next regular School Board meeting. In order to improve communications, copies of all School Board minutes shall be made available to the President and be posted online no later than one week from the time of approval.

4.9 The Union President, or designee, shall be granted a maximum of nine (9) school days each year of this Agreement, without loss of salary, for the purpose of attending to Union business. The Union President must notify the Building Administrator of the Union business two (2) school days prior to the absence and no more than three (3) consecutive school days may be taken at one time. The President may request an additional nine (9) days, without pay, from the Superintendent, or designee. If additional days are granted, then the Union shall promptly pay the School District for the cost of the substitute teacher. It is expected that this time will be used to benefit both the Union and the District by improving personnel relations.

4.10 In the event that a teacher transports a student for a school related activity, the district shall indemnify the teacher from any liability. For such purpose, the district may provide evidence of such indemnification through its master insurance policy covering teachers.

4.11 Pursuant to the Michigan Public Employment Relations Act, as amended, MCLA 423.201et. seq.; MSA 17.455(1) et. seq., (PERA), the Employer hereby agrees that every bargaining unit member shall have the right to

freely organize, join, and support the Association and to engage in lawful concerted activities for the purposes of collective bargaining or negotiations and other concerted activities for mutual aid and protection.

As a duly-elected body exercising governmental power under color of law of the State of Michigan, the Employer undertakes and agrees that it will not directly, or indirectly, discourage or deprive or coerce any bargaining unit member in the enjoyment of any rights conferred by PERA, or other laws of Michigan or the United States of America, or the Constitutions of Michigan and the United States of America; that it will not discriminate against any bargaining unit member with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in the Association; his/her participation in any activities of the Association or collective negotiations with the Employer; his/her institution of any grievance, complaint' or proceeding under this Agreement, or applicable law or regulation, or otherwise with respect to any terms or conditions of employment. No bargaining unit member shall be prevented from wearing insignia, pins, or other identification of membership in the Association at any time by the Employer.

The bargaining unit members shall be entitled to full rights of citizenship, and no religious or political activities of any bargaining unit member or lack thereof shall be grounds for any discipline or discrimination with respect to the employment of such bargaining unit member. The private and personal life of any bargaining unit member is not within the appropriate concern or attention of the Employer unless illegal or creates a negative impact on the workplace.

4.15 The Employer agrees that it will in no way discriminate against or between bargaining unit members covered by this Agreement because of their race, creed, religion, color, national origin or ancestry, age, sex, sexual orientation, marital status, physical characteristics or handicap, place of residence, or any other legally protected category.

ARTICLE V TEACHING LOAD

5.1 Prior to the opening day of school, the Superintendent will issue the starting and closing times for all the schools. Monday - Friday classes. The starting and closing times shall be scheduled between the hours of 8:30 a.m. and 3:00 p.m. Evening classes shall be scheduled from 4:30 p.m. – 8:30 p.m. for Adult Education.

Permission for earlier leave may be granted by the Building Supervisor. Starting times and closing times will be posted in the teacher's lounge.

5.2 Daily Schedule is attached as Appendix F

Teachers shall have duty-free lunch periods equal to a student lunch period. Administration shall notify and discuss any necessary changes to the daily schedule with SAEA leadership prior to making changes to the schedule.

5.3 DAILY SCHEDULE

Adult Education:

The weekly full-time teaching schedule for SAEA adult education teachers shall consist of a range of not less than six (6) – 64 hour per semester classes to not more than ten (10) – 64 hour per semester classes or equivalent (384 hours of instruction per semester is considered a full-time schedule). Those employees working such a schedule shall be considered full time. Flexible weekly teaching load assignments may be implemented upon the agreement of the Director and the Union. Those employees working a comparable number of hours shall be considered full time.

Adult Education Teachers are required to attend staff meetings at the assigned time as part of their class pay.

Alternative Education:

The weekly teaching schedule of an alternative education teacher shall be Mondays – Fridays, with the following schedule:

Monday	8:15 – 4:00 p.m. – Includes 45 min. (3) PLC/(1) Staff Meeting
Tuesday	8:15 – 3:30 p.m. – Includes student contact time, 30 min.
Wednesday	8:15 – 3:30 p.m.
Thursday	8:15 – 3:30 p.m. – Includes student contact time, 30 min.
Friday	8:15 – 3:00 p.m. – Sync. Virtual Day

PLC (Professional Learning Communities) will include administrator-facilitated instructional work and collaborative planning time.

Alternative education teachers are responsible to teach the full schedule.

Alternative education teachers may request to teach up to four adult classes per term, compensated at the adult education per-class rate. Assignment to teach these adult education classes are at the discretion of the administrator.

5.4 It should be the goal that teachers not be assigned more than three (3) different subject preparations per week. In the event a teacher is assigned more than four (4) subject preparations, the teacher and administration shall meet and confer to discuss the reasons for exceeding such goal.

A teacher who is assigned more than three (3) preparations simultaneously in any semester will receive, in addition to their salary for each such additional preparation in that semester the sum of Six Hundred Dollars ($600) in the case of a teacher at the Bachelor's level and Six Hundred and Fifty Dollars ($650) in the case of a teacher at the Master's level.

Alternative education teachers who request and are assigned to teach adult education classes in the evening will not have adult education classes considered in the extra prep calculation.

5.5 No teacher shall be assigned to supervise a student teacher without the consent of the teacher.

5.6 Should a teacher be required to provide additional time outside the teacher's regular schedule for a student, the teacher shall be compensated at their hourly rate for such time. If a teacher volunteers to provide additional time, the teacher will not be compensated.

5.7 The hourly rate for activities such as substitute teaching will be $35 per hour. The hourly rate for summer school shall be $25 per hour.

5.8 The professional development calendar for SAEA will include three full days before the start of the new school year and two days during the school year. The dates for all PD shall be determined by mutual agreement between SAEA and the District and shall not increase the total number of teacher workdays beyond 158.

5.9 Adult Education ESL day classes will be scheduled Monday through Friday, with in-person requirements for all five days, when off-site satellite instruction is part of the ESL program. Adult Education ESL teachers who work a full, daytime schedule, will be compensated using the Alternative Education Salary Schedule, with the option to be paid 20 or 26 equal pays.

ARTICLE VI STUDENTS WITH DISABILITIES AND SPECIAL NEEDS

6.1 Both parties agree that teachers and administrators will actively seek assistance for students with disabilities or special needs. The seeking of such professional assistance shall not reflect upon the teaching ability of said teachers(s).

ARTICLE VII TEACHING CONDITIONS

7.1 The School District recognizes that appropriate texts, maps, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, standardized tests and questionnaires, safety equipment, and similar materials are the tools of the teaching profession. The administrator(s) and their staffs shall confer, upon request, at least once a year for the purpose of improving the selection and use of such educational tools. The School District shall continue to keep the schools reasonably and properly equipped and maintained insofar as financially feasible.

7.2 Teachers shall have the use of available computers and all duplicating and copying equipment in the building for preparation of instructional material. All damaged and malfunctioning equipment shall be reported to the building Administrator immediately for proper maintenance and repair.

7.3 The School District shall make available in each school at least one room, cleaned daily, appropriately furnished, which shall be reserved for the use as a faculty lounge. A refrigerator and microwave may be installed for the use of the teachers at no expense to the School District, and it will be the responsibility of the Union to keep this equipment clean. A work table or desk and an available computer shall be provided in either the faculty lounge or other work room provided in the building. The furnishings shall be cleaned, repaired yearly, and replaced if necessary.

7.4 Telephone facilities at SAEA sites shall be made available to teachers for their reasonable use for transaction of school business in each room.

7.5 The School District will continue to provide off-street parking facilities where they now exist, adequately maintained, for teachers use.

7.6 The School District will provide for each teacher a desk, storage, and access to a working computer, printer, and current grading software.

7.7 Lesson plans shall be submitted at administration's request. Call logs must be submitted weekly.

7.8 Teachers and/or students shall not be required to do major repair work or replacement work on property and equipment.

7.9 The School District and the Union mutually recognize the importance of continuous use of adequate teaching reference material in maintaining a high level of professional performance. In furtherance of that recognition, the School District shall provide within financial means a teacher reference area in each school or online.

7.10 Announcement of all professional workshops and conferences shall be emailed to staff.

Upon approval of the Administration and Superintendent and within budget limitations, a teacher may be permitted to attend and participate in a professional conference or workshop, and the School District will pay the teacher's reasonable expenses, such as registration fees, transportation, meals, and lodging.

7.11 Whenever possible, teachers with laboratory preparation will have access to the facilities of their rooms. The final determination will be made by the Director.

7.12 Recognizing the importance of School-Community relations, teachers are expected to help plan, attend and participate in parent-teacher meetings, open houses, school programs, and activities as part of their professional responsibility and commitment to school improvement.

Parent conferences will be held once each semester on a day mutually agreed upon from 4:00 p.m. until 7:00 p.m. on a date designated in the predetermined school calendar.

7.13 School rooms will be used for school functions first rather than released for other purposes. No rooms used for other purposes shall be allowed to disturb or disrupt in any way rooms used for classes in session.

7.14 Teachers may be required to sign in at the time of arrival at the building and may be required to sign out at the time of departure. Teachers will also sign out for all field trips and will sign out when taking students out of the building.

7.15 A teacher engaged during the school day in any professional grievance hearings, including arbitration, shall be released from regular duties without loss of salary or accrued days for that time.

7.16 No student shall have access to teachers' keys or key fob. Teachers shall immediately report any lost keys or key fob to their Building Principal or Supervisor.

7.17 Scheduling of all weekend or holiday use of a building by a teacher or coach shall be in conformance with existing School District policy.

7.18 Teachers and children will be relocated within the building by the Principal or relocated/sent home by the Principal with the approval of the Superintendent when room temperature, ventilation, or other condition becomes incompatible with health and/or safety.

7.19 Teachers will be responsible for hallway supervision five (5) minutes before and five (5) minutes after school.

7.20 The creation and preservation of a safe, healthful, quiet, and comfortable classroom and general school facilities are necessary for the best interests of the children, the teachers and the furtherance of the educational process. Should

the Union feel the above are inadequate or inadequately maintained, notice shall be given to the Building Administrator for review.

7.21 Both teachers and the School District recognize the need for trust and cooperation in order to deal with school improvement activities. The process of site-based decision making and school improvement will be a cooperative effort using problem solving and a win-win philosophy. It is agreed that the basis for decisions will be the underlying standard, "What is best for students," and that the participation of teachers, administrators, parents, and other community members is necessary to become an exemplary school district and to meet the goals of the District's mission statement. A School Improvement committee may not modify the Master Agreement in whole or in part except by mutual written agreement by the Union and the Board.

7.22 Teachers shall not smoke on school property.

7.23 Teacher Professional Development. The district will provide each teacher with thirty (30) hours of District provided professional development activities.

It is agreed that the employer shall provide paid professional days for no less than 30 hours. Teachers shall observe all requirements for completion and submission of documents verifying professional development. The employer shall file the appropriate forms with the State of Michigan Department of Education to ensure the teachers may apply for continuing education units (SCECH's) for such days.

7.24 Teachers will be required to attend Honors Night and Graduation. Caps and Gowns will be worn at graduation. The District will provide caps and gowns free of charge. Asher staff understand that Atlas/Asher online students are part of the Asher campus and will be recognized in Honor's Night and Graduation.

7.25 All teachers will be required to report on three (3) testing days to administer testing.

ARTICLE VIII TEACHER PERSONNEL FILES

8.1 The District has adopted an evaluation process applicable to all teachers in the District. Assurances are available on the district web site. Copies may be downloaded on-line.

8.2 Upon teacher's request, the teachers shall be advised by the administration of the nature, purpose and location of all files that exist in the school system that may contain material pertaining to the teacher. Each teacher shall have the right, upon request, to review the contents of his/her own personnel file. A representative of the Union may, at the teacher's request, accompany the teacher in such a review. The review will be made in the presence of the Administrator responsible for the safekeeping of such files. Only privileged information such as confidential credentials and related personal references normally sought at the time of employment are exempted from such review. The Administrator shall remove such credentials and confidential reports from the files prior to the review of the file by the teacher.

8.3 No material shall be placed in the teacher's personnel file unless a teacher has had the opportunity to read the material. The teacher shall acknowledge that he/she has read such material by signing his/her name to the actual copies to be filed, with the understanding that such signature signifies that he/she has read the material to be filed but does not necessarily indicate agreement with its content. The teacher shall have the right to answer in writing, with signature affixed, any material filed and the answer shall be attached to all copies. No material derogatory to a teacher's conduct, service, character, or personality which is not in the file shall be used against the teacher in recommendations to other schools' positions.

8.4 The teacher shall be permitted to add any professional evaluations or documents to his/her personnel file if so desired.

8.5 Reproduction of materials in the teacher's personnel file may be made with the exception of the initial and confidential employment materials and at no expense to the School District.

8.6 If a teacher wishes to release the information in his/her personnel file, excluding the initial employment materials, at the building level or Central Office, to any Union Representative or agent acting on the teacher's behalf, the teacher shall request the release in writing, with signature affixed, to the Administrator directly involved with the safekeeping of such records and files.

ARTICLE IX DEPARTMENT COORDINATORS

There shall be established throughout the district the following department positions based on the following criteria:

9.1 Prior to June 1 of each school year, the administration shall select department heads for the following school year as follows:

A. English
B. Mathematics
C. Science
D. Social Studies
E. Electives/High School Completion (HSC)/Learning Center
F. GED
G. Adult Basic Education (ABE)/ ESL

9.2 The responsibilities of the department heads shall be:

A. To communicate and be a liaison between the department and the administration.

B. Submit annual department curriculum review and improvement plan.

C. Be aware of new texts, equipment, materials, etc., and relay the information to the staff of the department.

D. Budget and coordinate orders for the department. Keep inventory of texts and equipment.

E. Be available to assist departmental members in solving instructional and other problems as they arise and to recommend personnel to help orient new teachers.

F. Represent the department in school improvement teams and professional meetings in department's subject areas and report back on action items.

G. Work with the administration and other department coordinators on general school problems. Seek to coordinate all departments in order to best satisfy the needs of all students in our schools.

H. Shall consult in teacher assignments within the department.

I. Track and report progress on department goals aligned to the School Improvement Plan.

J. Identify and recommend relevant professional development opportunities for team members.

9.3 Salary for department heads shall be listed in Appendix B and shall be paid to those chairpersons in departmental positions which may be approved by the School District.

With administrative approval, department heads may call for department meetings with hourly compensation for teachers in attendance, excluding department heads, not to exceed four (4) hours annually at the rate of thirty ($30) dollars per hour to be paid during the pay period, which the meeting occurs.

ARTICLE X POSTING PROCEDURE

10.1 When administrative or teaching vacancies or new positions occur during the regular school year or summer school positions the Human Resource director or designee shall send a district all staff email announcing the vacancy (sgate email account).

10.2 Staff will be notified of assignments two weeks prior to the end of the previous semester.

10.3 Current union members should be considered first for new teaching vacancies (that they are qualified for) prior to considering external applicants.

ARTICLE XI STAFF SENIORITY

11.1 Seniority shall date from a teacher's first day worked at SACE. Seniority shall be defined as the total years of service as an employee to the School District in a teaching capacity commencing from the first day worked as a certified teacher in the SACE program, excluding all substitute teaching work whether day to day or permanent. In the event more than one regular contractual teacher has the same first day worked, the School District shall conduct a drawing within ten (10) days after notification by the Human Resources to determine the priority on the seniority list. A representative of the Union shall be present at the drawing.

11.2 In case that future staff reduction is necessary, staff will be given reasonable notification in writing.

ARTICLE XII EMERGENCY LEAVE DAYS

The School District and the Union recognize that leave days are provided for the welfare and protection of the teachers and discourage their abuse as a disruptive force in the educational program of the School District.

SICK LEAVE

12.1 Adult Education

All adult education teachers shall receive sick leave based upon their teaching assignment. Teachers shall receive five (5) hours of sick leave for each 64-hour course they teach per semester or equivalent. Unused hours shall be advanced at the beginning of each semester to be used for illness. Any unused portion of these sick days shall be allowed to accumulate to one thousand one hundred (1,100) hours and be available as sick days in future years.

At the beginning of each school year, each teacher shall have reserved by the Board a bank of Five Hundred Dollars ($500.00). When a teacher uses a sick leave day or a personal day, Fifty Dollars ($50.00) will be deducted from the bank. At the end of the school year, the teacher shall be paid the money form his/her bank as offset by her/her use of sick leave.

Alternative Education

Alternative education teachers shall receive nine (9) sick days per year for the days worked during the alternative schedule and may only be used during the alternative education schedule in no less than half-day increments. All references to hours shall only be applicable to adult education schedules. Alternative education teachers shall be permitted to convert banked hours to banked sick days at a rate of 7 hours for 1 day. Sick days may accrue to a cap of 167 days. Alternative education teachers who request and are assigned adult education classes shall be permitted to retain a bank of up to 40 hours for sick leave taken while teaching adult education. This bank may not accrue to more than 365 hours. Sick hours for these classes will accrue in accordance to contract terms for adult education.

12.2 Teachers may use sick leave, when necessary, as follows:

A. Personal illness or injury in the immediate family group residing with the teacher and/or personal illness or injury to the mother, father, mother-in-law, father-in-law and children.

B. Quarantine or exposure to contagious disease which may endanger the health of the pupils and employees.

12.3 Employees reporting at the beginning of their work periods who leave any time after because of illness shall be charged sick hours rounded down to the next whole hour for the duty time they miss.

12.4 When an employee is unable to report to work on a scheduled workday, he/she shall contact the district by using the district's current absent reporting procedures, no later than one (1) hour prior to his/her start time except in case of emergency. In addition, the employee shall send an email notification to the building administrator and the building administrative assistant within the same timeframe.

12.5 Emergency calls made later than sixty (60) minutes before reporting for work are to be made directly to the Building Administrator and to the district's current absence reporting system.

12.6 A teacher returning from a paid sick leave will be assigned to his/her previous position if the position is being held by a substitute teacher and the teacher returns to work in the same school year that the leave was granted. If the position is being held by a regular contract teacher, then the teacher will be returned to a position and, when not educationally disruptive, to his/her previous position.

12.7 Teachers who are aware of expected absence due to scheduled surgery should notify the School District of the expected date of absence at least 30 days in advance for scheduled surgery, where possible.

12.8 A teacher who is absent for five (5) consecutive work days may be required to submit a physician's statement, at the teacher's expense, verifying the illness or disability. The School District may require additional medical statements, at the teacher's expense, on a monthly basis. Before returning to work, a teacher shall be required to submit a physician's statement, at the teacher's expense, certifying the teacher's ability to return to his/her normal duties.

12.9 Upon notice to the Union, the School District may require a teacher, at the School District's expense, to be examined by a District-appointed hospital, physician or other trained professional, to determine if the teacher is disabled or ill. The School District will utilize either Henry Ford Hospital and its facilities, U of M Hospital, St. Joseph Hospital of Ann Arbor, Harper-Grace Hospital, and Oakwood Hospital and facilities and physicians and professionals associated or admitted to practice in these hospitals; or hospitals, physicians and professionals of like quality and reputation.

12.10 In addition to the teacher authorizing such examinations as the physician or professional deems necessary, the teacher shall permit any School District appointed physician or professional to secure copies of his/her pertinent medical records. If the teacher is placed on an involuntary medical leave of absence, or if an involuntary medical leave of absence is being considered by the School District, and the teacher and Union dispute the medical evidence, the School District and Union shall jointly agree upon a hospital, physician or other trained professional to conduct further examinations. The cost of the neutral hospital/professional shall be shared equally by the School District and the Union. Upon the joint agreement of the Union and School District, the neutral hospital/professional provisions of this Section may be utilized before the teacher

is examined by a School District appointed hospital/ physician or another trained professional.

12.11 A teacher's whose personal illness extends beyond the period compensated under Article 12.1 shall be granted a personal health leave, provided the teacher has submitted written medical documentation by the attending physician that the leave is necessary, and the leave is for one full semester, one full school year, or the balance of the school year. All leaves of absence under this Section will be without pay and fringe benefits (except as provided by law) and shall be governed by the provisions of Article 13.4.

ARTICLE XIII LEAVES OF ABSENCE

13.1 Short-term leave of absence with pay, not chargeable against the teacher's accumulated sick leave days, shall be granted according to the provisions set forth below:

A. A maximum of five (5) days per school year for each death in the immediate family - father, brother, husband, son, grandparents, mother, sister, wife, daughter, grandchildren, in-laws (father or mother, brother or sister, son or daughter) and any dependent as described by Internal Revenue returns for tax purposes. An absence of one (1) day per school year for a death not covered by the definition of "immediate family" above with approval of the Superintendent of Schools or designee.

B. Absence when a Judicial Leave: Any bargaining unit member called for jury duty, or who is subpoenaed to testify during work hours in any judicial or administrative matter shall be paid his/her full compensation and benefits for such time. An employee shall provide documentation of attendance.

C. Time necessary to take the selective service physical examination.

D. Court appearance as a nonparty, subpoenaed witness or as a party defendant when the lawsuit is incident to the teacher's employment. The teacher must provide documentation verifying the dates of leave upon return from leave. Court appearances that result from the Union and/or teacher filing an action against the School District and/or Board of Education, and court appearances as a party defendant when the teacher is found or pleads guilty/no contest or when the teacher is found liable for intentional tortious conduct (e.g., assault and battery), shall be excluded from coverage under this Section, but the teacher may use personal business days.

13.2 Leaves of absence shall be granted consistent with the Family Medical Leave Act (FMLA).

13.3 The following long-term leaves of absence may be granted by the School District, for a period up to two (2) years, without pay or fringe benefits, according to the provisions set forth below:

A. To a teacher elected to a full-time public office or as an officer of the MEA or NEA provided that he/she has requested the leave in writing before June 30 of the year the leave is to commence and the leave is for one (1) term of the office.

B. A family care leave of absence to care for a sick husband/wife, son/daughter, provided the teacher has submitted written medical documentation by the attending physician that the leave is necessary and consistent with provisions under FMLA, for one (1) full semester, one (1) full school year or the balance of a school year/semester.

C. A child care leave of absence to care for a teacher's newborn child or newly adopted child, provided the teacher has submitted a written request for the leave sixty (60) calendar days prior to the date of expected birth or, in the case of adoption, as soon as possible, and the leave is consistent with provisions of FMLA, for one (1) full semester, one (1) full school year or the balance of a school year/semester. If a teacher's leave of absence is for one (1) full school year, or the balance of a school year, then an additional one (1) full school year will be granted if requested in the original application form.

D. A teacher accepted in the Peace Corps, Vista, Bureau of Indian Affairs, American Dependent School, Foreign Exchange Program, or any other federally funded teaching program for a period of up to two (2) years.

1. Study related to the teacher's field of certification for a period of up to two (2) years.
2. Study to meet eligibility requirements for certification other than that held by the teacher for a period of up to two (2) years.
3. Study, research or special training assignment involving benefits to the school system for a period of up to two (2) years.
4. Cultural travel and work experience related to education for a period of up to two (2) years.

13.4 All leaves of absence under Section 13.2 and 13.3 shall be governed by the following additional provisions:

A. Teachers requesting leaves of absence shall complete the leaves of absence application form as set forth in Appendix G. The Union shall receive a copy of all approved leaves.

B. Teachers granted a leave of absence must send a written notice of intent to return from the leave prior to the first Monday in October or the first Monday in March specified in the Leaves of Absence Application Form set forth in Appendix E. Any teacher on leave who fails to timely provide the written notice of intent to return or request an extension, by the date specified in the Leaves of Absence Application Form, shall be considered terminated and the School District shall have no further obligations to said teacher. If a teacher is not terminated, or if the termination is set aside or is held invalid, then the teacher shall have his/her seniority date set back to zero and shall be treated for seniority purposes as a new employee.

C. A teacher on an approved leave of absence shall be considered an employee of the School District. During the approved leave of absence, the teacher may continue hospitalization coverage, if allowed by the current provider as negotiated at the same person rate, by paying to the School District the cost of the monthly premium.

13.5 Upon the Superintendent or designee's approval, a teacher may be granted a leave of absence for visitation at other schools or to attend educational

conferences or conventions.

13.6 Personal leaves of absence, not covered by the other provisions of this Article, may be granted by the School District upon such terms and conditions as the School District may determine in its sole discretion. Leaves of absences less than one semester shall be agreed upon by the teacher and School District. Leaves of absence for one (1) semester or more shall be agreed upon by the School District, teacher and Union.

13.7 Adult Education:

All adult education teachers shall receive personal leave based upon their teaching assignment. Teachers shall receive one and a half (1.5) hours of personal business leave for each sixty-four (64) hour class taught per semester or its equivalent. Personal hours may not be used to extend a scheduled break. Any unused personal leave hours shall be converted to accumulated sick leave at the end of the school year.

Notification for such leave shall be given to the building director one (1) day in advance when possible.

Alternative Education:

Alternative education teachers shall receive 2.5 personal business days per year. Unused personal business days shall convert to sick days at the end of the year. Alternative education teachers who request and are assigned adult education classes do not receive personal business time for the assignment.

13.8 Sabbatical Leave.

A. Authorization.

1. Sabbatical leave of absence may be granted to members of the teaching staff of the Southgate Community School District. The granting of such leaves is subject to the approval of the Board upon recommendation of the Superintendent, when in its considered judgment the professional competence of the staff member and the general welfare of the public schools will be benefited.
2. The rules and regulations of the Southgate Community Sabbatical Leave Program are authorized and shall be interpreted in accordance with the Michigan Statutory provisions and any amendments thereto.

B. Eligibility and Qualifications.

1. Any teacher employed by the Southgate Community School District who meets the qualifications shall be eligible to apply for Sabbatical Leave subject to the following conditions and requirements:
   a. Applicant holds a Professional Certification and a Master's Degree

   b. Applicant must have seven (7) consecutive years of effective or highly effective service as a full-time employee in the

Southgate School District. A leave of absence without pay, granted by the Board, shall not be deemed a break in continuity of service required by this section.

c. A Sabbatical Leave may be granted for a period of not less than one (1) full semester or for more than two (2) full consecutive semesters.

d. The applicant signs an Agreement to return to service with the Southgate Board of Education immediately upon termination of Sabbatical Leave and to continue in such service for a period of two (2) years (unless causes beyond the teacher's control).

C. Purposes of Sabbatical Leave.

1. Sabbatical Leave is given to teachers to permit them to improve their ability to render educational service. Such improvement is usually achieved by formal study and/or research. Applications for Sabbatical Leave or other types of experiences will be considered on their merits and may be approved by the Board of Education upon the recommendation of the Superintendent.
2. The following information shall be presented in the application as evidence of the employee's plan to fulfill the purposes of the leave:
   a. For Formal Study - A program of work should be outlined which will qualify the applicant for a higher credential in his/her profession or a program of recognized courses relating to the present or prospective service of the applicant in his/her profession.
   b. For Research - the proposed project shall be outlined and approved in relation to the present or prospective service of the applicant in his/her profession.

D. Applicant Requirements and Procedures.

1. Application for Sabbatical Leave must be filed on the prescribed forms with the Superintendent. The due date of such forms shall be February 1 for leave beginning with the first semester and September 15 for leaves beginning with the second semester. Notice shall be given to the applicant within fifteen (15) days of filing in cases when applications are rejected by the Superintendent. Forty-five (45) days after due date, the Board shall notify the applicant of their decision.
   a. Approval of a Sabbatical Leave by the Board will be contingent upon securing an employee qualified to assume the applicant's duties.
   b. A Sabbatical Leave, once granted, may not be terminated before the date of expiration.

E. Reports Required on Sabbatical Leave.

1. An employee on Sabbatical Leave shall report to the Superintendent as follows:

a. An interim report shall be filed at the midpoint of the period for which the leave is taken. This report shall contain sufficient information to enable the Superintendent to determine that the leave is being utilized in the approved manner.

b. A final report shall be filed with the Superintendent including the names of the institutions attended, courses pursued, credits received, experience gained, together with the applicant's appraisal of the professional value of the activities while on leave and the manner in which the knowledge and experiences gained may be applied to the benefit of the School District.

c. The Superintendent may require, and the employee shall promptly furnish such additional 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 shall find that 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 immediately due and all future payments shall cease. When an employee completes the planned program of the leave, but does not return to service with the Southgate School District, the teacher shall, within one (1) year, repay the Board the amount received during the Sabbatical Leave.

F. Requirements and Status Upon Returning from Sabbatical Leave.

1. At the expiration of a Sabbatical Leave, the employee shall be restored to the previously held position or to a position of like nature, seniority, status, and pay; provided, that the employee remains eligible for reinstatement under other rules and regulations of the Board.

2. If an employee does not remain in the employment of the Southgate Community School District for two (2) years immediately following a Sabbatical Leave, the teacher shall, within two (2) years, repay the Board the amount of money which has been granted. This rule does not apply in cases where the person becomes incapacitated to work.

ARTICLE XIV DISCIPLINE OF PERSONNEL

14.1 The District has a responsibility to apply progressive discipline for a reason that is not arbitrary or capricious in the following sequence:

A. Verbal warning or verbal reprimand
B. Written warning or written reprimand
C. Suspension with loss of pay
D. Discharge

When appropriate, the District may use a counseling memo to address concerns. Counseling memos shall not be included in the member's personnel file.

14.2 The parties recognize that the seriousness of the teacher's conduct may provide for the acceleration of the progression of discipline.

14.3 The District and the Association agree to the following investigative rights and responsibilities:

A. All investigations shall be approached with an assumption that members are professional and act in the best interest of students and the District.
B. The Board shall not discriminate against any employee on the basis of race, creed, color, national origin, gender, age, marital status or membership or participation in union activities.
C. Any member shall be provided with written notice of their right to representation in any disciplinary meeting or investigatory meeting that may lead to disciplinary action.
D. Where possible, complaints made against a bargaining unit member that may lead to investigative action shall be provided to the member within five (5) business days. The District shall have no obligation to inform the member of every complaint made.
E. The District has the right to place any bargaining member on paid administrative leave during an investigation.
F. The District shall make every effort to thoroughly investigate any complaint that may lead to disciplinary action including, but not limited to:

    a. Identifying the complaining party and providing access to the statements made.
    b. Identifying and interviewing witnesses that are produced by both the complaining party and the member.
    c. Establishing an expectation of confidentiality by both the complaining party and the member and outlining the consequences of retaliation.

G. Discipline shall be administered if a preponderance of the evidence demonstrates that the behavior violated board policy, written administrative regulations, professional or legal standards, work or contract rules, or administrative direction.

H. Written discipline shall explicitly include the misconduct, supporting authority, correction, timeline for correction, and risk of future disciplinary action if the correction does not take place.

I. Copies of disciplinary action shall be placed in the personnel file, with copies provided to the member and the Association. Upon the teacher's request, and in his/her presence, a complete review of one's personnel file shall be made with respect to charges. At the teacher's request, a representative may be present.

14.4 All investigations conducted by the District are done for the purpose of determining the responsibility of the employer to engage in employment status decisions. Established, mutually-supportive investigative procedures may be reviewed and revised through available contract maintenance processes.

14.5 Both parties recognize and understand that both teachers and administrators shall demonstrate the highest standards of ethical and professional conduct in the presence of students. During the referral of a student discipline problem, at no time shall a teacher be placed in a position of having to defend him or herself outside the privacy of the administrator's office.

14.6 If the District believes that it must act as mandatory reporter or that criminal activity has taken place, it shall file a CPS report and contact local authorities. In such a situation, the District shall alert the Union President and MEA representative and allow all parties to secure appropriate representation before collecting statements from the member.

14.7 All discipline that is three (3) years or older may be expunged from the personnel file, subject to prevailing law. Investigative notes, email communications, or any other evidentiary support for discipline may not be included with discipline that is added to personnel files. Discipline may not be specifically referenced in evaluation; however, this does not limit the District's right to address underlying patterns of concern also addressed in discipline.

14.8 The grievance process may be utilized for disciplinary action; however, only discipline resulting in the loss of pay may be advanced to arbitration.

14.9 Upon the teacher's request, and in his/her presence, a complete review of one's personnel files will be made with respect to charges. At the teacher's request, a representative may be present.

ARTICLE XV CONTINUITY OF OPERATIONS

15.1 When severe weather makes it impractical to hold regular classes, school closings will be announced over Alert Now or similar program.

15.2 SAEA members will be paid on days cancelled by the District. Days lost due to bad weather shall be rescheduled if required by law, with no additional pay for rescheduled time.

15.3 Hazardous conditions in a limited area of the district due to flooding or other unsafe road conditions shall be taken into consideration in the closing of the individual schools. If days have been lost due to emergencies, additional days will be scheduled to meet State minimum requirements for student attendance. If additional days must be added to meet State minimum requirements, then the Union and the School District Negotiator will meet to discuss the scheduling of additional days. The integrity of the calendar will be retained as much as possible.

ARTICLE XVI SCHOOL CALENDAR

16.1 District and SAEA leadership shall jointly develop the school calendar annually in compliance with state and county regulations. The SAEA calendar for alternative education shall be one hundred and fifty-eight (158) workdays, inclusive of professional development and testing days. The SAEA calendar for adult education shall be one hundred and fifty (150) workdays, inclusive of professional development and testing days.

ARTICLE XVII PROFESSIONAL COMPENSATION

17.1 The salary of teachers covered by this Agreement are set forth in Appendix A, which is attached to and incorporated in this Agreement.

17.2 Pay period: Adult Education

Adult education teachers shall be paid in 10 pay periods per semester for the school year.

Pay period: Alternative Education

Alternative education teachers shall have the option to spread base salary pay over 26 pays. Alternative education teachers who teach additional adult education classes will receive payment for these classes by semester, paid in 10-pay periods per semester.

17.3 A salary increment shall be granted at the start of each school year.

17.4 The extra duty assignment and pay of teachers covered by this Agreement are set forth in Appendix B, which is attached to and incorporated in this Agreement.

17.5 When it becomes necessary for a teacher to take an additional class period or portion of a class period because a substitute teacher cannot be obtained, additional pay will be at $35.00 per hour.

17.6 The School District recognizes that it is desirable to give priority to substitutes with full certification when filling the needs brought on by the absence of teachers.

17.7 The teacher's copy of record earnings and deductions shall include the teacher's name, total year's earning to-date, the deductions to-date for federal income tax, FICA, retirement, and state income tax, as well as the normal bi-weekly earnings and personal deduction amount. Remuneration earned above the basic contractual salary shall be paid at the end of the activity or assignment (to follow past practices), excluding conference/preparation hour pay.

17.8 In order to receive compensation for college hours earned, a teacher must submit either an official transcript of credits or an official grade report from the college or university at which the teacher is earning his/her degree. This must be in the Human Resources office prior to the review. Earned credits shall be reviewed twice a year - October 31 and April 30. Credits submitted by October 31 will earn 100% of the contracted amount. Additional credits submitted between November 1 and April 30 shall earn 50% of the contracted amount for that school year and 100% for the subsequent years. Said adjustments shall be retroactive to the first pay period of said semester.

17.9 In order to participate in the remuneration for additional college preparation, only after issuance of a Standard teaching certificate, a teacher must have earned credits in specialized graduate courses relevant to his/her area of instruction or be pursuing a planned course of study at a college or university accredited for

teacher education. The credits must have been earned in a 500 level (or equivalent) or higher.

17.10 Academic credits earned beyond a Bachelor's Degree or Master's Degree, and earned in compliance with Subsections 17.8 and 17.9 shall be paid at the rate of $35.00 per credit hour, not to exceed thirty (30) credit hours.

17.11 In addition to the 64 hours per class, per semester, time for teacher shall be allotted at twenty-four (24) hours per course taught outside of instructional time and shall be included as work performed for the salaries listed in Schedule A. Teachers will also be allotted Three and Three-Tenths (3.3) hours per class, per semester, for attending professional development and staff meetings and conducting parent/teacher conferences. Professional development and staff meetings not attended will not count towards the teachers' annual accumulation of worked hours.

17.12 Longevity shall be based on the most recent date of hire in the school district and shall be paid on a separate check in December based on completion of years of service achieved as of June 30 of the previous fiscal year, and for subsequent years thereafter, as outlined in this agreement.

A year of service of a bargaining unit member is any year that the bargaining unit member was actively and continually employed by the Southgate Community School District. Years of service for a bargaining unit member will commence as of the initial date of hire in a bargaining unit. A bargaining unit member will not earn a year of service for any year during which the bargaining unit member was laid off, unless otherwise provided by law.

The longevity amounts listed shall be paid to those with a minimum of 12 classes per year and shall also be prorated for reduced schedules. Longevity shall be paid in one lump sum on a separate check from normal wages. Longevity pay shall be paid on a prorated basis for those who leave employment on a date other than their employment anniversary.

Longevity:

Beginning 5th year:	Five Hundred Dollars ($500)
Beginning 10th year:	Two Thousand Dollars ($2,000)
Beginning 15th year:	Two Thousand Five Hundred Dollars ($2,500)
Beginning 20th year:	Three Thousand Dollars ($3,000)

ARTICLE XVIII RETIREMENT AND TERMINAL PAY

18.1 TERMINAL PAY - RETIREMENT

Adult Education

Terminal pay shall be granted to employees who are eligible at the time of retirement, and make application, for the Michigan School Employees Retirement Fund benefits. Such pay shall be one-third (1/3) of accumulated sick hours multiplied by the teacher's current hourly rate of pay.

Alternative Education

Terminal pay shall be granted to employees who are eligible at the time of retirement, and make application, for the Michigan School Employees Retirement Fund benefits. Such pay shall be one-third (1/3) of accumulated sick hours and days, multiplied by the teacher's current hourly rate of pay.

18.2 TERMINAL PAY - RESIGNATION

Adult Education

Terminal pay shall be granted to teachers who leave prior to retirement, provided their resignation meets the severance requirements as stipulated in the Michigan Teacher Tenure Act, providing notice at least 60 days prior to September 1 of the new school year. Such pay shall be an amount equal to one fifth (1/5) of accumulated sick hours multiplied by the teacher's current hourly rate of pay.

Alternative Education

Terminal pay shall be granted to teachers who leave prior to retirement, provided their resignation meets the severance requirements as stipulated in the Michigan Teacher Tenure Act, providing notice at least 60 days prior to September 1 of the new school year. Such pay shall be an amount equal to one-fifth (1/5) of accumulated sick hours and/or days multiplied by the teacher's current hourly rate of pay.

18.3 Upon the death of a teacher, regardless of years of service, the beneficiary or estate shall be paid one-half (½) of the deceased's accumulated sick hours at the deceased's hourly rate of pay.

18.4 Options for payout of terminal pay

A. Employee Elective Deferral of Termination Pay. The Employee may choose to receive Termination Pay in cash compensation or to defer such Pay to a §403(b) account selected by the employee. Such Employee must sever employment with the Employer during the contract year and be

eligible to apply for and commence their retirement from the state sponsored retirement system. The compensation shall equal the accumulated leave days (Termination Pay) benefit which is specified in this section of the Collective Bargaining Agreement. The Employer shall deposit the deferral no later than 2 ½ months or the end of the calendar year, whichever is longer, following the employee's severance date.

B. Cash Option Each employee may receive cash in lieu of or as an alternative to any of the Benefits described in this section.

C. Contribution Limitations In any application year, the maximum Employee Elective Deferral shall not cause an employee's §403(b) account to exceed the applicable contribution limit under §402(g) of the Internal Revenue Code of 1986, as amended (the ("Code"), as adjusted for cost-of-living increases.

D. §403(b) Accounts Employee deferrals shall be deposited into the §403(b) account selected by the employee to receive Employee Elective Deferrals.

E. This Article shall be subject to IRS regulations and rulings. Should any portion be declared contrary to law, then such portion shall not be deemed valid and subsisting, but all other portions shall continue in full force and effect. As those portions declared contrary to law, the Association and Employer shall promptly meet and alter those portions in order to provide the same or similar benefit(s) which conform, as close as possible, to the original intent of the parties.

ARTICLE XIX CASES OF ASSAULT, INJURY, AND COMPLAINTS CONCERNING SCHOOL PERSONNEL

19.1 Any case of assault upon a teacher arising out of the performance of their professional responsibilities at school or school sponsored functions shall be promptly reported to the Principal or Supervisor. If unprovoked by the teacher, as determined by investigation involving, but not limited to the teacher, Principal, Supervisor, Superintendent, and Building Representative, the School District shall provide legal counsel to advise the teacher of his or her rights and responsibilities with respect to such assault. If the assault is unprovoked, as determined above, the School District shall render all reasonable assistance to the teacher in connection with the handling of the incident by law enforcement and judicial authorities.

If requested by the staff member or required by statute and/or policy, the District shall promptly notify local law enforcement officials of any alleged assault by a student and ask law enforcement to conduct an investigation into the potential criminal conduct of the student. This provision applies to any student in any grade level, including special education students, regardless of the level of impairment or disability. The Board shall provide the staff member with paid time off without charge to any compensable leave bank needed for the handling of the incident by law enforcement and judicial authorities.

19.2 Any complaints by a parent of a student directed toward a teacher shall be promptly called to the teacher's attention. A teacher shall be deemed innocent of any and all charges until proven otherwise.

19.3 Any notice based upon a complaint by a parent of a student directed toward a teacher which is to be placed in the teacher's personnel file shall be promptly brought to the teacher's attention and signed by the teacher indicating the report has been seen and read.

19.4 If a teacher is injured while in the line of duty, expenses incurred for medical, dental, surgical, hospital care, etc., as stated in the Worker's Compensation Act and Rules of Practice, shall be provided by the School District. Said teacher shall be compensated the difference between Worker's Compensation and contractual pay. The teacher shall endorse checks from Worker's Compensation carrier to the Southgate Board of Education and will receive a regular paycheck for up to three (3) years. During such period, the teacher will receive all fringe benefits and shall not suffer loss of accrued sick leave days for the duration of the injury.

19.5 Only when a teacher is absent from duty because of injury from an unprovoked attack during the normal teaching hours or while performing extra assigned duties at school functions, the School District shall pay the difference between Worker's Compensation received and the teacher's regular contractual weekly salary for up to three (3) years.

19.6 Time lost by a teacher in connection with any unprovoked assault covered by Worker's Compensation claim shall not be charged against the teacher.

19.7 No bargaining unit member will be threatened, disciplined, reprimanded, punished, discharged or denied any occupational advantage, directly or indirectly by the Employer, its administrators or representatives, due, in any way, to the bargaining unit member having filed a complaint as defined in Rule Ia (c) of the Michigan Special Education Rules; participating in the investigation and/or resolution of such complaint as provided in Part VIII of the Michigan Special Education Rules; filing a report with an intermediate school district pursuant to Section 1711 (1)(j) of the School Code of 1976, as amended, MCLA 380.1711(1)(j); MSA I5.4I711(1) (J); or, referring a student to the Superintendent, or his/her designee, for evaluation pursuant to the Michigan Special Education Rules (1979 Administrative Code R340.1722).

19.8 Since administrative support and backing is essential to the maintenance of the staff member's authority and effectiveness in his/her classroom or other place of assignment, the Board recognizes its responsibility to give all reasonable support and assistance to staff members. In view of this, building administrators shall make every effort to support staff members in the establishment of a learning environment in the building that is conducive to providing effective instruction and ancillary services.

19.9 Staff who are acting within the scope of their employment responsibilities with respect to maintaining control and discipline of student shall be given support and assistance by the district. Continued effort will be made to assure staff that they can provide student instruction and other ancillary services with a minimum of disruption and abuse in an appropriate learning environment.

19.10 In the event a staff member is sued by a student or parent for any incident occurring within the scope of the staff member's express or implied employment responsibilities/duties, the Board will provide legal representation through the maximum extent of its various insurance liability coverage policies at no cost to the employee.

19.11 The district will reimburse staff members the full replacement value, up to $2,500 as covered by district insurance, per incident, for properly documented loss, damage, or destruction of clothing or personal property of the employee while on duty on the school premises, or while performing supervision of students on school sponsored trips. The reimbursement will not be paid if the loss is covered by insurance or involves the teacher's automobile.

ARTICLE XX INSURANCE

20.1 Health Care Insurance

A. Employees shall have the choice of the following elections.

a. Priority Health – HMO HSA 100% ($1400/$2800) or ($2000/$4000) or ($2000/$4000 20%) or ($3000/$6000) or ($3000/$6000 20%)
b. Priority Health – POS HSA 100% ($1400/$2800)
c. Priority Health – PPO HSA 100% ($1400/$2800) or ($2000/$4000)

B. The District shall provide the following amounts annually towards the medical benefits of those who so elect for the term of the contract:

2026	2027	2028
$7,942.09	$8,220.06	$8,425.76
$16,609.38	$17,190.71	$17,792.38
$21,660.30	$22,418.41	$23,203.05

C. Current Members of the bargaining unit that elect a plan under the District's established amounts shall receive a District contribution into his/her Health Savings Account equal to the difference between the cost of the plan and the established amount.

In the event that the District amount for the applicable year exceeds the State's statutory hard-cap under section 3 of 2011 PA 152, MCL 15.563 for that year, the district shall provide the difference in the form of compensation to the member's HSA or cash-in-lieu. This shall not apply to members who have received district compensation for selecting a plan that is less than the established District amounts. This provision shall sunset on December 31, 2028.

D. The District will provide the HSA funding vehicle for employees that choose that option to fund their high-deductible plan through payroll deductions. This amount will be deposited into each member's Health Savings Account on or before the third full week of January. The District's contribution will be prorated on a monthly basis for members that enter employment after January 1st of the applicable calendar year.

E. These benefits are offered to full-time teacher and part-time teachers in accordance with Article 20.12. The HSA District funding amounts listed are for employees that continue employment with Southgate Community School District from January to December of the calendar year in which the employee received benefits. Any member terminating employment with the District before the end of the calendar year will be required to pay a prorated monthly amount back to the district for his/her fronted HSA amounts.

20.2 The School District will select an insurance carrier and pay the premiums to provide thirty-five thousand ($35,000.00) dollars of term life insurance for full-time teachers. The insurance shall provide double indemnity protection in the event of accidental death.

20.3 The School District will select an insurance carrier and pay the premiums to provide a long-term disability policy which contains, among other provisions, the following:

A. Benefit of 66⅔% of the teacher's salary not to exceed $3,400 per month for a 12-month period.

B. The benefits shall continue until the teacher becomes age 65.

C. Shall cover existing conditions.

D. Shall cover both occupational and non-occupational disabilities.

E. Contain an occupational rehabilitation waiver of no more than three (3) years.

F. Shall have a 90 day (calendar days) waiting period before the teacher is eligible for benefits.

G. Shall have an additional 20 day (calendar days) waiting period for recurrence of the same disability.

H. Shall cover disabilities that result from both illness or injury.

I. Social Security Freeze.

20.4 The School District will select an insurance carrier and pay the premiums to provide a dental insurance policy, which contains, among other provisions, the following:

A. 80% of the basic dental, diagnostic and preventive services shall be paid by the carrier (maximum benefit $1,000 per person per year). Exclusions are:

1. Oral Hygiene Instruction.
2. Experimental Treatment.
3. Dietary Planning.
4. Cosmetics.

B. 80% of Prosthetic Services to be paid by the carrier. Exclusions are:
1. Lost, misplaced or stolen prosthetics.
2. Additional costs for gold.

C. 60% of Orthodontic. Maximum benefit $1,000 per person per lifetime.

20.5 The School District will select an insurance carrier and pay the premiums to provide a vision care policy which contains, among other provisions, the following:

A.	Examination	$35.00
B.	Regular lenses	$56.00 per pair
C.	Bifocal lenses	$90.00 per pair
D.	Trifocal lenses	$110.00 per pair
E.	Frames	$55.00
F	Contact lenses	$115.00 per pair
G.	If medically required	$200.00 per pair

20.6 The benefits provided for in Section 20.1, 20.2, 20.3, 20.4 and 20.5 shall be by way of fringe benefits with no cash reimbursement for those employees who do not qualify.

20.7 The School District shall make the payments of the insurance premiums listed above for each full-time and part-time teacher to assure insurance coverage for a 12-month period commencing September and ending August 31 the next school year for all full-time teachers who have completed their contractual obligations.

A full-time teacher as used in this Article shall mean those who are employed full time as set forth in Article 5.3.

20.8 Teachers scheduled to teach less than the full-time schedule as set forth in Article 5.3 shall be considered part-time. The District will make available any existing information on outside insurance vendors for part-time teachers.

20.9 A teacher may elect to waive the coverage provided in Article 20.1 above and receive four thousand dollars ($4000) per year, which shall be available to any member of the bargaining unit eligible for such coverage. This amount ($4000) will continue to be prorated for part-time employees. This benefit shall only be available to a teacher who has or can obtain medical coverage from another source other than the Southgate Community School District. Persons making this election will receive a $4,000 stipend for the plan year January 1st through December 31st, each December on a separate check,

20.10 A teacher may elect to waive the coverage provided in Articles 20.4 and 20.5 above and receive two hundred dollars ($200) per year. This benefit shall only be available to a teacher who has or can obtain dental and vision coverage from another source other than the Southgate Community School District.

20.11 The School District agrees to participate in an Internal Revenue Service approved flexible spending plan for unreimbursed dental, vision, health, child care, or any other mutually agreed upon expenses for employees electing to participate.—The

district will provide limited flexible spending plans as allowable with health savings accounts.

20.12 Teachers who have part-time status can purchase health, dental, and/or vision insurance at the group rate. If a part-time teacher elects to purchase health, dental, and/or vision insurance as offered to full time teachers, the district agrees to pay a pro-rated amount toward their premium(s) based on the teacher's FTE.

ARTICLE XXI GRIEVANCE PROCEDURE

21.1 A grievance is defined as a complaint involving the work situation or that there has been a deviation from, or misinterpretation or misapplication of a practice or policy concerning teacher rights and/or responsibilities, or that there has been a violation of one or more articles and section(s) of this Agreement. A grievance involving the work situation, or a practice or policy concerning teacher rights and responsibilities, may be processed through Level II. A grievance alleging a violation of one or more articles and section(s) of this Agreement may be processed through Level III.

21.2 An individual teacher presenting a grievance on one's own behalf, within the meaning and application of the Provision of Section II or Act 336 of the Public Acts of 1947, as amended by Act 379 of the Public Acts of 1965, shall not be accompanied by nor represented by an officer, executive, delegate, representative, or agent in any capacity of any organization other than the Union.

21.3 LEVEL I.

a. INFORMAL VERBAL: When a bargaining unit employee(s) or the Union believe a grievable incident has occurred, the affected bargaining unit employee(s), or the Union, shall first discuss the matter with the Principal or Supervisor, either individually or accompanied by the Union Representative, with the object of resolving the matter informally. If the bargaining unit employee is not satisfied with the result(s) of the meeting, they may formalize the complaint.

b. FORMAL VERBAL: If a complaint is not resolved in a conference between the affected bargaining unit employee(s) and their immediate supervisor, the complaint may be formalized in writing within ten (10) school days after the supervisor's oral answer. A copy of the grievance shall be sent to the Union and the immediate supervisor. The immediate supervisor shall, within five (5) working days of receipt of the grievance render a written decision. A copy of this decision shall be forwarded to the grievant(s) and the Union.

21.4 LEVEL II. If the member or the Union is not satisfied with the disposition of the grievance at Level 1, the grievance shall be transmitted to the Superintendent of Schools or designee within five (5) days after the supervisor's written decision. Within ten (10) school days of receipt of the grievance, the Superintendent of Schools or designee shall schedule to meet with the Union and the grievant in an effort to resolve the grievance. The Superintendent of Schools or designee shall indicate the disposition of the grievance in writing within ten (10) school days of such meeting and shall furnish a copy thereof to the Union and the grievant.

21.5 LEVEL III. Within ten (10) school days of the receipt by the Union of the Superintendent's or designee's answer to the grievance, the Union shall decide whether or not there has been a violation of one or more articles and section(s) of this Agreement. If the Union decides there has been a violation of this Agreement, it shall be submitted to arbitration by filing a Demand for Arbitration with the

American Arbitration Association. The Demand for Arbitration shall be filed within thirty (30) calendar days after the Superintendent of Schools or designee's written answer in Level II. The Demand for Arbitration shall contain a statement of the issues to be arbitrated, references to the specific article(s), and section(s) of this Agreement allegedly violated, and shall be signed by the Union President or designee. The Arbitrator shall be selected in accordance with the rules of the American Arbitration Association governing labor disputes. The costs for the services of the Arbitrator, including per diem expenses, shall be borne equally by the School District and the Association. All other expenses shall be borne by the party incurring them, and neither party will be responsible for the expense of witnesses called by the other. Powers of the Arbitrator: The Arbitrator's decision shall be confined to the question of whether or not there has been a violation of a specific article(s) and section(s) of this Agreement. The Arbitrator shall have no power to alter, add to or subtract from the terms of this Agreement.

21.7 The following matters shall not be the basis of a grievance nor shall the Arbitrator rule on any of the following:

A. The termination of services or failure to reemploy any teacher to a position on the extra-curricular schedule. (Appendix B).

B. Any matter involving the contents of a teacher's evaluation.

C. The discharge or refusal to employ or re-employ a probationary teacher or teacher covered by the Michigan Teacher Tenure Act.

D. Layoff, recall, and assignments to the extent covered by section 15 of the Michigan Public Employment Relations Act (MCL 423.215).

21.8 Both parties and the aggrieved teacher agree to be bound by the award of the Arbitrator if within the scope of his/her authority and agree that judgment thereon may be entered in any court of competent jurisdiction.

21.9 The time limits provided in this Article shall be strictly observed by all parties involved but may be extended by written agreement of the parties. If the time limits are not observed by the School District representatives, the grievance shall be timely filed at the next step. If the time limits are not observed by the Union, the grievance shall be considered dropped by both parties.

21.10 No decision in any one grievance shall require a retroactive wage adjustment in any other grievance, unless such grievance has been designated as the representative grievance by mutual written agreement by the parties.

21.11 Any grievance settlement reached between the District and the Union is binding on all teachers affected and cannot be changed by any individual unless otherwise indicated in the settlement.

21.12 No disciplinary grievance shall be filed or processed further by any teacher or the Union after the effective date of the aggrieved teacher's resignation.

21.13 Duplicate grievance forms should be provided to accompany the grievance through administrative channels (levels) and Union channels (levels). Duplicate signatures shall be affixed to all levels.

21.14 If a grievance is not resolved by the end of the school year, then the time limits set forth in all Levels under "school days" shall be amended to read working days when central office is open.

ARTICLE XXII NEGOTIATION PROCEDURES

22.1 In any negotiations between the parties, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party, and each party may select its representatives from within or outside the School District. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board of Education and by a majority of the teachers in the bargaining unit voting in the election, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals and make concessions in the course of negotiations or bargaining, subject only to such ultimate ratification.

22.2 Both parties agree to submit the final Agreement for ratification to their appropriate bodies on the same mutually agreed upon calendar day. The parties will both attach their signatures after ratification within twenty-four (24) hours. The Agreement shall be signed in duplicate. One copy shall be for the School District and one copy for the Union.

22.3 Submission of all tentative Agreements reached by both parties and duly signed will constitute the contract submitted to the respective parties for ultimate ratification. Any omissions of sections or articles heretofore agreed to and signed by both parties will be considered part of the negotiated document and will be submitted for ratification to both parties within fifteen (15) days after notification of the omission/omissions by either party.

ARTICLE XXIII PROCEDURE FOR HANDLING STUDENT DISCIPLINE CASES

23.1 Before there can be a positive learning climate in the classroom, there must be effective organization and instruction on the part of the teacher with reasonable support from the administration. A reasonable and consistent discipline policy shall be established within each school and shall be reviewed with the building staff at the initial staff meeting each year.

23.2 Whenever it appears that a discipline problem requires the attention of special counselors, social worker, law enforcement personnel, physicians, or other available professional persons, the administration will take steps to assist the teacher with respect to such problems.

23.3 It shall be the joint responsibility of the administrator and teacher to develop techniques and materials to handle individual discipline problems in the classroom if the teacher requires assistance. A teacher may use reasonable measures to protect himself or herself from attack or to prevent injury to another student.

23.4 A student may be removed from class that particular day and sent to the office by the teacher when the intensity of the offense, the persistency of the misbehavior or the disruption of normal classroom instruction makes the continued presence of the student in the classroom intolerable. A written report of the incident and reasons for removal shall be entered into PowerSchool by the teacher immediately upon sending the student, or as soon as possible. The Principal will reply in writing to the teacher as soon as possible, and before the student's re-admittance to the class identifying the steps taken to correct the situation and acknowledging the teacher's written referral.

23.5 The student shall be readmitted after a conference with the teacher and other concerned parties and steps have been taken in an attempt to remedy the problems.

23.6 When a teacher has more than one student in a class who constitutes a serious behavioral problem, they should be referred to a counselor, Dean of Students, or, if appropriate, to the Building Supervisor. If, after exhausting all appropriate agencies, the problem still exists, the parties shall consider transfer or mutual exchange of pupils as suggested methods of resolving the problem.

23.7 A continuous written record of the individual discipline cases will be maintained in the Building Supervisor's office. Such records shall be used for the intelligent administering of penalties within the scope of the Board of Education policy.

ARTICLE XXIV CLASS SIZE

24.1 Both parties recognize that the availability of optimum school facilities for both student and teacher is desirable in an attempt to provide the highest possible quality of education, which is the goal of both the School District and the Union.

24.2 SAEA members with class sizes that exceed 35 students will be given monetary compensation in the amount of $46 per student, per quarter, as measured by the number of students enrolled on the third Monday of the quarter. Payments will be made at the end of the first semester and at the end of the year.

24.3 All the aforementioned efforts will be made to accommodate class size recommendations with regard to lower class sizes for classes designated as remedial.

24.4 Upon request, the Director agrees to meet with the Union during the first two weeks of the quarter to alleviate and mutually resolve any imbalances in grade level or subject areas.

ARTICLE XXV STRIKES

25.1 During the life of this Agreement, neither the Union nor any of its agents, or person acting in its behalf, shall authorize, or support nor shall any of their members take part in, any strike; that is, the concerted failure to report for duty, or willful absence of a teacher from his/her position, or stoppage of work, or abstinence, in whole or in part, from the full, faithful and proper performance of the teachers' duties of employment for any purpose whatsoever.

ARTICLE XXVI MISCELLANEOUS PROVISIONS

26.1 This Agreement incorporates the entire understanding of the parties on all issues which were the subject of negotiations. During the term of the Agreement, neither party will be required to negotiate with respect to any such matter whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement. This article shall not be construed as prohibiting the parties, upon mutual consent, from negotiating upon items of mutual concern. This Agreement may not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

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

26.3 The parties did not intend any provision of this Agreement to be contrary to the rights of a teacher, Union, School District, or School Board under the Michigan General School laws or the Constitution of Michigan or the Constitution of the United States. If any Article or Section of this Agreement or any Appendix thereto shall be held invalid by operation of law or by any tribunal of competent jurisdiction, or if restrained by such tribunal pending a final determination as to its validity, the remainder of this Agreement and any Appendix thereto, or the application of such Article or Section to persons or circumstances other than those as to which it has been held invalid or as to which compliance with or enforcement of has been restrained, shall not be affected thereby.

26.4 In the event that any provision of this Agreement shall at any time be held to be contrary to law by a court of competent jurisdiction or an appeal to a court of last resort, such decision shall necessitate immediate renegotiation of this provision. However, all other provisions of this Agreement shall continue in effect.

26.5 The School District and the Union agree not to discriminate against any employee on the basis of race, creed, color, sex, national origin, marital status, or disability. An alleged violation of this Section may be processed in the appropriate Federal/State administrative or judicial forums.

26.6 The School District and the Union shall abide by the Americans with Disabilities Act.

26.7 All agreements related to former prohibited subjects, pursuant to Section 15 of PERA, which are not otherwise addressed in the SAEA collective bargaining agreement, shall be applicable to the SAEA bargaining unit once ratified and finalized with UTS.

ARTICLE XXVII DURATION OF AGREEMENT

27.1 This Agreement shall be effective from September 1, 2026, and shall continue in effect until August 31, 2028. At midnight, August 31, 2028, this Agreement shall terminate.

27.2 **IN WITNESS WHEREOF**, the parties hereto have cause this instrument to be Executed on the day and year written below, as evidenced by their signatures.

Southgate Alternative Education Association MEA/NEA	Southgate Community School District

APPENDIX A – SALARY SCHEDULE

2026-2027 ADULT EDUCATION PAY SCALE

	Bachelor's Degree	Master's Degree
Step 0	3360.00	3721.62
Step 1	3489.32	3866.52
Step 2	3718.03	4115.58
Step 3	3939.55	4367.05
Step 4	4163.48	4617.31
Step 5	4431.70	4916.67
Step 6	4626.62	5132.91

2027-2028 ADULT EDUCATION PAY SCALE

	Bachelor's Degree	Master's Degree
Step 0	3427.20	3796.06
Step 1	3559.10	3943.85
Step 2	3792.39	4197.89
Step 3	4018.34	4454.39
Step 4	4246.75	4709.65
Step 5	4520.33	5015.00
Step 6	4719.15	5235.56

These contract amounts are per semester, per Sixty-four (64) hour course taught. Each contract amount shall include class time of sixty-four (64) hours, prep time of twenty-four (24) hours, staff meetings/conferences/professional development time of three and three-tenths (3.3) hours totaling ninety-one and three-tenths (91.3) reportable hours per course taught. Those teaching six (6) courses on a Monday through Thursday schedule will have their prep hours utilized on Fridays and may complete these hours at a remote location, therefore meeting the 1020 hours required to accumulate one full year of ORS credit.

2026-2027 ALTERNATIVE EDUCATION AND 5-DAY ADULT ED ESL PAY SCALE

STEP	BA		MA
1	$44,437	1	$49,721
2	$47,344	2	$52,939
3	$50,167	3	$56,159
4	$53,027	4	$59,374
5	$55,522	5	$62,592
6	$58,747	6	$65,808
7	$61,606	7	$69,026
8	$64,466	8	$72,241
9	$67,325	9	$75,460
10	$70,183	10	$78,677

2027-2028 ALTERNATIVE EDUCATION AND 5-DAY ADULT ED ESL PAY SCALE

STEP	BA		MA
1	$45,548	1	$50,964
2	$48,528	2	$54,262
3	$51,421	3	$57,563
4	$54,353	4	$60,859
5	$56,910	5	$64,157
6	$60,216	6	$67,453
7	$63,147	7	$70,752
8	$66,077	8	$74,047
9	$69,008	9	$77,346
10	$71,938	10	$80,644

(150 Student Days, 3 Testing Days, 5 PD Days)

Current Adult Ed ESL teachers teaching all five days shall be placed on the Alternative Education Salary Schedule according to their step placement on the Adult Education Scale.

Summer school teachers who are teaching 20+ hours, shall receive their pay as a stipend of $600 weekly. Documentation of these hours must be available upon request by administration.

The parties recognize that State law requires that the following provision be included in this collective bargaining agreement: An emergency manager appointed under the Local Government and School District Fiscal Accountability Act may reflect, modify, or terminate this collective bargaining agreement as provided in the Local Government and

School District Fiscal Accountability Act. The Union does not agree that this provision is legal, and reserves its right to challenge the same.

APPENDIX B EXTRA ACTIVITIES SCHEDULE

For any Michigan Alternative Athletic Association activities of football, basketball, softball, and volleyball, coaches or Sponsors shall be paid a stipend of $1,000 per sport per athletic season. An additional fifty dollars ($50) will be added to a coach's pay for every year that person coaches or sponsors that activity, to a maximum of five (5) years. This provision will apply only to those coaches who also teach in the District.

Positions included here shall be filled with bargaining unit members first.

ACTIVITIES/ASSIGNMENTS
For each activity or club sponsorship below, the teacher shall be paid a stipend.

MAAA Coach (1 person, $1,000)
Student Council Leader ($1,000)
Prom Advisor ($350 per year)
School Store Organizer ($500)
SIT Coordinator ($350)
SSD Coordinator ($350)
Panther Den ($600)
Panther Pride Organizer /Honors Night Coordination ($600)
MAEO Program/Competition ($600)
Other Activity Advisors (to be negotiated upon creation and approval by the administration)
Yearbook ($400)

Mentors will be paid a stipend of five hundred dollars ($500) per year for the first two years, but mentors are expected to keep their position for three (3) years.

OTHER ASSIGNMENTS:

A. DEPARTMENT CHAIRS AND DISTRICT-WIDE COORDINATORS:
For all teachers who serve as department chairs shall be paid a stipend of eight hundred dollars ($800) per year, including the following departments:

English
Social Studies
Mathematics
Science
Adult Basic Education (ABE)/ESL
Elective/HSC/Learning Center
GED

B. DATA TEAM LEADERS
If the Data team members are added during the life of the agreement, then the union and school district shall meet to negotiate the stipend for the position.

If additional positions are added during the life of the Agreement, then the Union and the School District shall meet to negotiate the stipend for the position.

APPENDIX C GRIEVANCE FORM

GRIEVANCE NUMBER _____
Date _____

Supervisor: _____
Assignment:_____

Grievant: _____ Building:_____

REASON FOR GRIEVANCE (Statement of Facts):

_____

_____

_____

_____

(ATTACH ALL SUPPORTING PAPERS)

ARTICLES & SECTION
VIOLATED:_____

_____

ACTION REQUESTED (Relief Sought):

_____

_____

Signature of Employee: _____

Signature of SAEA Representative: _____

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STEPS IN RESOLUTION OF GRIEVANCE

LEVEL I

VIOLATION DATE: _____

ORAL DISCUSSION DATE: _____

GRIEVANT'S SIGNATURE: _____

ORAL ANSWER DATE: _____

SUPERVISOR'S SIGNATURE: _____

LEVEL II

DATE RECEIVED: _____ SUPERVISOR'S SIGNATURE: _____

MEETING DATE: _____ SUPERVISOR'S SIGNATURE: _____

GRIEVANT'S SIGNATURE: _____DATE ANSWERED: _____

SUPERVISOR'S SIGNATURE: _____DATE RECEIVED: _____

GRIEVANT'S SIGNATURE: _____

ATTACH ALL SUPPORTING PAPERS

DESCRIPTION OF SUPPORTING PAPERS

1._____

2._____

3._____

4._____

ATTACHED BY: _____ SIGNATURE: _____

DATE: _____

APPENDIX D APPLICATION FOR EXTRA CURRICULAR POSITIONS

SOUTHGATE COMMUNITY SCHOOL DISTRICT
13940 Leroy
Southgate, MI 48195

POSITION DESIRED_____

NAME _____

ADDRESS

_____

PHONE _____ YEARS EXPERIENCE IN DISTRICT_____

CERTIFICATION LEVEL (ELEMENTARY/SECONDARY)_____

TYPE OF CERTIFICATION
(PROVISONAL/PROFESSIONAL/PERMANENT)_____

EDUCATION

	School	Hours Attended	Degree	Major/Minor
High School				

College/University_____

Other_____

EMPLOYMENT HISTORY

Employer	Type of Work-Present Assignment	Yrs. Employed

Other Considerations: (Special Certification/Experiences/Hobbies)

REFERENCES:

Name Title/Company	Address	Phone

APPENDIX E LEAVE OF ABSENCE AGREEMENT FORM

Pursuant to Article XIII of the Collective Bargaining Agreement, it is hereby agreed by and between the Southgate School District,_____ , hereinafter called the Employee, and the Southgate Alternative Education Association that the Employee be granted a leave of absence for upon the following terms and conditions:

1. This Leave of Absence shall be from _____ , 20___ to , _____ , 20___.

2. The Employee shall report to work on the first teacher work day after the expiration of the Leave of Absence.

3. The Leave of Absence shall be without wages and paid fringe benefits. Sick days and salary increments shall not accrue.

4. Notwithstanding any of the Articles and Sections of the Collective Bargaining Agreement to the contrary, the Employee shall notify, in writing, on or before _____* the Personnel Office of the School District whether the Employee intends to return to active employment with the School District, in writing, by_____* of the Employee's intention to teach or request an extension, said failure shall result in the Employee's termination and the School District shall have no further obligations to the Employee. If the Employee is not terminated, or if the termination is set aside or is held invalid, then the Employee shall have his/her seniority date set back to zero and shall be treated for seniority purposes as a new employee. Provided, however, that if the Employee does notify the School District in writing, by _____* * of his/her intention to teach, then he/she shall be entitled to be assigned to a position subject to the terms and conditions of the Collective Bargaining Agreement.

5. Upon return to active employment, the Employee shall be placed upon the same position in the salary schedule he/she held prior to the commencement of the leave and that his/her sick days shall be restored to the number of days held prior to commencement of the leave.

6. This form shall be used if an application for an extension of the employee's leave of absence (13.2 and 13.3) is approved in conformance with the terms and conditions of the Collective Bargaining Agreement.

_____ _____

Southgate Alternative Education Association Employee

_____ _____

Date District

If the Leave of Absence expires at the end of the first semester, the first Monday in October shall be the notification date. If the Leave of Absence expires during the summer recess, the first Monday in March shall be the notification date. In all other cases, the first Monday in October or the first Monday in March notification date will be determined by the date which is immediately preceding the leave termination date.

Appendix F – Daily Schedule

Monday, Tuesday, Wednesday, Friday

1A	8:30 – 9:25	1B	12:00 – 12:55
2A	9:30 – 10:25	2B	1:00 – 1:55
3A	10:30 – 11:25	3B	2:00 – 2:55

Lunch 11:25 – 12:00

Thursday

1A	8:30 – 9:25	1B	12:15 – 1:05
2A	9:30 – 10:25	2B	1:10 – 2:00
3A	10:30 – 11:25	3B	2:05 – 2:55

Lunch 11:30 – 12:00
Homeroom – 12:00 – 12:15