

AGREEMENT
2023 - 2026

ROSEVILLE COMMUNITY SCHOOLS
AND
ROSEVILLE FEDERATION OF TEACHERS



BOARD OF EDUCATION

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AGREEMENT

BETWEEN THE BOARD OF EDUCATION

OF THE ROSEVILLE COMMUNITY SCHOOLS

AND THE ROSEVILLE FEDERATION OF TEACHERS

This agreement for the 2022/2023 school year is made by and between the Board of Education of the Roseville Community Schools, Macomb County Michigan (hereinafter called the "Board") and the Roseville Federation of Teachers, Local 1071, AFL-CIO, affiliated with the American Federation of Teachers, and the Michigan Federation of Teachers, (hereinafter called the "Union").

ARTICLE I - UNION RIGHTS

Section 1

UNION RECOGNITION

The Board recognizes the Union as the sole and exclusive bargaining representative for all certified and or licensed personnel employed under contract by the district including K-12 general education teachers, special education teachers, counselors, school social workers, school psychologists, teachers of the speech and language impaired, and school readiness teachers, but excluding central administrators, principals, assistant principals, teacher-principals, other administrative positions established by the Board of Education, substitute teachers and student teachers. The Board also recognizes the Union as the sole and exclusive bargaining representative for paraprofessionals employed under contract by the district.

Section 2

FAIR REPRESENTATION

The Union agrees to represent all teachers in the bargaining unit and to admit persons to membership without discrimination on the basis of race, color, age, national origin, handicap, sex or marital status.

Section 3

LEAVE OF ABSENCE FOR UNION OFFICE

- A. A member of the bargaining unit elected to a state or national office shall be granted a leave of absence for one (1) year upon request. Should the term(s) exceed one (1) year, extension shall be granted upon request annually for the duration of his/her term(s). District seniority shall continue to accrue during such absence.
- B. A teacher on leave of absence due to election to a state or national office who notified the Board of Education of his intent to return on or before March 1 of a given year shall be reemployed for the following September under the same circumstances as other teachers who have been absent on approved leave as described in Article VII, Section 7.

ARTICLE I – UNION RIGHTS (continued)

Section 4

COMMITTEE REPRESENTATION

The Union shall be assured Union selected representation on all committees and councils dealing with curriculum, educational programs, or matters affecting the working conditions of the teachers.

Section 5

UNION REPRESENTATION AT PUBLIC AND LEGISLATIVE MEETINGS

- A. The Board agrees to allow no more than two representatives of the RFT to attend legislative meetings and public hearings related to education without loss of pay or days in their sick bank. The RFT will reimburse the district the cost of the substitute teacher, if needed.
- B. Should the Board request the Union to send representatives to a legislative meeting or public hearing to represent the district, the Board shall bear the expense of any substitute teacher employed and may, at their discretion, pay the necessary expenses including travel, lodging, meals and registration fees, if any.

Section 6

UNION USE OF OFFICE MACHINES

- A. Union building representatives and Union officers shall have the use of copy machines, copiers and computers according to building procedures and the Roseville Community Schools Acceptable Use Policy. Union officers may request permission to use other district owned equipment. Such requests shall be made to the administrator responsible for the equipment and shall include the time and nature of the use.
- B. Consumable supplies used by the Union shall either be replaced by the Union in the respective building in which used or paid for by the Union.
- C. Use of equipment and materials shall be limited to business directly related to the Local Union organization.

Section 7

UNION'S RELEASE TIME

- A. The Roseville Federation of Teachers' President shall have three (3) hours daily of release time in secondary, or one-half (1/2) day daily in the elementary in the afternoon, whichever applies.
- B. The Union shall pay for one-half of the release time of the Union President at 1/6 of salary exclusive of fringe benefits.

Section 8

RELEASE TIME FOR UNION STAFF

- A. The Union shall be provided thirty (30) hours of release time to be used for Union officers, staff members, or members on Union business. The President of the Union must notify the Deputy Superintendent and the Principal involved twenty-four (24) hours in advance in order to provide for a substitute. Elementary teachers will be released only in half-day blocks.
- B. Should the Union require additional time beyond thirty (30) hours, they shall reimburse the district for the additional cost of the release time. Such time may not exceed a period of three (3) consecutive days.
- C. The Union shall have the right to request conference leave for Union appointed teachers serving in district education-related activities, such as, but not limited to the M-Step Committee, State Guideline Committees and Title I Parent Advisory Council.

ARTICLE I – UNION RIGHTS (continued)

Section 9

UNION-ADMINISTRATIVE MEETINGS

- A. A copy of the prepared agenda of all regular principals' meetings shall be provided to the Roseville Federation of Teachers one (1) day prior to such meetings. Upon request, the RFT President or his designee shall be granted an opportunity to speak on prepared agenda items which may have an effect on the working conditions of employees of the bargaining unit.
- B. The Union shall have the right to propose items for the agenda and if accepted, to appear to speak to those items.

Section 10

BUILDING AND UNION REPRESENTATIVES

- A. Provided there is no interference with the instructional program of others, Union representatives shall be allowed to conduct Union business when not directly engaged in teaching pupils. Upon notification to the principal, Union representatives shall be allowed to attend regularly scheduled Union meetings or meetings called by the Union President at the close of the pupil day or when it does not interfere with their teaching schedule.
- B. The building representative or his designee shall, upon advance notice to the principal, be given a place on the agenda of teachers' meetings for brief reports and announcements.

Section 11

ADMINISTRATIVE COMMUNICATIONS AND INFORMATION

- A. The Union shall receive a copy of all district postings or any other information disseminated to teachers on a district basis originating from the Central Administration office or program directors who are not in the bargaining unit.
- B. The public information that is supplied to the Board of Education in advance of scheduled meetings shall be made available to the Union at the same time.
- C. After approval of hiring, the union will be notified of the name(s) of each person newly employed by the employer who will be assigned to a position in this bargaining unit.

Section 12

CONTRACTS

Upon request the Union shall receive a copy of all negotiated contracts in force in the school district.

Section 13

NEW POSITIONS

The Board recognizes the desire of the Union to be informed and involved in the instructional and organizational pattern of the district; therefore, there shall be consultation with the Union prior to the creation of a new instructional position or classification that could be represented by the Union.

Section 14

MAIL DELIVERY

The district shall provide mail pick-up and delivery service to the president's assigned building.

Section 15

PRESIDENT'S SENIORITY

The President of the Roseville Federation of Teachers shall not be subject to layoff or transfer so long as there is a position for which he or she is certified.

ARTICLE II - DEFINITIONS

Section 1

SCHOOL

Whenever the term "school" is used it is to include any work location or functional division or group.

Section 2

PRINCIPAL

Whenever the term "principal" is used it is to include the administrator of any work location or functional division or group.

Section 3

TEACHER

Whenever there is a use of the term "teacher" or a reference to the rights and/or responsibilities of teachers, it shall be interpreted to include all bargaining unit members identified as certified or licensed employees in Article I, Section 1.

Section 4

SINGULAR-PLURAL

Whenever the term "Union Building Representative" is used, it is to mean the elected representative(s) in the school or an alternate teacher designee(s) of the Union.

Section 5

AGENT

An agent shall include any person who performs for an organization such acts as: distribution of literature, collection of dues, circulation of petitions, solicitations of membership, or serving as a spokesman at teacher's meetings.

Section 6

DISTRICT SENIORITY

- District seniority shall be defined as the length of service of a contracted teacher from the first date of continuing employment, including all district approved leaves taken during the term of one school year. All teachers on the layoff list will accrue seniority during their period of layoff. Extra contractual assignments will not be included in computing length of service.
- Relative position on the seniority list shall be determined by the Superintendent/Designee on the date of hire or whenever a tie is created because of an adjustment in seniority time.
- Upon employment in a continuing contractual position, teachers who have served in an extended substitute assignment of at least ninety (90) consecutive days shall be granted seniority for the time worked in such capacity.
- Whenever a teacher has interrupted continuity of service by four or more years, seniority shall be limited to the period of service following such absence. A contracted teacher who interrupts his/her teaching career for military service shall continue to accumulate seniority during the absence provided he/she returns to the district within one year of terminating military duty.

Section 7

EXTENDED ASSIGNMENT-PERMANENT SUBSTITUTES

- A. An "extended assignment" is one that is known to be extending continuously for a period of time of not less than two (2) school weeks. (This does not refer to day-to-day positions that might accumulate to two (2) weeks of service.)
 1. A laid-off Roseville Teacher in an extended assignment shall be paid at the BA base salary after the twentieth day.

ARTICLE II – DEFINITIONS (continued)

Section 7

EXTENDED ASSIGNMENT-PERMANENT SUBSTITUTES (continued)

2. Laid-off Roseville teachers on extended assignment retain their position on the lay-off list.
3. Non-bargaining unit substitutes on extended assignment shall be paid at the BA base salary after the sixtieth day.

Section 8

SCHOOL ORGANIZATION

Where special education classrooms for cognitively impaired, emotionally impaired, learning disabled or others are operative, they become a part of the organizational structure of the level at which they occur.

Section 9

PAST PRACTICES

A past practice is defined as the repeated application or interpretation of a policy or practice undertaken by the administration in similar situations.

Section 10

AUXILIARY SERVICE PERSONNEL

Whenever the term "auxiliary service personnel" is used, it is to include those teachers employed by the district to teach Art, Music and Physical Education or other classes identified as auxiliary services in the Elementary Schools.

Section 11

WRITTEN POLICY

The term policy or written policy as it may appear in this Agreement shall refer to those policies identified in the Board Policy Manual.

Section 12

SPECIAL SERVICE PERSONNEL

Whenever the term Special Service Personnel is used, it is to include non-classroom Special Education Personnel and Literacy Coaches.

Section 13

PERMANENT SUBSTITUTES IN EXTENDED ASSIGNMENTS

This designation applies to former employees of the district serving as substitutes in an extended assignment.

ARTICLE III - TEACHERS' PROFESSIONAL RIGHTS

Section 1

ORGANIZATION MEMBERSHIP

Teachers have the right to join any teacher organization. Membership in a teacher organization shall not be required as a condition of employment.

ARTICLE III – TEACHERS’ PROFESSIONAL RIGHTS (continued)

Section 2

UNION REPRESENTATION

- A. No officer, executive board member, delegate, representative, member or agent of any organization other than the Union shall represent any teacher in the grievance procedure, provided that teachers may represent themselves if they so choose.
- B. No teacher may extend, alter or modify the terms and conditions of this agreement.

Section 3

TEACHERS ATTENDING CLASSES

Teachers shall be allowed to leave at the close of the pupil day to attend classes for college credit or approved in-service training.

Section 4

ACADEMIC FREEDOM AND RESPONSIBILITY

- A. Teachers will be responsible for implementing district, state, and federal curriculum mandates, and for utilizing instructional materials and strategies as identified and provided by the district.
- B. In presentation of controversial material, it is the teacher's responsibility to insure fair presentation of the material. Opinion or theory shall be identified as such.
- C. The principal retains the right to question and consult with the teacher on presentation of material and, if necessary to insure a fair presentation, the principal has the right to give direction to the teacher as to the presentation.

Section 5

INSTRUCTIONAL SUPPLIES

- A. Teachers may requisition books and supplies from the basic lists of all levels to enable teaching at the level of the child. Teachers shall consult with the principal prior to requisition of materials for exceptional children.
- B. A standard list of basic resource materials for each elementary grade level and each secondary student service area shall be established. Each classroom or instructor shall be provided with the items listed for that level.
- C. All instructional materials and equipment shall be readily accessible to all teachers according to practices mutually established by the staff and principal. These practices shall be subject to annual review and revision no later than October 1.
Instructional materials and supplies shall be made available in the quantity requested, provided that the principal shall be given an accounting for unusual usage.
- D. Teachers shall review and recommend annually by March 1, the lists of student supplies and materials required for their instructional level to be provided by the school district. When items from a purchase order are deleted, the principal and/or the director shall notify in writing the affected teacher or department.
- E. Teachers shall have the right to recommend vendors.
- F. Vocational Education Personnel shall be allowed to recommend and review expenditures of funds for their respective positions and departments.

ARTICLE III – TEACHERS’ PROFESSIONAL RIGHTS (continued)

Section 6

REQUISITIONS - INSTRUCTIONAL MATERIAL

- A. Teachers shall recommend purchases to be made from funds allocated to their building. It is understood that this does not include basic materials required by the school. The principal shall present to the teachers at a regularly scheduled staff meeting his/her proposed building budget and shall provide the teachers with an opportunity to review and recommend revisions to the principal of specific budget allocations prior to submitting them to the business office.
- B. Teachers may requisition additional consumable materials as necessary, provided that the principal may question or request an accounting for unusual usage or requests.
- C. Special and auxiliary service personnel shall recommend and review expenditures of funds for their respective positions and departments. Special and auxiliary personnel shall have the right to recommend vendors.
- D. Special and auxiliary service personnel shall be allowed participation in the distribution of building allocation funds.
- E. Basic lists of materials shall be recommended by the elementary Art, Music and Physical Education Departments and by Teachers of the Speech and Language Impaired and approved by the Assistant Superintendent. Each elementary school shall have on hand at the beginning of each year an adequate supply of materials from such basic lists as recommended by the Art, Music or Physical Education teacher and the teacher of the Speech and Language Impaired who services the building.
- F. While most requisitions should be filed in the spring for the following year, additional requests may be made during the school year provided there are funds remaining in the building or departmental budget.
- G. Purchases made by a teacher for classroom use shall be reimbursed from the Student Allocation Fund, provided they have the prior written approval of the principal.
- H. Funds for the purchase of specialized materials and equipment for the elementary Art, Music and Physical Education or other classes identified as auxiliary services shall be allocated on a per child basis in an account to be administered through the office of the Deputy Superintendent for Instruction.
- I. Teachers of the Speech and Language Impaired shall be allotted \$25.00 for instructional materials and supplies.

Section 7

PERSONNEL FILE

- A. Teachers shall be given written notice of any materials placed in their central personnel files at the time the material is placed in the file, or at the time it is discovered that no notification was provided for material found in the file. Teachers shall have the right to inspect, comment upon and duplicate any materials in their central personnel or building personnel file.
- B. A copy of administrative or parental compliments or complaints shall be given to a teacher whenever such material is placed in the teacher's central personnel file. If there is a written follow-up to such material, the teacher shall receive a copy.
- C. A teacher shall have the right to submit a written response to any material filed. Such response shall be included in the teacher's individual file and attached to the copy of the material.
- D. The central personnel file shall constitute the official employment record of the teacher. It is recognized that only material which a teacher has received a copy of and which has been placed in the teacher's central personnel file may be used as a basis for official action against a teacher.

ARTICLE III – TEACHERS’ PROFESSIONAL RIGHTS (continued)

Section 8

PROTECTIVE CLOTHING

Protective clothing and equipment for teacher use in laboratory situations including elementary and secondary art, home economics, shop, and physical education shall be made available upon teacher request. Such protective clothing shall be used only for school purposes and shall remain the property of the school district. Equipment shall be purchased from General Building Funds.

Section 9

SCHOOL IMPROVEMENT/SHARED DECISION MAKING

- A. The parties agree and recognize that school improvement is a cooperative, collaborative process. All plans, proposals and recommendations shall be formulated on that basis.
- B. Any deviations from the contract which may be required by a school improvement plan will be permitted following the execution of a letter of agreement between the Federation and the district.
- C. All teachers will be responsible for the implementation of a school improvement plan adopted by the building.

Section 10

PROBATIONARY TEACHERS

- A. Within sixty days after the opening of school, the Board shall provide the Union with a list of all newly hired teachers and their school assignments. Names and assignments of teaching personnel hired during the year shall be forwarded to the Union upon employment.
- B. Probationary teachers shall be advised of their entitlement to representation either by the Union or by themselves whenever the administration indicates in writing its intent not to recommend renewal of contract.
- C. Upon their employment, teachers shall be advised in writing of the procedure to be used in evaluating their services to the district.

Section 11

TEACHER-PRINCIPAL CONFERENCE

During any conference between a teacher and principal or teacher and administrator, the teacher may request that the conference be recessed and reconvened with a Union representative in attendance. Such conference shall be held in private. The teacher shall receive a written resume of the conference upon request.

Section 12

STAFF-PRINCIPAL CONFLICTS

- A. In a situation where teachers within a building have experienced difficulty in dealing with the principal, the Union may request an informal meeting with the Superintendent or his designee and all involved parties to try to resolve the problem.
- B. When a complaint is resolved at this level, there shall be a statement of corrective measures and action written by the Superintendent.
- C. If a complaint is not resolved at this level, the next step shall be a meeting with the Board and all involved parties.

ARTICLE III – TEACHERS’ PROFESSIONAL RIGHTS (continued)

Section 13

BUILDING POLICIES

- A. The principal shall oversee the conduct of pupils and in cooperation with the building staff formulate necessary written procedures related to the maintenance of control and discipline of students, including physical assault, intentional damage to school property or theft, separation of students from the classroom, student referrals to the principal, student access to buildings before and after school, parental access to buildings and lounges, students use of classrooms during lunch hours, and guidelines for photocopying written materials. These procedures shall be distributed to all building staff members, and shall be reviewed annually, and shall follow present Board policy in regard to temporary exclusion of a student from a class or classes.
- B. Staff shall provide supervision of halls and lavatories in the secondary schools during passing time between classes. The principal and the staff shall mutually develop the method of implementing such supervision.

Section 14

PRINCIPAL-TEACHER COMMUNICATION

- A. Teachers should be informed of disciplinary action taken relative to a student enrolled in their class when such action may have an effect on the student's classroom behavior or progress.
- B. Teachers should be informed of reasons for student's absence, if reasons are known, so that adequate planning for make-up work or grade adjustment can be made.
- C. Teachers shall be informed of unusual student problems reported by parents that have an effect on student behavior or progress.

Section 15

CONSORTIUM AGREEMENTS

In the event that the District enters into a consortium agreement, teachers affected by the agreement will maintain all rights and obligations under this contract, except as may be agreed to by the Federation and the District.

ARTICLE IV – TEACHERS’ PROFESSIONAL DUTIES

Section 1

CLASSROOM MANAGEMENT

- A. The classroom teacher is responsible for the discipline and control or management of his classroom except when under the supervision of another authorized person.
- B. Classroom management shall be the responsibility of the auxiliary teacher while the class is under his supervision. The regular classroom teacher shall use this time for preparation.

Section 2

STUDENT EVALUATION AND PLACEMENT RECOMMENDATION

- A. Evaluation of student progress shall be primarily the responsibility of the teacher.
- B. In case of disagreements on the evaluation and/or placement recommendation of a teacher, it shall be the responsibility of the Principal after conferring with the teacher, parents, and any special personnel involved rendering a decision regarding the evaluation or placement of a student. In the event that the teacher is not satisfied with the decision of the Principal, the teacher may appeal the decision to the Superintendent who shall review the matter and render a final decision.

ARTICLE IV – TEACHERS’ PROFESSIONAL DUTIES (continued)

Section 3

COUNSELORS

- A. School counselors shall be employed at the secondary level to counsel students individually or in groups in the following areas:
 - 1. Educational and occupational planning.
 - 2. Personal and social problems.
 - 3. School attendance and conduct problems.
- B. Clerical personnel shall be provided to manage report cards, master grade sheets and to perform other routine clerical tasks in the counseling area.
- C. Counselors shall maintain a record for each individual interview held.
- D. Counselors may refer cases requiring disciplinary action to the principal. They shall not be expected to take disciplinary action with their counselees.
- E. The counselor's work day shall be used for student interviews, student group sessions, parent contacts, correspondence, contacts with outside agencies, preparation, follow-up case studies, conferences with other professional personnel and other counseling activities. Counselors shall not be held responsible for routine attendance calls, or routine sick calls.

Section 4

SIGN-IN PROCEDURE

The arrival and departure of a teacher in a building shall be indicated by a check mark on the sign-in sheet.

Section 5

OPEN HOUSE RESPONSIBILITY

The annual "open house" in schools shall not be construed as extracurricular. Teachers will be present except when excused by the principal.

The "open house" is defined as an evening activity. This evening activity may be some educational event other than an open house with prior mutual consent of principal and staff.

Section 6

USE OF SCHOOL DAY

- A. Teachers shall use the school day for:
 - 1. planning and preparing for daily classes
 - 2. teaching their pupils
 - 3. conferring with parents of their pupils when necessary.
- B. Elimination of Classes
No scheduled class may be eliminated without permission of the principal.

ARTICLE IV – TEACHERS’ PROFESSIONAL DUTIES (continued)

Section 7

CLERICAL AND BOOKKEEPING RESPONSIBILITIES

- A. Elementary teachers shall be responsible for the recording of daily absences and printing the appropriate year-end attendance report for filing in the CA-60. Teachers shall maintain anecdotal records for pupils in their classes as necessary.
- B. Secondary teachers shall provide daily information on absences to the office as required and shall record and submit grades at the conclusion of each regular marking period as required.
- C. The Union and the Board of Education recognize the desirability of the reduction of non-teaching chores assigned to teachers. Therefore, routine clerical duties, bookkeeping tasks and maintenance of permanent records shall not be the responsibility of the teacher.

Section 8

P.T.A. ATTENDANCE

Attendance at PTA and PTC activities shall be voluntary.

Section 9

SUPERVISION AND EXTRACURRICULAR ACTIVITIES

Supervision and extracurricular activities shall not be considered a part of the teacher's contract responsibilities.

Section 10

LESSON PLANS

Lesson plans shall always be prepared and recorded in advance, and shall be collected by the principal on a scheduled basis but not more than once per month. Plans may be requested more frequently from non-tenured teachers and those being evaluated. Plans shall reflect district curriculum.

Section 11

USE OF TELEPHONE

- A. Each building shall have a telephone available for teacher's use that provides privacy.
- B. Use of the school office phone requires:
 1. Payment of charges for long distance calls, if used for personal reasons.
 2. Personal calls during the school day shall be limited to those of an urgent nature.

Section 12

STUDENT TEACHERS

Assignment of student teachers to certified personnel shall be made by administration. Such assignments shall be rotated among qualified and interested personnel.

ARTICLE V - OBLIGATIONS OF THE BOARD OF EDUCATION

Section 1

FAIR EMPLOYMENT PRACTICE

The Board agrees to employ a policy of non-discrimination against any teacher, or the hiring of any teacher, on the basis of race, creed, color, age, national origin, handicap, gender, sexual orientation, marital status or membership or participation in, or association with the activities of any teacher organization.

Section 2

CHIEF ADMINISTRATOR

The building principal is recognized as the chief administrative officer of the building and shall proceed professionally in the discharge of the obligations noted in this Agreement, in Board of Education Policy, and in such current practices as are not in written form.

Section 3

CHANGES IN POLICY

- A. The Board agrees that, with respect to matters not covered by this agreement or proscribed by statute, changes in written policies affecting teachers will not be made without prior consultation with the Union.
- B. Changes in existing policies and mutually recognized practices in individual buildings will not be made without prior consultation between the principal and the staff. Subsequent requests to revisit the policy or practice may be made.
- C. The list of mutually recognized past practices as listed in Appendix B, shall be considered part of this Agreement.

Section 4

AVAILABILITY OF BOARD RECORDS

The Board shall make available to the Union upon its request, at reasonable hours mutually agreed upon, any and all information, statistics, and records which may be necessary to make intelligent decisions relevant to negotiations, or necessary for the proper enforcement of terms of this Agreement, except that nothing stated here is deemed to permit Union access to the confidential records in a teacher's file maintained in the personnel office.

Section 5

PAYROLL DEDUCTIONS

- A. All standard payroll deductions shall be allowed as long as thirty (30) days notice of starting, stopping or changing such deductions is given.

Section 6

BOARD/UNION BULLETIN BOARD PROVISION

The Board shall provide the Union separate bulletin board space in each school.

Section 7

BOARD/UNION MAILBOX AGREEMENT

The Board shall allow the Union the right to place materials in the mailboxes of teachers and other professional employees. The Union may use the school mailboxes for official materials published and circulated by the professional teachers' organizations.

ARTICLE V – OBLIGATIONS OF THE BOARD OF EDUCATION (continued)

Section 8

BOARD/UNION AGREEMENT OF MEETING FACILITIES

The Board shall make school facilities available for union meetings in all schools.

Section 9

IMPLEMENTATION OF AGREEMENT

The Superintendent of Schools and principals of each school shall meet with representatives of the Union at the request of the Union on matters of professional concern and matters relating to the implementation of this Agreement. The call for such conferences shall provide reasonable notice consistent with the urgency of the circumstances.

Section 10

PARENTAL COMPLAINTS

- A. Teachers shall be notified of any complaint received from parents by a principal or central administrator.
- B. Parental complaints relating to teachers received by central administration before the parent has followed proper channels shall be referred to the principal.
- C. A principal receiving a parental complaint relating to a teacher shall advise the parent when the teacher is available for consultation. Upon failure to resolve the complaint by such direct approach, the principal shall attempt to resolve the matter.
- D. When a principal or central administrator has resolved a parental complaint without teacher participation, the teacher shall be informed of the disposition of the complaint.

Section 11

POSTING OF CONFERENCE ATTENDANCE AND INFORMATION

Conferences, available scholarships, and materials and information which might allow teacher participation shall be posted as they arise.

Section 12

CLERICAL AND BOOKKEEPING PERSONNEL

The Board shall provide clerical and bookkeeping personnel to collect monies, maintain records and attend to routine clerical and bookkeeping tasks.

Section 13

AVAILABILITY OF BOARD POLICY

A copy of the statement of Board Policy shall be available electronically to all members.

Section 14

RESEARCH AND IMPROVEMENT

- A. The Board recognizes the desirability of professional improvement and shall continue to make funds available to provide for conferences and other programs which may contribute to this end.
- B. Upon the request of the teaching staff, the Board shall provide in-service programs or materials for experimental programs in curriculum development in accordance with funds budgeted for this purpose.
- C. School Business Days may be provided to teachers who elect to attend conferences, in-service and other such activities at their own expense. Teachers who attend conferences and other such activities at the request of the District shall be provided school business days and expenses.

ARTICLE V – OBLIGATIONS OF THE BOARD OF EDUCATION (continued)

Section 15

CONFERENCE LEAVE

- A. Conference leave monies for teachers shall be provided from an account budgeted specifically for that purpose.
- B. Counselor college follow-up visits shall not be construed as conference leave.
- C. Individual departments such as Compensatory Education, Special Education and Vocational Education shall provide funds for conference leaves as may be possible within their respective budgets. These leaves will be regulated by the Directors of the respective programs in cooperation with the department conference leave advisory committee.
- D. Each building shall adopt and review annually a policy for conference attendance and distribution of monies.

Section 16

DICTIONARIES

Every classroom shall be furnished with a Webster's Collegiate Dictionary or its equivalent.

Section 17

ADMINISTRATIVE AND EXTRA CONTRACTUAL OPENINGS

- A. All administrative openings shall be posted in each building during the school year. A teacher interested in administrative positions shall submit his name and summer address to Central Administration prior to the end of the school year and shall be notified by mail if an opening occurs during the summer.
- B. All teachers shall be equally eligible for and shall be given priority of employment in any extra-instructional or extra-curricular assignment, excluding coaching, within the district. The Board shall post in each building the position and qualifications for such assignment. A teacher interested in any vacancy shall submit his name and qualifications in writing to the Deputy Superintendent within five (5) days of the posting. If the qualifications are met by the teacher employed by the Board for said positions, other applicants may not grieve their non-acceptance. Appointments to such positions will not be considered continuing appointments.
- C. All teachers currently employed or on the layoff list shall be equally eligible for and shall be given priority of employment in any coaching position within the district. Posting and application requirements in paragraph B shall apply. The Board shall be required to show cause through documentation and/or evaluation whenever a teacher or laid-off teacher is denied a coaching position in favor of an applicant outside of the unit. The reasons presented in a showing of cause are not grievable beyond the superintendent. If the qualifications are met by the teacher or the laid off teacher employed by the Board for said position, other applicants may not grieve their non-acceptance. Appointments to such positions will not be considered continuing appointments.
- D. Notwithstanding paragraph C any person outside of the unit who was a district coach during one of the previous two school years shall be equally eligible for the same position(s).

Section 18

ASSAULT UPON A TEACHER

- A. Principals shall report to the superintendent all cases of assault against a teacher during school hours or at school-related activities in which injuries have been suffered or in which there appears to have been intent to do harm. Such assaults against teachers shall be reported to the principal who shall ascertain the facts and then shall promptly report them to the Superintendent. In any such reported assault the teacher shall be provided advice and assistance from the school attorney relative to the filing and prosecution of a criminal complaint.

ARTICLE V – OBLIGATIONS OF THE BOARD OF EDUCATION

Section 18

ASSAULT UPON A TEACHER (continued)

- B. If a principal is informed of a threat to do harm, made against a teacher, the principal will inform the teacher of the situation within one school day. The teacher will be made aware of the resulting investigation within 10 days of the resolution.
- C. The principal shall inform the teacher of any and all administrative actions in response to a verbal assault reported against the teacher.

Section 19

REPORT PERIODS

Regularly scheduled reports to all parents, including parent-teacher conferences, shall be limited to one time per marking period. However, this does not preclude the right of a teacher to schedule individual conferences as necessary.

Section 20

COUNSELING RATIO

The Board will make every effort to establish a counseling ratio of 350:1 in secondary education on a system-wide basis.

Section 21

TUITION REIMBURSEMENT

- A. If a college course is taken at the request of the Board, the Board will pay for the tuition of such course.
- B. When a college course is taken to meet state mandated eligibility guidelines for continued certification in a subject area, the Board will pay for the tuition of such course. A joint committee of the Board and Union shall be established to review which programs shall be included in this category.

Section 22

SPECIAL EDUCATION

- A. Transfer students shall be admitted upon the direction and authorization of the Director of Special Education.
- B. Special Education records on students shall be available to the teacher to review if requested.

Section 23

SENIORITY LIST

The Board shall provide an updated seniority list to the Union once each year.

ARTICLE VI - GRIEVANCE PROCEDURE

Section 1

DEFINITION

The term "Grievance" shall be interpreted to mean a complaint by a teacher or by the Union in its own behalf that there has been a violation, misinterpretation or misapplication of any provision of this Agreement.

Section 2

PROCEDURE FOR ADJUSTMENT OF A GRIEVANCE - INFORMAL STEP

A teacher with a grievance shall first discuss that matter with the principal, either directly or accompanied by the Union representative. In this informal conference the principal may have a non-participating observer present if he chooses.

Section 3

FORMAL PROCEDURE FOR ADJUSTMENT OF GRIEVANCE

Step 1

- A. If the grievance is not resolved by the informal step, it shall be stated in writing, signed by the teacher or the President of the Union, or his designee, whomever seeks remedy, and shall be lodged with or submitted to the principal of the school in which the grievance arises within fifteen (15) school days following the condition or act which is the basis of the grievance.
- B. The "Statement of Grievance" shall name the employees involved, state the facts giving rise to the grievance, identify the provision of the Agreement alleged to be violated by specific reference, state the contention of the employee or Union, and shall indicate the relief requested.
- C. Within seven (7) school days after receiving the grievance, the principal shall communicate his decision and state his reasons in writing to the Union and the teacher, if any, who lodged the grievance.

Step 2

- A. Within fifteen (15) school days after receiving the decision of the principal, an appeal from the decision may be made to the Superintendent. The appeal shall be made in writing and shall be accompanied by a copy of the decision at Step 1.
- B. Within seven (7) school days after receiving the appeal, the Superintendent, or his designated representative, shall meet and confer on the grievance. All those listed in Step 1 shall have a right to participate.
- C. Within seven (7) school days after the meeting on the appeal, the Superintendent, or his designated representative, shall communicate his decision in writing and state his reasons, if requested, to the teacher and the Union.

Section 4

APPEARANCE AND REPRESENTATION

Hearings held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses, entitled to be present to attend. Such hearing shall be conducted during school hours, unless there is mutual agreement for other arrangements. All teachers who are present at the hearing pursuant to this Article shall be excused, with pay, for that purpose.

Section 5

INITIATING GRIEVANCE AT STEP 2

If the grievance arises from the action of authority higher than the principal of a school, the Union may present such grievance at Step 2 of this procedure.

ARTICLE VI – GRIEVANCE PROCEDURE (continued)

Section 6

ARBITRATION

- A. Within thirty (30) school days after receipt of the decision of the Superintendent, the Union, upon written notice to the Board, may submit the grievance to an impartial arbitrator selected from the American Arbitration Association, under and in accordance with the rules thereof.
- B. The parties will select an arbitrator as soon as possible. He shall render his opinion and decision within thirty (30) days, or as soon thereafter as possible, of the hearing. The opinion and decision shall set forth his conclusions on the issues properly submitted to him and shall be binding on both parties.
- C. No decision or adjustment shall be contrary to any provision of this Agreement.
- D. The fees and expenses of the arbitrator, including the filing fee, shall be paid by the losing party. If, in the opinion of the arbitrator, to achieve equity, the costs should be shared, he shall determine the liability of each party.

Section 7

NO IMPAIRMENT OF AGREEMENT

No decision or adjustment of a grievance shall be contrary to any provision of this Agreement.

Section 8

TIME LIMITS

Failure at any step of this procedure to communicate the decision on a grievance within the specified time limit shall permit the Union to lodge an appeal at the next step of this procedure. Failure to appeal a decision within the specified time limit shall be deemed withdrawal of the grievance.

Section 9

APPEAL

The Union in its own behalf shall have the right to appeal a decision on a grievance at any step in this procedure.

Section 10

FILING OF GRIEVANCE

All grievance documents shall be filed separately from the personnel file.

Section 11

SCHOOL DAYS

During the summer recess, each weekday, Monday through Friday, excluding national holidays shall be considered a school day for the purpose of the grievance procedure.

ARTICLE VII - SCHOOL CALENDARS

Section 1

2023-2024 School Year

| SEPTEMBER 2023 | | | | | | |
|----------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

18/21

| OCTOBER 2023 | | | | | | |
|--------------|----|-----|-----|-----|----|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17* | 18* | 19* | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

22/22

| NOVEMBER 2023 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

18/19

| DECEMBER 2023 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

16/16

| JANUARY 2024 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

17/17

**ROSEVILLE COMMUNITY SCHOOLS
2023/2024**

AUGUST
30 Staff Day
31 Professional Development Day

SEPTEMBER
4 Labor Day Recess
5 Professional Development Day
6 1st Day for Students
A.M. K-12 Classes
P.M. Professional Development

OCTOBER
17 High School Conferences
AM: 9-12 Classes
PM: 9-12 Conferences
Evening: 9-12 Conferences *
18 Middle School Conferences
A.M. 6-8 Classes
P.M. 6-8 Conferences
Evening: 6-8 Conferences *
19 Elementary School Conferences
Evening: K-5 Conferences *
20 A.M. K-5 Classes
P.M. K-5 Conferences
31 A.M. K-12 Classes
P.M. Schools Closed

NOVEMBER
3 End of 1st marking period *
A.M. K-12 Classes
P.M. Records
7 Professional Development Day
22-24 Thanksgiving Recess

DECEMBER
Dec 25– Jan 5 Holiday Recess

JANUARY
8 Classes Resume
15 K-12 Schools Closed
25 A.M. K-12 Classes
P.M. Professional Dev/Meetings
26 End of 1st semester *
A.M. K-12 Classes
P.M. Records

FEBRUARY
19-20 Midwinter Break

MARCH
6 Middle School Conferences
AM: 6-8 Classes
PM: 6-8 Conferences
Evening: 6-8 Conferences *
14 Elementary School Conferences
Evening: K-5 Conferences *
15 A.M. K-5 Classes
P.M. K-5 Conferences
25-29 Spring Recess

APRIL
1 Classes Resume
5 End of 3rd marking period *
A.M. K-12 Classes
P.M. Records
11 11th Gr State Testing—Schedule TBD

MAY
27 Memorial Day Recess

JUNE
10-12 End of 2nd Semester *
A.M. K-12 Classes
P.M. Meetings/Records

EARLY RELEASE
Sep 13
Sep 27
Oct 11
Oct 25
Nov 15
Nov 29
Dec 13
Jan 10
Jan 24
Feb 7
Feb 28
Mar 13
Apr 3
Apr 24
May 8
May 22

Two (2) PD Days to be determined based on 2024 election dates (already accounted for in March & May)

| CODE KEY | |
|--|--|
| K-12 schools closed | Classes a.m. only for grades listed by date |
| K-12 Teachers only PD | K-12 Staff Day |
| K-12 Schools Closed p.m. | State Testing |

06-07-2023

176/182

| FEBRUARY 2024 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | | |

19/19

| MARCH 2024 | | | | | | |
|------------|----|----|----|-----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6* | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14* | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

15/16

| APRIL 2024 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

22/22

| MAY 2024 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

21/22

| JUNE 2024 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

8/8

ARTICLE VII - SCHOOL CALENDARS (continued)

Internal components of the school calendar (such as professional development days, parent conferences, etc.) will be developed and distributed before the start of the school year. Factors to be considered may include semester scheduling and imposition of a common county calendar.

Section 2

KINDERGARTEN CONFERENCES

Whenever a kindergarten teacher's combined student roster totals 50 or more an additional one-half (1/2) day shall be provided for parent teacher conferences.

Section 3

EVENING ACTIVITIES

Teachers will be required to attend three evening activities per year, one of which will be the mandated Open House.

- A. At the elementary level, the two additional evenings will be parent teacher conferences.
- B. At the middle school and high school levels, they could be a combination of parent teacher conferences and/or other events, as recommended by the principal and approved by central administration.

Section 4

STATE REQUIREMENT

Should the school calendar fail to meet the requirements for state aid entitlements in full, the Board and the Union shall revise the calendar.

Should the State alter the requirements for minimum days, instructional hours, professional development or any other component of the school calendar, the Union and the Board will meet to consider appropriate modifications.

ARTICLE VIII - SALARY ITEMS
SALARY SCHEDULES

All eligible employees will advance one (1) step on the salary schedule each year.

2023/2024

| STEP | ND | BA | MA | MA + 30 | PHD |
|------|--------|--------|--------|---------|--------|
| 0 | 31,910 | 43,921 | 48,426 | 50,678 | 52,368 |
| 1 | 34,507 | 44,660 | 49,165 | 51,417 | 53,107 |
| 2 | 35,686 | 45,414 | 50,623 | 52,714 | 54,379 |
| 3 | 36,877 | 46,882 | 52,592 | 54,675 | 56,349 |
| 4 | 38,067 | 49,633 | 56,385 | 58,464 | 60,139 |
| 5 | 39,248 | 52,670 | 60,174 | 62,251 | 63,924 |
| 6 | 40,407 | 55,977 | 64,499 | 66,584 | 68,254 |
| 7 | 41,556 | 59,819 | 69,369 | 71,454 | 73,128 |
| 8 | 45,217 | 63,687 | 74,233 | 76,324 | 77,995 |
| 9 | 47,724 | 67,611 | 78,402 | 80,518 | 82,207 |
| 10 | 50,233 | 71,536 | 82,571 | 84,711 | 86,419 |

All steps increased by 3%. Members will receive a 2% off-schedule payment paid half in January, half in June.

2024/2025

| STEP | ND | BA | MA | MA + 30 | PHD |
|------|--------|--------|--------|---------|--------|
| 0 | 32,867 | 45,239 | 49,879 | 52,198 | 53,939 |
| 1 | 35,542 | 46,000 | 50,640 | 52,960 | 54,701 |
| 2 | 36,757 | 46,777 | 52,142 | 54,295 | 56,010 |
| 3 | 37,984 | 48,288 | 54,170 | 56,315 | 58,039 |
| 4 | 39,209 | 51,122 | 58,077 | 60,218 | 61,943 |
| 5 | 40,425 | 54,250 | 61,979 | 64,119 | 65,841 |
| 6 | 41,619 | 57,656 | 66,434 | 68,582 | 70,302 |
| 7 | 42,803 | 61,613 | 71,450 | 73,598 | 75,321 |
| 8 | 46,573 | 65,598 | 76,460 | 78,614 | 80,334 |
| 9 | 49,156 | 69,640 | 80,754 | 82,933 | 84,673 |
| 10 | 51,740 | 73,682 | 85,048 | 87,253 | 89,012 |

All steps increased by 3%. Members will receive a 2% off-schedule payment paid half in January, half in June if there is a fund balance increase as determined by the fiscal year audit of the 2023/2024 school year.

2025/2026

| STEP | ND | BA | MA | MA + 30 | PHD |
|------|--------|--------|--------|---------|--------|
| 0 | 33,853 | 46,596 | 51,375 | 53,764 | 55,558 |
| 1 | 36,609 | 47,380 | 52,159 | 54,548 | 56,342 |
| 2 | 37,860 | 48,180 | 53,706 | 55,924 | 57,690 |
| 3 | 39,123 | 49,737 | 55,795 | 58,005 | 59,780 |
| 4 | 40,385 | 52,656 | 59,819 | 62,025 | 63,801 |
| 5 | 41,638 | 55,878 | 63,838 | 66,042 | 67,816 |
| 6 | 42,867 | 59,386 | 68,427 | 70,639 | 72,411 |
| 7 | 44,087 | 63,462 | 73,594 | 75,806 | 77,581 |
| 8 | 47,970 | 67,566 | 78,754 | 80,973 | 82,744 |
| 9 | 50,631 | 71,729 | 83,177 | 85,421 | 87,213 |
| 10 | 53,292 | 75,892 | 87,600 | 89,870 | 91,682 |

All steps increased by 3%. Members will receive a 2% off-schedule payment paid half in January, half in June if there is a fund balance increase as determined by the fiscal year audit of the 2024/2025 school year.

ARTICLE VIII - SALARY ITEMS
SALARY SCHEDULES (continued)

Section 1

The contractual hourly rate will be \$40.00.

Section 2

ELIGIBILITY FOR MA + 30 STATUS

To be placed on the MA + 30 salary lane, a teacher shall notify the Personnel Office of the change and present evidence of satisfactory completion of thirty (30) semester hours of graduate credit in education related areas in addition to those required for completion of the Master's Degree. These thirty (30) semester hours may be earned before or after the date of completion of the Master's Degree. Master's degree requiring a minimum of 60 credits for positions such as School Social Worker and Speech Therapists shall qualify to be placed on the MA+30 salary lane. This has been a consistent district practice and is now codified for these positions based on raised requirements by universities.

Section 3

EXTRA PAY ABOVE REGULAR SALARY SCHEDULE

A. Longevity Payments

During the term of this contract, teachers shall be entitled to longevity payments according to the following schedule:

| | <u>Dec 2023 moving forward</u> |
|-----------------------------|--------------------------------|
| 11 years or more by June 30 | 1,500 |
| 15 years or more by June 30 | 2,250 |
| 16 years or more by June 30 | 3,500* |
| 20 years or more by June 30 | 4,000 |
| 25 years or more by June 30 | 4,500 |
| 30 years or more by June 30 | 5,500 |

*Only employees that were employed in 2007.

Regular longevity payments shall be made in December following the June in which they were earned. Members who leave the employ of the District shall receive an additional pro-rated longevity payment based on the length of time worked in the final year. (Example: A teacher who leaves in February would receive an additional longevity payment of 60%.)

Payments may be prorated as in the following example. Teachers who have completed at least 10 months of their 14th year but will not reach 15 years by June 30 will receive a prorated portion of the payment.

- B. It is a recognized practice that teachers who retire from the employment of the district under the terms and provisions of the Michigan Public School Employees Retirement Act receive as a severance 50% of their first 70 days of accumulated sick days and 20% of 71 to 221 accumulated sick days not to exceed the limit of 65 days of severance pay based on prevailing contract rate.

ARTICLE VIII - SALARY ITEMS

Section 3 - Extra Pay Above Regular Salary Schedule (continued)

In the event of the death of the employee, the above described severance payment shall be made to the estate of the employee or his/her named beneficiary as outlined in their life insurance contract, unless otherwise requested by the employee in writing, at the same rate and under the same conditions as would accrue upon retirement.

Individuals who were either active members of the bargaining unit in 2011 or on the official district layoff list in September 2009 will receive five days pay at the time of their retirement from the district. Payment will be calculated at their then current daily rate.

All individuals actively employed in 2013/2014 will receive an additional five days pay at the time of their retirement. Per diem payouts (i.e. severance) will be based on the 2012/2013 daily rate or the then prevailing daily rate, whichever is greater.

- C. Severance pay as described in B. above will be paid through an IRS approved special pay deferral plan, currently an employer sponsored 403(b) plan.
- D. Beginning with the 2011-2012 school year, the Federation and the District agree that should every elementary and secondary (middle and high) school meet the state requirements and make adequate yearly progress based on the assessments administered in a given school year, each teacher shall receive a onetime additional compensation payment of \$25.00. The parties agree that, if at any time during the duration of this agreement, the District is found not to be receiving adequate revenue and/or have an adequate fund balance necessary to fund the provisions of this appendix, the district may, at its discretion, suspend the payment of additional compensation until such time as adequate funds are restored. Should the requirement of additional compensation under Section 380.1250 of the Revised School Code be eliminated, this appendix shall sunset at the end of the school year in which the requirement of additional compensation is eliminated. The Federation and the District agree that additional compensation under this provision shall:
 - 1. Not alter or be considered a part of the salary schedules in Article VIII of this agreement.
 - 2. Not increase or reduce a teacher's work day or school year.
 - 3. Not be subject to arbitration under the grievance process.

Section 4

ADJUSTMENT IN SALARY

- A. This salary schedule shall be based on the school term as established by the calendar. Any extended duty beyond the school term shall be a proration of salary. An extension of the school term must be approved by the Superintendent.
- B. Where professional growth entitles a teacher to added salary, certified official records must be filed on or before Friday of the opening week of the teacher's year, or by the Martin Luther King holiday in January for the second half of the school year. The salary adjustment will be processed upon receipt of official documents.
- C. Co-op coordinators shall be required by the principal to work two (2) weeks beyond the school calendar.
- D. Secondary School Counselors
 - 1. High School counselors shall be scheduled to work two (2) weeks in addition to the regular school year.
 - 2. Junior High counselors shall be scheduled to work one (1) week in addition to the regular school year.
- E. Employability Skills Coordinator shall be scheduled to work five(5) extra days.

ARTICLE VIII - SALARY ITEMS (continued)

Section 5

OPTIONAL PAY PLAN

- A. Teachers shall have the option of receiving their salary on a 21 or 26 period pay plan. Such option to be exercised only when the forms are sent to teachers in April. It is also agreed that once selection is made NO CHANGE will be made during the year under any circumstances.
- B. No lump sum payments will be made at the end of the school year unless the teacher is leaving the district.
- C. Effective January 2012, all payroll checks will be issued as direct deposits to a banking institution designated by the employee.

Section 6

INSURANCE BENEFITS

A. Hospital / Medical / Life

1. The Board will provide full family coverage for medical, surgical, and hospitalization insurance for contracted teachers.
2. Effective 07/01/2021 all new employees are offered only the High Deductible Health Plan.
 - a. In the first year of enrollment the district will make a one-time contribution - \$750 single, \$1,000 couple, \$1,250 family
 - b. After the first year of enrollment \$650 single/\$850 couple/family will be deposited in the HSA annually.
 - c. 80/20 rules apply – employees must contribute at least 20% annually (Example: minimum employee contribution of \$125 to district contribution of \$500)
 - d. RFT and District agree to work on details to address turnover and impact on HSA funds.
3. Employees hired prior to 07/01/2021 and currently enrolled in a Blue Cross PPO with the following stipulations may continue coverage with this plan.
 - a. Deductible - \$250 single/\$500 family
 - b. Co-pay - 20% of identified charges, up to an annual maximum of \$1000 single/\$2000 family
 - c. Three tier formula for prescription co-pays
4. Effective October 1, 2011 bargaining unit members will be responsible for a monthly contribution equivalent to 20% of the illustrative rate for their level of coverage.
5. The Medical Insurance coverage year will be January 1 through December 31 of each school year. Insurance coverage for employees who leave the district for any reason will end on the last date worked.
6. Medical Insurance coverage will continue through July and August for employees laid off effective at the end of a school year.
7. Members who do not enroll in medical coverage programs, and show documentation that they have coverage from a different source will be eligible for an annual stipend in the amount of \$1,000. In the case where a married member's spouse is also eligible for medical coverage with the Roseville Schools only one of the married couple will be eligible for the \$1,000 annual stipend. The other spouse will not be eligible for any stipend or added benefit.
8. The Board shall provide \$50,000 life insurance in a group policy including coverage for accidental death and dismemberment for contracted teachers.
9. It shall be the responsibility of the teacher to make changes for dependents or any changes on their group policy. Forms can be obtained in the Personnel Office either by direct contact or memo.
10. Teachers on leave of absence due to illness shall continue to receive hospitalization and life insurance coverage for a period of one year.

ARTICLE VIII - SALARY ITEMS

Section 6 - INSURANCE BENEFITS (continued)

11. Notwithstanding any other obligations in this Agreement, the District reserves the right, in its sole discretion, to select a health insurance carrier which offers a "bronze" plan that provides minimum coverage pursuant to 26 USC Section 36(B) (c) (2) (C) (ii). Members will have the option to elect this plan as an alternative to the standard contractual medical coverage.

B. Dental

1. Effective April 1, 2021, all members shall be offered dental insurance at no additional cost. See the Benefits-at-a-Glance form for further information.
 - a. 100% of approved amount for examinations, cleaning, emergency palliative care, x-rays, all other Class I and Class II services
 - b. 85% of approved amount for all Class III services
 - c. Annual maximum (for Class I, II and III services): \$1,500 per member
 - d. 50% of approved amount for all Class IV services. Lifetime maximum: \$1,000 per member

C. Optical

1. Teachers shall be eligible for a District paid optical plan, providing benefits up to and including full family coverage.

Section 7

125 PLAN / FLEXIBLE SPENDING ACCOUNTS

- A. All members will be eligible to participate in Salary Reduction Reimbursement Accounts for Dependent Care and/or Medical Expenses.
- B. The plan year will be January 1 through December 31.
- C. Should either party wish to change the Cafeteria Plan Year from January-December the parties shall meet to agree on the change.

Section 8

WORKERS' COMPENSATION/ON-THE-JOB INJURY

- A. Each employee will be covered by the applicable Workers' Compensation Laws.
- B. For the first year, the employer further agrees to make up the difference between the employee's regular net pay and that which has been paid by the Workers' Compensation Insurance for injury sustained on the job and under the provisions of the Workers' Compensation Law.
- C. An employee who suffers injuries compensable under the Michigan Workers' Compensation Act shall be paid the difference between his regular net pay and payment received under provisions of the Act for a second year; and his days off of work shall not be deducted from accumulated sick leave during the two years.

ARTICLE VIII – SALARY ITEMS (continued)

Section 9

BENEFITS

The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA), as currently written, may provide self-paid group health benefit coverage for specified amounts of time to the following:

- A. Surviving dependents of deceased employee.
- B. Spouses of employees after divorce or separation.
- C. Medicare ineligible spouses and dependents of current employees.
- D. Children who no longer meet the group's eligibility requirements.
- E. Employee who no longer meets the group's eligibility requirements due to termination (other than gross misconduct), reduction in hours or layoff.

Section 10

LONG TERM DISABILITY

- A. The Board shall provide a long-term group disability policy for each teacher. The terms of the policy shall provide that eligibility shall begin after ninety (90) calendar days of disability.
- B. Individual sick bank accumulations will be frozen from the 91st day of disability until the teacher returns, or retires. Teachers who retire on disability will be eligible for the severance payment based on the formula and their frozen accumulation of sick leave.
- C. All terms and conditions of the policy shall prevail, subject to the rules and regulations of the carrier.

Section 11

EQUIVALENCY RATINGS

- A. When working in an assignment which requires work experience to attain vocational certification, a teacher with such experience shall receive two (2) years experience credit. Such experience credit, together with outside creditable teaching and/or military experience shall not exceed the total amount allowable under the salary schedule policy.
- B. A certified teacher with an additional professional degree, whose special knowledge is used directly in his teaching, shall be eligible for consideration on the level of a Master's Degree on the salary schedule, when such credits shall be recommended by a committee comprised of two teachers and two administrators. The final authorization shall rest with the Board of Education. "Professional Degree" assumes preparation of not less than the Master's Degree.

Section 12

COACHING AND SPONSOR COMPENSATION

- A. The Board retains the right to determine which extracurricular programs will be operated and to eliminate, modify or reduce the length of any such program.
- B. Should a given extracurricular activity be added, modified or reduced in length the compensation shall be adjusted as recommended by a committee set up to determine such compensation.
- C. If extracurricular programs are restored or added, the Board will attempt to distribute the activities on an equitable basis between Junior and Senior High Schools.
- D. The duties of the Athletic Director shall be assigned at the discretion of the Board of Education. Should a teacher be assigned the duties of Athletic Director, that teacher shall be paid as provided in sub-paragraph E.

ARTICLE VIII – SALARY ITEMS (continued)

Section 12 - COACHING AND SPONSOR COMPENSATION (continued)

- E. Where a percentage is listed, the calculation for this payment will be based on the 2023/2024 salary schedule, shown below. When steps on the teacher’s salary schedule are frozen, steps on the Coaching and Sponsor Compensation schedule will also be frozen. Current coaches at MA+30 or PHD will be grandfathered for life.

2023-2024 SALARY SCHEDULE

| LANE | BA | MA |
|------|--------|--------|
| 0 | 43,921 | 48,426 |
| 1 | 44,660 | 49,165 |
| 2 | 45,414 | 50,623 |
| 3 | 46,882 | 52,592 |
| 4 | 49,633 | 56,385 |
| 5 | 52,670 | 60,174 |
| 6 | 55,977 | 64,499 |
| 7 | 59,819 | 69,369 |
| 8 | 63,687 | 74,233 |
| 9 | 67,611 | 78,402 |
| 10 | 71,536 | 82,571 |

High School (Freshman, Jr. Varsity and Varsity Sports)

| | |
|--|-------|
| Athletic Director | 12.0% |
| Head Football Coach (Varsity) | 10.0% |
| First Assistant (Varsity) | 8.0% |
| Other Assistants (JV Head Coach, 9 th Grade Head Coach) | 7.0% |
| Head Basketball Coach (Varsity) | 10.0% |
| Assistant Basketball Coach (JV Head Coach) | 7.0% |
| Head Soccer Coach (Varsity) | 8.5% |
| Assistant Soccer Coach (JV Head Coach) | 6.5% |
| Head Baseball Coach (Varsity) | 8.5% |
| Assistant Baseball Coach (JV Head Coach) | 6.5% |
| Head Softball Coach (Varsity) | 8.5% |
| Assistant Softball Coach (JV Head Coach) | 6.5% |
| Head Track Coach (Varsity – Boys & Girls) | 8.5% |
| Assistant Track Coach (JV Head Coach – Boys & Girls) | 6.5% |
| Head Wrestling Coach (Varsity) | 8.5% |
| Assistant Wrestling Coach (JV Head Coach) | 6.5% |
| Head Golf Coach (Varsity) | 5.0% |
| Head Cross-Country Coach (combined) | 8.5% |
| Swimming Coach (Varsity) | 8.5% |
| Assistant Swimming Coach (JV Head Coach) | 6.5% |
| Volleyball Coach (Varsity) | 8.5% |
| Assistant Volleyball Coach (JV Head Coach) | 6.5% |
| Head Bowling Coach (combined) | 8.5% |
| Band Director (Includes Summer Activities) | 10.0% |
| Vocal Music Director | 5.0% |

ARTICLE VIII – SALARY ITEMS

Section 12 – Coaching and Sponsor Compensation (continued)

High School (Freshman, Jr. Varsity and Varsity Sports) – (continued)

| | | |
|---|--|--------------|
| Cheerleader Sponsors (JV) | 6.0% | |
| Cheerleader Sponsors (Varsity) | 9.0% | |
| Cheerleader Sponsor (9 th grade) | 3.0% | |
| Pom Pons (JV & Varsity) | 6.0% | |
| Play Director | 4.0% per play (Maximum 2 plays per year) | |
| Forensic | 4.0% | |
| Debate Coach | 4.0% | |
| National Honor Society (NHS) | 2.0% (2 sponsors @ 2% each) | |
| Yearbook | 6.0% | |
| Newspaper Sponsor (Teaching Time) | 6.0% | |
| (After School) | 6.0% | |
| Quiz Bowl | 4.0% | |
| Latin Club | 1.5% | |
| French Club | 1.5% | |
| Spanish Club | 1.5% | |
| Pep Club | 1.5% | |
| Varsity Club | 1.5% | |
| Student Council/Senate Advisors | | |
| Head Sponsor | 4.5% | |
| Assistant Sponsor #1 | 2.0% | |
| Assistant Sponsor #2 | 2.0% | |
| Assistant Sponsor #3/Jr Prom Committee | 3.5% | |
| Approved clubs (as described in Article VIII, Section 13) | 1.5% | |
| Party and Dance Chaperones | \$40.00 | each event |
| Literary Magazine (max 2 editions/yr – 30 submissions ea) | \$500.00 | each edition |

F. Junior High School

| | | |
|--|----------|--------------------|
| Athletic Director | 6.0% | |
| Football Coach | 6.0% | |
| Assistant Football Coach | 4.0% | |
| Basketball Coaches | 6.0% | |
| Track Coaches (2) | 6.0% | |
| Softball Coach | 6.0% | |
| Soccer Coach | 6.0% | |
| Volleyball Coach | 6.0% | |
| Cheerleader Sponsors 7 th & 8 th gr. | 3.0% | |
| Vocal Music Director | 1.5% | |
| National Jr Honor Society (NJHS) | 1.5% | |
| Newspaper | 1.5% | |
| Student Council | 2.0% | |
| Approved Clubs | 1.5% | (1 sponsor @ 1.5%) |
| Athletic Events | \$ 25.00 | (one event) |
| | \$ 50.00 | (two events) |
| Band Director (Incl. Summer Act.) | 5.0% | |

ARTICLE VIII – SALARY ITEMS

Section 12 – Coaching and Sponsor Compensation (continued)

- G. Elementary School
- | | |
|--|----------|
| Safety Patrol Sponsor | 2.0% |
| Service Squad Sponsor | 2.0% |
| Instrumental Music | |
| Per after-school event / Incl. practice sessions. | \$ 50.00 |
| Vocal Music and Other Elementary Programs | |
| Per after-school event / Incl. practice sessions. | \$ 50.00 |
| Approved elementary club sponsors | \$300.00 |
| Four (4) per building at \$300 per club. The clubs will meet or have activities a minimum of eight (8) times per year. Clubs and sponsors must be approved by building principals. | |
- H. Coaching/Sponsorship Experience:
1. Previous coaching and/or sponsorship experience within the district will be credited toward step placement on the salary schedule. Such credit will not be limited to experience in one sport, or sponsorship, but may be interchangeable providing the applicant is determined to be qualified in more than one sport or sponsorship. Such experience in sports shall not be interchangeable for credit in sponsorship and vice versa.
 2. Previous district coaching experience will determine the step placement on the salary schedule for athletic directors appointed. Example: When an athletic director has three (3) years coaching experience within the district prior to his appointment, such experience will be granted toward placement on the salary schedule as an athletic director.
 3. Coaching experience concurrent with experience as athletic director will not be credited as an additional year of experience toward step placement on the salary schedule for athletic director.
 4. When steps on the teacher salary schedule are frozen, steps on the coach salary schedule will be frozen for the equivalent period of time.

Section 13

GENERAL RULES AND GUIDELINES

- A. All assignments to extracurricular activities must be approved in writing by the affected building principal.
- B. New clubs may be initiated at the request of a teacher with the recommendation of the principal, and approval of central administration whenever a minimum of fifteen (15) students have shown interest. Clubs with fifty (50) or more members will be entitled to two (2) sponsors.
- C. Compensation for club sponsorship at the Junior High level shall be the same as stipulated for the High School.
- D. Procedure for Payment:
 1. When the assignment is a full year assignment, compensation shall be made in two (2) half year payments.
 2. When the assignment is seasonal, payments shall be made at the end of the season.

ARTICLE VIII - SALARY ITEMS (continued)

Section 14

EXTRACURRICULAR ACTIVITIES

- A. Supervision and extracurricular activities shall not be considered a part of the teacher's contract responsibilities without extra compensation.
- B. Teachers employed for special events shall receive a stipend of \$25.00 per event when this service is outside of the regular school day, or their club or class responsibility. Timers, scorekeepers, and cameramen for High School athletic events shall receive \$25.00 per event.
- C. Regularly scheduled and recognized interscholastic contests as well as plays, dances, club activities, and educational field trips shall qualify as extracurricular events. Teachers receiving pay for the sponsorship of a club or class will qualify for the \$25.00 stipend, providing their club or class is not involved in sponsoring the activity.
- D. Elementary programs requiring student supervision and conducted beyond the school day must be approved by the building principal in writing. Such programs shall be voluntary and compensated for at the prescribed rate of pay.
- E. RFT members acting as chaperones of approved overnight field trips shall be paid a \$100 stipend per trip, providing that they are not entitled to coaching and/or sponsorship compensation.

Section 15

TEACHER-IN-CHARGE

- A. The position of teacher-in-charge shall be voluntary. Principals shall select the teacher-in-charge from among interested personnel within the building.
- B. The teacher-in-charge shall receive a stipend of Seven Hundred Fifty Dollars (\$750) per year or in a building with no assistant principal One Thousand Dollars (\$1,000). Elementary building second Teacher in Charge shall receive a stipend of Two Hundred Fifty Dollars (\$250) per year. A teacher-in-charge who assumes the principal's duties shall be paid Fifty Dollars (\$50) per day for each day after a three consecutive day assignment.
- C. When under per diem payment, the teacher-in-charge will be required to remain in school until 4:00 p.m.
- D. The teacher-in-charge in a building where the principal has an additional building assignment, or the principal is released for civic duty unrelated to school business twenty (20) or more days per year shall receive Two Hundred Dollars (\$200) in additional compensation.

Section 16

TAX DEFERRAL PLANS

All contracted teachers may avail themselves of the tax deferred programs, according to the rules and regulations established by the Business Office.

Section 17

EXTENSION OF INSTRUCTIONAL DUTY

A regular contract teacher hired to work an additional hour daily during the school year shall be prorated at one-sixth ($1/6$) of his basic salary but not less than the contractual hourly rate.

ARTICLE VIII – SALARY ITEMS (continued)

Section 18

TEACHERS SUBSTITUTING DURING PREPARATION PERIOD/COMP TIME

- A. Elementary and Secondary teachers substituting during an unassigned or preparation period shall be compensated at \$40 per hour. Positions will be given to a staff member who volunteers in a timely manner. If there is not enough voluntary coverage, the building administrator will use a rotation that is efficient, fair and open to all certified staff. The building administrator shall communicate this policy to the building staff at the beginning of each trimester/quarter.
- B. Principals may allow teachers who substitute during their preparation time, compensatory time in lieu of payment. This compensatory time can only be used in full-day units. Half-day and hourly units may be used with prior approval of the principal.
- C. Compensatory time shall not be used on days preceding or following holidays and vacations, except with prior approval of the Deputy Superintendent.
- D. One hour of compensatory time will equate to one hour of released time.
- E. Up to 18 hours of compensatory time may be carried over to the next year. Payment will be made for any amount in excess of 18 hours in December, March and June.
- F. Use of compensatory time is limited to three (3) days or eighteen (18) hours subject to item B above.
- G. In their year of retirement, teachers may cash out 30 hours (5 days) at current daily rate as part of retirement severance. The remaining hours shall be compensated at \$40 per hour.
- H. An elementary teacher who is required to assume responsibility for the class of an absent teacher, while still supervising his or her own class, will receive a prorated daily stipend, based on the following formula: Full Class Full Day = \$200; Full Class Half Day = \$100; Half Class Full Day = \$100; Half Class Half Day = \$50.

Section 19

MILEAGE

All mileage payments for school-related activities shall be at the prevailing I.R.S. rate of compensation.

Section 20

OUTSIDE EXPERIENCE

- A. Teachers hired for the 2000/2001 school year, and thereafter, shall receive up to two (2) years credit for military experience.
- B. The Board may grant additional credit for personnel hired in technical teaching areas for experience in teaching and/or work experience in a directly related area up to the amount of actual experience applicable.
- C. Teachers formerly employed by the Roseville Community Schools who return to employment after having lost seniority privileges shall be granted all Roseville teaching credit up to four (4) years at full step of the schedule.
- D. Teachers who return within 2 years from their termination from the layoff list shall receive:
 1. Seniority to their date of termination.
 2. Restoration of their accumulated sick leave through date of layoff.
 3. Placement on the salary schedule based on salary step 1 on their date of layoff.

Section 21

JURY DUTY

A teacher who serves jury duty shall be paid a regular salary without loss of days. The Business Office shall deduct from an employee's pay only that amount which is equal to the per diem jury service fee for each school day served on jury duty.

ARTICLE VIII – SALARY ITEMS (continued)

Section 18

Section 22

RECERTIFICATION REIMBURSEMENT

Reimbursement for professional certification will be paid in June following recertification.

- 1. Teachers \$160.00 every five years (MDE)
- 2. Speech Therapists \$225.00 annually (ASHA)
- 3. Speech Therapists \$162.20 every two years (LARA)
- 4. Psychologists \$160.00 every five years (MDE)
- 5. School Social Workers \$81.00 every three years (LARA)

ARTICLE IX - NON-SALARY ITEMS

Section 1

THE SCHOOL DAY

| A. | <u>Elementary Hours</u> | <u>Secondary Hours</u> | <u>Middle Sch.</u> | <u>High Sch.</u> |
|----|--------------------------------|------------------------|--------------------|------------------|
| | Teachers Day Begins 8:20 a.m. | Teachers Duty Begins | 7:35 a.m. | 7:30 a.m. |
| | Teachers Duty Begins 8:25 a.m. | 1 st Bell | 7:40 a.m. | 7:35 a.m. |
| | Instruction Begins 8:35 a.m. | Instruction Begins | 7:45 a.m. | 7:40 a.m. |
| | Lunch Period 1/2 hour | Lunch Period | 1/2 hour | 1/2 hour |
| | Students Dismissed 3:35 p.m. | Students Dismissed | 2:50 p.m. | 2:45 p.m. |
| | Teachers Duty Ends 3:40 p.m. | Teachers Duty Ends | 2:55 p.m. | 2:50 p.m. |

It is recognized that wherever adjustments in the schedule are necessary, such may be made, however, the school day shall be standard in terms of hours, minutes, and duty time.

Effective July 1, 2023 teacher’s reportable hours for ORS will be reflected as 6 hours 50 minutes per day (6.83) (max allowable is 60 hours per pay period).

- B. Lunch period shall be duty free. Elementary principals may alter or stagger the lunch time provided every teacher receives a 30 minute duty free lunch each day.
- C. Secondary teachers who are assigned 5 teaching periods will be guaranteed one equivalent period as a personal preparation each day.
- D. A portion of SIP/PD meetings may be designated for staff meetings.
- E. Principals may schedule up to five (5) thirty-five minute staff meetings each year. Teachers will be given at least one week’s notice of the meetings which will be held on Wednesdays before or after school as determined by a majority vote of the staff.
- F. With the advent of the 30-minute lunch period, elementary teachers will be permitted to schedule no more than one 20-minute outdoor recess period per day, with the following conditions:
 - 1. Teachers must accompany and supervise their own class.
 - 2. The recess period must be conducted in line with an educational goal established by the teacher and/or school.
 - 3. The principal must approve both the scheduling of the recess and the educational goal(s).

ARTICLE IX - NON-SALARY ITEMS (continued)

Section 2

ELEMENTARY AUXILIARY SERVICE

- A. All teachers of grades K – 5, special education classrooms and auxiliary service classrooms as well as special service personnel shall receive 225 minutes of preparation time per week, exclusive of the time before students arrive in the morning.

Every effort will be made to distribute the time in blocks equivalent to 5 – 45 minute periods per week.
- B. Special and Auxiliary Daily Schedule
Before the start of each school year, auxiliary service teachers shall meet with principals and the curriculum director to jointly establish building schedules. Auxiliary teachers will receive a stipend if the meeting is held outside of the school calendar.
- C. Department meetings for auxiliary and special service personnel may be scheduled during the afternoon of elementary parent teacher conferences.

ARTICLE IX – NON-SALARY ITEMS (continued)

Section 3

CLASS SIZE

- A. Class size shall be limited to 28 in grades kindergarten through third (K-3) and 31 in grades four through five (4-5)
- B. There shall be no combination classes unless absolutely necessary. When it is necessary, mutual arrangement as to the composition of the classes will be made with the teacher(s), principal, and the central administration and such additional aid as may be possible, shall be given. Combination classes shall be limited to 26.
- C. The number of students assigned to an experimental class shall be determined by the teacher and principal involved.
- D. Academic class size at the secondary level, including typing, shall not exceed 155 pupils for a five-period day.
 - 1. The Middle School day, including five class periods and a daily homeroom, for academic classes, including typing shall have an aggregate class size cap of 170
- E. Physical Education classes at the secondary level shall not exceed 180 pupils for a five-period day.
 - 1. The Middle School day for Physical Education including five class periods and a daily homeroom shall have an aggregate class size cap of 195.
- F. Music classes at the secondary level shall not exceed 155 pupils for a five-period day, not including Concert Band and Choir.
 - 1. The Middle School day for Music including five class periods and a daily homeroom shall have an aggregate class size cap of 170, excluding Concert Band and Choir.
Choir classes: An accompanist will be provided for preparation and assistance not to exceed ten (10) hours per class, for each major choral presentation.
- G. Shop, Life Management, Crafts, Chemistry and Physics Laboratory classes shall be limited to 26 students.
- H. At the secondary level every effort shall be made to limit each academic class to 31 pupils but not to exceed 33 and to limit each physical education and music class to 36 pupils.

ARTICLE IX – NON-SALARY ITEMS (continued)

Section 3

CLASS SIZE (continued)

- I. The schedule for payment for student overloads shall be according to the following formula:
 1. Elementary: 1/30 of 1/180 of the amount listed in the Chart in Appendix D
 2. Secondary: Student overload on an individual or daily basis is to be paid at the rate of:
(1-5 - \$500/year) (6-10 - \$800/year) (11-14 - \$1,300/year)
 3. No deduction shall be made for teacher absences due to sick days except during extended absences of 5 or more days.
 4. At the elementary level, overloads shall be paid on student rosters established on the first Monday of the school year.
 5. At the secondary level overload payments shall be based on class rosters the second Monday of the school year.
 6. Auxiliary service teachers will be eligible for overload payments. The amount of payment shall be subtracted from the amount due the regular classroom teacher.
- J. Every effort shall be made to assign aides to assist teacher(s) with a student overload of four (4) or more and/or any building having a number of classes that exceed the contractual limits. The aide(s) may be assigned to more than one building or more than one classroom.
- K. The Board will make a reasonable effort to make the planetarium available to students and to the community.
- L. Special Education class sizes will be those stated in the Michigan Special Education Code, as amended; and shall be subject to the guidelines specified therein. Every effort will be made to limit the enrollment in co-taught secondary special education classes to a maximum of 35 students, 15 of whom may be certified special education classroom students.
- M. Secondary swimming classes with more than 31 students will be assigned a paraprofessional or a student aide certified in life saving.

Section 4

PHYSICAL FACILITIES

- A. The physical facilities of the classroom and the school must be conducive to the health and welfare of the students and teachers.
- B. Normal classroom conditions must be maintained including adequate temperature, lighting, lavatory, and water facilities. If the conditions are not normal, the principal will make necessary arrangements to provide facilities for teachers and students. The principal with notification to Central Administration may dismiss the students for the period of time deemed necessary.
- C. Within the limitation of available space, each school shall provide adequate classroom and storage facilities for auxiliary and special service personnel.

Section 5

TEACHERS' LOUNGE

- A. Teachers' Lounges must provide adequate seating, table space, heating and ventilation, and be designed exclusively for staff use. Provision shall be made for separate lavatory facilities for male and female teachers.
- B. Where teachers wish to prepare tea or coffee in lounge rooms, the cooks will provide hot water, cups and saucers, if this special demand upon the cook's time is not unreasonable.

ARTICLE IX NON-SALARY ITEMS (continued)

Section 6

SICK LEAVE BANK AND LEAVE DAYS

A. Accumulated Sick Leave Days

1. For teachers hired before September 15, 1998, unused sick leave days shall accumulate in a single bank at the rate of twelve (12) days per school year, without limit. For teachers hired on or after September 15, 1998, unused sick leave days shall accumulate in a single bank at the rate of eleven (11) days per school year, without limit.
2. Sick bank information will be recorded and distributed in September of each year to all teachers. This will include accumulated days from prior years together with total days credited for the current contractual year.
3. Teachers must give notification if they wish to cancel a sick leave or personal leave. Failure to notify may result in a pay deduction equal to the cost to the Board for a substitute's "show up" pay.
4. Perfect Attendance Incentive: The stipend for perfect attendance will be \$250 per marking period (4 per year). Perfect attendance is defined as no use of sick leave, personal leave or comp time. Bereavement will not count against perfect attendance.
5. An employee shall not accumulate a day of sick leave during any month in which the employee receives pay for less than the majority of the scheduled working days in that month.

B. Central Sick Leave Bank

1. The Board of Education will contribute a day for each day contributed by a teacher to the Central Sick Leave Bank. The Board will subtract from its contribution the number of days that equals the number of unpaid days members had to wait to be eligible for initial entry to the Central Sick Leave Bank; except that those days waived by the Central Sick Leave Bank Board shall not be subtracted.
2. There shall be a Central Sick Bank Board consisting of one representative each from the bargaining unit, central administration, and the Board of Education to act upon application and to manage the Central Bank.
3. Newly contracted teachers will automatically contribute one day to the Central Sick Leave Bank.
4. Further contributions to maintain the stability of the Central Sick Leave Bank shall be determined by the Bank Board.

C. Use of Central Sick Leave Bank

1. A member's eligibility to access the Central Sick Leave Bank requires the use of twenty (20) days from his/her individual sick bank.
2. A member with less than twenty (20) days in his/her individual sick bank must exhaust his/her bank and wait the balance of the 20 days without pay.
3. A member with no days in his/her sick bank must wait the required twenty (20) days without pay.
4. No days shall be granted from the Central Sick Leave Bank for family illness.
5. Up to thirty (30) days may be granted by said Board.
6. If a member uses all thirty days from the central Sick Leave Bank, he must return to the use of his own bank for fifteen (15) days, or having exhausted his bank, he must wait the passage of fifteen (15) school days without pay, before making application to the Board for additional days.
7. If an illness continues beyond the period and conditions set forth above, the Bank Board may grant additional sick leave days from the Central Bank up to a maximum of sixty (60) additional days.

ARTICLE IX – NON-SALARY ITEMS

Section 6 – Sick Leave Bank and Leave Days (continued)

8. Central Sick Leave Bank days will not be provided to those teachers who are eligible to receive benefits under the Long-Term Disability Program.
 9. The Bank Board may request an individual to be examined by a doctor at any time at the member's expense.
 10. The Central Sick Leave Bank regulations may be amended with the concurrence of the Board of Education and Bargaining unit.
- D. Extended Illness
1. A teacher returning after eight (8) consecutive school days of illness shall present a doctor's release to return to duty.
 2. A teacher returning from such extended absence must notify the principal at least two school days before reporting for duty.
- E. Personal Leave
1. For teachers hired before September 15, 1998 four (4) days of the individual sick leave may be used for personal business each year. For teachers hired on or after September 15, 1998 three (3) days of the individual sick leave allowance may be used for personal business each year.
 2. Personal leave days may not be used the day before or the day after a holiday or vacation. An employee absent on the day before or the day after a holiday or vacation will not receive pay for that day except as he presents reasonable evidence of his involuntary detention because of cancellation of reservations with a common carrier, official closing of a highway due to weather conditions or similar circumstances of an extreme nature.
- F. Funeral Leave
1. Each employee shall be allowed up to five (5) days of funeral leave to attend the funeral in event of death in the immediate family. The immediate family is defined as spouse, father, mother, grandparents, brother, sister, son or daughter, grandchild, and the above in-laws of the employee.
 2. If a school should be closed because of the death of a member of the unit, members from that school who attend the funeral shall incur no loss of pay or days from their individual bank.
 3. An employee may be granted up to five (5) days to attend the funeral of relatives not listed, guardian or friends where the relationship is similar to that of the immediate family, upon application, explanation and approval of the Deputy Superintendent.
- G. Conference Leave
1. Teachers shall give at least one-week's notice when applying for conference leave. Forms may be obtained in the principal's office and must be approved by the principal.
 2. A local, state, or national Union officer shall be allowed conference leave whenever necessary to fulfill the duties of his office. The time limitation of notice will be waived whenever necessary.
- H. Speaking Engagements
- Teachers who are invited to address educational or civic groups during the school day shall be given release time without loss of pay or deductions from the sick bank. Such release time shall be treated as conference leave.
- I. Adoption Leave
- Teachers on non-compensated leave due to the adoption of a child will be paid one half of their daily rate for a maximum of fifteen (15) days. Eligibility will be limited to the time of the adoption. This benefit is payable one time only.

ARTICLE IX – NON-SALARY ITEMS

Section 6 – Sick Leave Bank and Leave Days (continued)

Section 7

SABBATICAL LEAVE

- A. A teacher holding at least a Bachelor's Degree and a permanent Michigan Teaching Certificate may make application for sabbatical leave providing he shall have completed not less than seven (7) consecutive years of service with the Roseville Community Schools.
- B. Sabbatical leave shall be granted for professional improvement including attendance at a college or university, research under the direction of a college or university, or travel which can be shown to improve the teacher's capability and benefit the local school district.
- C. Requests for sabbatical leave shall be submitted by March 1. At least one (1) sabbatical leave may be granted if one is requested and the applicant meets the minimum requirements for sabbatical Leave. The Board may grant Sabbatical Leaves to up to 1% of the staff.
- D. During a sabbatical leave, the teacher shall be considered to be in the employ of the Board and shall be paid one-half of the regular annual salary. Grants and Stipends shall not affect sabbatical pay except that these funds added to sabbatical pay shall not exceed the teacher's annual full-pay salary.
- E. Teachers returning from sabbatical leave shall be restored to their former teaching position or one of a similar nature. Seniority shall accrue, and they shall be eligible for a regular increment on the salary schedule unless already at the top.
- F. If enrolled in an institution of higher learning, at least ten (10) semester hours of graduate credit study shall be carried per semester.
- G. Sabbatical leave teachers shall not assume such additional employment as would affect the purpose of the leave adversely.
- H. As a condition to receiving final approval for a sabbatical leave, a staff member shall file an agreement stating intent to remain in the service of the school district for a period of two (2) years after the expiration of such leave. Should an employee not remain with the school district for two years immediately following the sabbatical leave, the teacher shall within two years repay to the Board an amount of money which shall bear the same relation to the amount granted as the expired period of service bears to two years. This rule shall not apply if the teacher becomes incapacitated or in cases where the Board may, upon request, waive this requirement. Should a sabbatical leave be of less than one (1) year, the responsibilities of the Board and of the teacher shall be considered on a proportional basis.
- I. A teacher on sabbatical leave shall continue to receive the benefits provided in hospitalization, life and disability benefits.
- J. Applications for Sabbatical Leave will be considered by the Board on the basis of:
 - a.) Purpose of Leave
 - b.) District Seniority
 - c.) Date of Initial Request for Leave

Section 8

RETURN FROM LEAVE

- A. A teacher on approved leave shall notify the Board of his/her intention to return or request extension of leave by March 1 or ninety (90) days prior to the end of the semester whichever is earliest.

ARTICLE IX – NON-SALARY ITEMS (continued)

Section 9

RETURN AFTER ABSENCE

- A. After leaving the employment of the Roseville Community Schools, a teacher who returns within four years shall:
 1. Be placed on the salary schedule of the step above the one he/she was on when he/she left.
 2. He/she shall also receive credit according to his/her creditable experience within the district and to a maximum outside experience as stated in Article IX, Section 21.
 3. His/her accumulated sick leave shall be reinstated.
 4. His/her seniority shall be reinstated as defined in Article II.
- B. Teachers on leave under the terms of prior contracts may return under the return from leave provision of the contract in effect at the time the leave was granted.

Section 10

SECONDARY PREPARATIONS

Every effort shall be made to limit secondary preparations to three (3).

ARTICLE X – CONTRACT CONFLICTS

In all instances wherein there is a conflict between this Master Contract and items included from the teacher's handbook, or this contract and the pre-established Board Policy, then in all such instances, the negotiated contractual items shall prevail.

ARTICLE XI - MANAGEMENT RIGHTS CLAUSE

Section 1

The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, 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 administrative 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 law, to determine their qualifications and conditions for their continued employment, or their dismissal or demotion; and to promote and 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 Board.
- D. To decide upon the means and methods 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 the terms and conditions of employment.

Section 2

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only to the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the United States.

ARTICLE XII - TEACHER'S LEGAL RIGHTS

Nothing contained herein shall deny to any teacher his/her rights under Section 11 of Act 336 of Public Acts of 1947, as amended by Act 379 of the Public Acts of 1965, or otherwise under statute.

ARTICLE XIII – EMERGENCY MANAGER

The following language is inserted pursuant to Act. No.9 of the Public Acts of 2011, and is not the result of mutual agreement on the provision by the parties: This entire agreement or specific provisions of this agreement may be rejected, modified, or terminated by an emergency financial manager under conditions provided in the Local Government and School District Fiscal Accountability Act, 2011 PA 4. By signing this agreement the Union does not agree or acknowledge that this provision is binding on either the Employer or the Union. In addition, the Union reserves the right to assert, where appropriate, that this clause is not enforceable.

ARTICLE XIV - WORK STOPPAGE

Recognizing that the education of children is the basic reason for establishment and operation of our public school system, the Union agrees that no work stoppage will be voted, condoned, authorized or undertaken by its members within the life of this contract and that any teacher engaging in a concerted work stoppage, authorized or unauthorized by the Union, in the Roseville School District or in any of its schools will be subject to suspension or dismissal according to statutory provisions.

ARTICLE XV - LAW SAVING CLAUSE

If any provision of this Agreement or any application of the Agreement to any teacher or group of teachers should be found contrary to law by a court of last resort or court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided for doing so, or to any rule or regulation of the State Department of Public Instruction from which rule or regulation on appeal has been taken within the time provided for doing so, then such provision or application shall be deemed invalid except to the extent permitted by law but all other provisions hereof shall continue in full force and effect. Such decision or ruling shall necessitate immediate renegotiation of the provision.

ARTICLE XVI - TERM OF AGREEMENT

Section 1

This Agreement shall be and continue in full force and effect from July 1, 2023 to June 30, 2026, at which time it shall terminate. Two limited items may be opened during this contract: School Readiness Program and Article VIII, Section 6 – Insurance Benefits – A-3.

Should either party wish to extend, or modify this Agreement beyond the date of termination, they shall deliver written notice to the other party no less than ninety (90) days prior to the expiration date.

Section 2

This Agreement will be executed when it has been:

- A. Ratified by the Union according to their procedures.
- B. Approved by the Board of Education by a resolution duly adopted.

Section 3

In witness whereof the parties have executed this Agreement by their duly authorized representatives the day and year stated below:

BOARD OF EDUCATION
ROSEVILLE COMMUNITY SCHOOLS

ROSEVILLE FEDERATION OF TEACHERS
AFT LOCAL No. 1071
Affiliated with AFT-Michigan, AFL-CIO

Mark Blaszkowski
Superintendent

Autumn Pokone
Chief Negotiator

Peter Hedemark
Chief Negotiator

Kristen Lipinski
Federation Negotiating Team

David Rice
Administrative Negotiating Team

Michelle Nemitz
Federation Negotiating Team

Rayetta Ashbaugh
Administrative Negotiating Team

Caitlin Wesley
Federation Negotiating Team

Jason Bettin
Administrative Negotiating Team

Karen Leveck
Federation Negotiating Team

Chuck Felker
Administrative Negotiating Team

Jodi Teutsch
Federation Negotiating Team

Michael Zimmer
Administrative Negotiating Team

Dianne Brussow
Federation Negotiating Team

Ratified by the Roseville Community Schools Board of Education on June 19, 2023.

APPENDIX A - STIPENDS

I. Building Chairperson Structure - Secondary

A. Teachers in each secondary school shall elect building chairpersons for the departments listed below:

Senior High

Applied Technology
Art
Business Education
Counselor
English

Language
Life Management
Math
Media
Music

Physical Education
Science
Social Studies
Special Education

Junior High

English
Math

Science
Social Studies

Special Education

B. Duties and Responsibilities of Chairpersons

1. The Building Department Chairperson shall chair department meetings as scheduled in the calendar.
2. The Building Department Chairperson shall prepare and distribute minutes of all department meetings to department members, principals, and the Curriculum Director.
3. The Building Department Chairperson shall serve as liaison for general department concerns.
4. The Building Department Chairperson shall coordinate and disseminate information and recommendations for curricular and other department changes.
5. The Building Department Chairperson shall co-ordinate requisition of materials for the department, inventory of materials and shall oversee maintenance of department equipment.

C. Math, English, Science and Social Studies Department Chairpersons shall receive a \$500 stipend for the year and will be responsible for overseeing the implementation of the building's yearly School Improvement Plan. Other Department Chairpersons will receive a \$500 stipend for the year and will assist in implementing the School Improvement Plan.

II. School Improvement Chairperson

- A. Elementary building School Improvement chairpersons will meet with the Assistant Superintendent to review, recommend and share information regarding goals, strategies, reporting systems, etc.
- B. Each elementary school shall receive a one thousand dollar (\$1000) annual chairperson stipend.
- C. Each secondary school shall receive a one thousand dollar (\$1000) annual chairperson stipend.
- D. All elementary and secondary buildings shall receive a five hundred dollar (\$500) annual budget for committee determined expenditures.

III. IEP Coordinator

Each IEP coordinator (including ECSE and middle schools) will receive an annual stipend of \$400.

IV. Special Education Mentors

Social Workers, Speech Therapists, and Psychologists assigned to Director of Special Education as mentors shall receive an annual stipend of \$1,000.

V. K-12 Traveling Classroom Teachers will receive a stipend of \$700.

VI. All stipends are paid in two payments. One in January and one in June.

APPENDIX B

I. Mutually Recognized Past Practices as agreed by the Roseville Board of Education:

A. Use of the Sick Day

It is a recognized practice that certified personnel may use a "sick day" because of an illness in the immediate family. (Immediate family as defined in the contract.) Teachers may use up to two weeks of sick leave in the event of an extended illness in the immediate family. In emergency situations up to one additional week may be approved by the Deputy Superintendent.

B. Release Time

It is a recognized practice that a principal may release a teacher from duty for up to one hour without a loss of pay or time in cases of emergency or extreme need, provided no additional cost to the district results from his/her action.

C. Personal Leave

It is a recognized practice that under unusual circumstances, teachers may be allowed the use of a personal day before or after a holiday or during the first or last week of school, providing prior approval has been granted by the Superintendent.

D. Teachers' Dress Code

It is a recognized practice that teachers are allowed discretion in regard to their personal appearance and dress, providing their choice is in good taste and reflects their professional role.

E. First Day of School

It is a recognized practice that upon request, the RFT may be allowed limited time on the agenda for announcements during a new teacher orientation meeting.

F. Emergency Closings

It is a recognized practice that the school district may close the schools down for a day or a period during the day in situations of national tragedy, local conditions, or some other similar circumstances, provided the released time is included within the 1098 hours of instruction.

G. Teaching Experience

It is a recognized practice that teachers who are employed in the district for one-half of one year are given a full year's credit on the salary schedule the following year, only. An employee working two different one-half year periods shall be counted as one year credit.

H. Payroll Deduction

It is a recognized practice that teachers may request payroll deduction for such programs as may be approved by the Roseville Board of Education.

I. Conference Leave

It is a recognized practice that under unusual circumstances, the time limits on conference leave may be waived by the Superintendent or his designee.

J. Preparation Time

It is a recognized practice that teacher's preparation periods shall be used in conformity with the contract, including conferences with other certified personnel.

K. Supervision

It is a recognized practice that teachers shall not be required to supervise the students of another teacher while he/she is supervising his/her own class. However, he/she may on occasion do so on a voluntary basis.

L. Closing of a Building

It is a recognized practice that teachers, when a building is closed because of power failures or such similar events, will not be assigned to teaching assignments in other buildings.

M. Extended Calendar Assignment

It is a recognized practice that when the services of teachers are required to perform functions related to the regular school year, but beyond the normal school year, they shall be paid a prorata salary based on their current annual salary.

APPENDIX B – (continued)

N. Conference Leave

It is a recognized practice that the Board through the administration has the right to regulate, approve and disapprove conference leaves considering the financial burden and the potential benefit of the school district.

O. Right of the RFT to Appear Before the Board of Education

It is a recognized practice that the Roseville Federation of Teachers has the right to appear before the Board of Education on a matter affecting their bargaining unit after following the normal lines of action and communication within Central Administration. Should the RFT desire to appear before the Board, they shall request a place on the agenda through the Superintendent.

P. State Guidelines

It is a recognized practice that the Board of Education will make every reasonable effort to comply with the recommended state guidelines relative to the operation of a state reimbursed program.

APPENDIX C

I. Job Sharing

The Union and the Board agree to adopt the concept of Job Sharing. The Union recognizes the Board's right to deny individual requests subject to a showing of cause by the administration. The show cause is not arbitrable but is grievable to the Board of Education level only. The Union also recognizes the Board's right to terminate a job sharing at any time provided that the employment rights of all the parties are maintained and protected.

The following rules shall govern the job sharing system:

1. Job sharing will refer to the mutual agreement of two teachers to share one full-time position and/or the sharing of a full-time position between a teacher and a laid-off teacher.
2. Entry into the program shall be voluntary and at the request of the teacher. Exit from the program may be requested by the participants and may be implemented provided there is mutual agreement of all participants and the Deputy Superintendent.
3. Teachers must submit their request to job share to the Personnel Office no later than April 1 or such other date as may be agreed upon by the Union and the Board.
4. Each job sharing arrangement must be renewed each school year following procedures in #2 and #3.
5. If a teacher elects to return to full-time teaching, the teacher must notify the Personnel Office in writing by April 1.
6. If the job share is discontinued, administration will place the teachers based on the terms of the Board of Education policy regarding assignment of teachers.
7. Teachers who are job sharing will receive a prorated salary.
8. Teachers who job share will receive full seniority, full salary credit and shall share fringe benefits not to exceed the cost of one (1) full family coverage package of benefits.
9. The responsibilities of a job sharing assignment shall be divided and allocated according to a plan designed and agreed upon by the job sharers and reviewed by the principal. This shall include but not be limited to attendance at staff meetings, parent/teacher conferences, in-service meetings, substituting, et cetera.
10. If forced to pass on a recall, a laid-off teacher in a job-share position shall be given continuing contract status and be treated as a permanent employee for purposes of assignment and transfer for the ensuing school year subject to limits of the teacher's seniority and qualifications.
11. Final approval of all job shares shall rest with the Personnel Office.

APPENDIX D

I. Elementary Overload Schedule

Overload Schedule

| | <u>BA</u> <u>Base</u> <u>Overload</u> <u>Rate</u> | <u>BA</u> <u>Payment</u> <u>Per Day</u> | | <u>MA</u> <u>Base</u> <u>Overload</u> <u>Rate</u> | <u>MA</u> <u>Payment</u> <u>Per Day</u> |
|--------|---|--|--------|---|--|
| Step 1 | 16,731 | 3.10 | Step 1 | 18,344 | 3.40 |
| 2 | 17,373 | 3.20 | 2 | 19,398 | 3.60 |
| 3 | 18,231 | 3.40 | 3 | 20,451 | 3.80 |
| 4 | 19,301 | 3.60 | 4 | 21,925 | 4.10 |
| 5 | 20,481 | 3.80 | 5 | 23,398 | 4.30 |
| 6 | 21,767 | 4.00 | 6 | 25,082 | 4.60 |
| 7 | 23,263 | 4.30 | 7 | 26,976 | 5.00 |
| 8 | 24,766 | 4.60 | 8 | 28,729 | 5.30 |
| 9 | 26,800 | 5.00 | 9 | 30,977 | 5.70 |
| | <u>MA+30</u> <u>Base</u> <u>Overload</u> <u>Rate</u> | <u>MA+30</u> <u>Payment</u> <u>Per Day</u> | | <u>PHD</u> <u>Base</u> <u>Overload</u> <u>Rate</u> | <u>PHD</u> <u>Payment</u> <u>Per Day</u> |
| Step 1 | 19,155 | 3.50 | Step 1 | 19,804 | 3.70 |
| 2 | 20,211 | 3.70 | 2 | 20,859 | 3.90 |
| 3 | 21,263 | 3.90 | 3 | 21,910 | 4.10 |
| 4 | 22,737 | 4.20 | 4 | 23,384 | 4.30 |
| 5 | 24,209 | 4.50 | 5 | 24,859 | 4.60 |
| 6 | 25,894 | 4.80 | 6 | 26,541 | 4.90 |
| 7 | 27,788 | 5.10 | 7 | 28,436 | 5.30 |
| 8 | 29,680 | 5.50 | 8 | 30,329 | 5.60 |
| 9 | 31,787 | 5.90 | 9 | 32,435 | 6.00 |

PARAPROFESSIONALS

Section I

JOB DUTIES

Paraprofessionals will work at the direction of the building principal and/or the program administrator and within the parameters of any applicable grant. Duties will not include responsibilities routinely handled by custodial staff members. Their duties may include, but are not limited to:

- A. Assisting certified personnel in the instruction and management of students.
- B. Assisting the building principal in the management of students and building facilities.
- C. Supporting and supplementing the instructional process during the school day and in extended day programs.

When a question of interpretation occurs regarding assignments or schedules, a paraprofessional may request an informal meeting with the building principal. If not resolved at the building level, the matter may be appealed to the Deputy Superintendent.

Section II

JOB CLASSIFICATIONS

- A. General Paraprofessionals
- B. Technical Paraprofessionals
- C. District Technology Paraprofessionals
- D. School Readiness Teacher Assistants

Education, experience and other qualifications for each classification will be determined by the Board of Education.

Section III

SENIORITY

- A. Following the completion of a 90 day probationary period, paraprofessionals will be placed on the seniority list, with ranking from their original date of hire within the classification.
- B. Seniority will be earned within the classification. Seniority and qualifications will be the basis for layoff, recall, assignment and transfer within the classification.
- C. Tiebreakers
 1. For employees hired before January 1, 1997, seniority date ties will be broken by a lottery. That seniority listing shall be permanent.
 2. For employees hired after January 1, 1997, relative position on the seniority list shall be determined by the Deputy Superintendent on the date of hire or whenever a tie is created because of an adjustment in seniority time.

Section IV

ASSIGNMENT AND TRANSFER

- A. All new positions shall be posted as they arise. All vacancies shall be posted as they arise, except those vacancies occurring at the end of the school year, which will be posted after all transfers (involuntary and voluntary) and recalls have been made.
- B. Paraprofessionals will have the right to apply for positions within other parapro classifications but will have no automatic claim to such positions.
- C. In the event a vacancy occurs after October 1, it shall be administrative prerogative to fill the vacancy with a new parapro or with a qualified parapro presently employed.
- D. In the event of a reduction of personnel within any classification, the administration and union will meet and determine a procedure for the reassignment and/or transfer of remaining personnel.
- E. A paraprofessional shall retain his/her position on the layoff list until rehired but not to exceed 2 years or the length of their employment whichever is less.

Section V

FRINGE BENEFITS

- A. Secondary paraprofessionals hired before January 1, 1997 shall retain their existing benefits and leave days.
- B. Hospital / Medical / Life
 1. Eligible paraprofessionals may receive full family coverage.
 2. Effective 07/01/2021 all new employees are offered only the High Deductible Health Plan.
 - a. In the first year of enrollment the district will make a one-time contribution - \$750 single, \$1,000 couple, \$1,250 family
 - b. After the first year of enrollment \$650 single/\$850 couple-family will be deposited in the HSA annually.
 - c. 80/20 rules apply – employees must contribute at least 20% annually (Example: minimum employee contribution of \$125 to district contribution of \$500)
 3. Employees hired prior to 07/01/2021 and currently enrolled in a Blue Cross PPO with the following stipulations may continue coverage with this plan.
 - a. Deductible - \$250 single/\$500 family
 - b. Co-pay - 20% of identified charges, up to an annual maximum of \$1000 single/\$2000 family
 - c. Three tier formula for prescription co-pays
 4. Those paraprofessionals who waive medical coverage will be entitled to a \$300 stipend payable at the end of the plan year.
- C. Life Insurance
All paraprofessionals shall be provided \$25,000 in life insurance.
- D. Dental
 1. Effective April 1, 2021, all members shall be offered dental insurance at no additional cost. See the Benefits-at-a-Glance form for further information.
 - a. 100% of approved amount for examinations, cleaning, emergency palliative care, x-rays, all other Class I and Class II services
 - b. 85% of approved amount for all Class III services Optical
 - c. Annual maximum (for Class I, II and III services): \$1,500 per member
 - d. 50% of approved amount for all Class IV services. Lifetime maximum: \$1,000 per member
- E. Optical
 1. Paraprofessionals shall be eligible for a District paid optical plan, providing benefits up to and including full family coverage.

Section V

Fringe Benefits (continued)

F. Disability Insurance

1. The Board shall provide a long-term group disability policy for each paraprofessional. The terms of the policy shall provide that eligibility shall begin after ninety (90) calendar days of disability.
2. Individual sick bank accumulations will be frozen from the 91st day of disability until the paraprofessional returns, or retires. Paraprofessionals who retire on disability will be eligible for their frozen accumulation of sick leave based on the applicable formula.
3. All terms and conditions of the policy shall prevail, subject to the rules and regulations of the carrier.

G. 125 Plan / Flexible Spending Accounts

All paraprofessionals shall be eligible to participate in the district's Salary Reduction Reimbursement Accounts for childcare and medical expenses.

H. Sick Leave/Personal Leave

1. All paraprofessionals shall be provided up to ten (10) sick days per year, two (2) of which may be used for Personal Leave, with pre-approval.
2. Sick days may be accumulated to a maximum of 90 days.
3. Administration is authorized to deduct from future checks any advances or overpayments for absences by employees who do not have days in their sick bank. The amount of the deduction will be limited to the amount of advances or overpayments.
4. Perfect Attendance Incentive: The stipend for perfect attendance will be \$100 per quarter (4 per year). Perfect attendance is defined as no use of sick leave, personal leave or comp time.

I. Funeral Leave

Paraprofessionals shall be provided five (5) days of funeral leave to attend the funeral in the event of a death in the immediate family. The immediate family is defined as spouse, father, mother, grandparents, brother, sister, son or daughter, grandchild, and the above in-laws of the employee.

J. Partial Schedules

Benefits, including sick and personal leave, for paraprofessionals on partial schedules will be prorated accordingly.

K. Retirement Severance

Paraprofessionals who retire from the employment of the district under the terms and provisions of the Michigan Public School Employees Retirement Act will be eligible for a retirement severance for unused sick days, based on the following formula: 50% of the first 70 days, 20% of days 71-221, to a maximum payout of 65 days based on prevailing daily rate.

In the event of the death of the employee, the above-described severance payment shall be made to the estate of the employee or his/her named beneficiary as outlined in their life insurance contract, unless otherwise requested by the employee in writing, at the same rate and under the same conditions as would accrue upon retirement.

Individuals who were either active members of the bargaining unit in 2011 or on the official district layoff list in September 2009 will receive five days' pay at the time of their retirement from the district. Payment will be calculated at their then current daily rate.

All individuals actively employed in 2013/2014 will receive an additional five days pay at the time of their retirement. Per diem payouts (i.e. severance) will be based on the 2012/2013 daily rate or the then prevailing daily rate, whichever is greater.

L. Professional development

Every effort will be made to provide meaningful professional development during the year.

Section VI
12 MONTH PARAPROFESSIONALS

- A. Work day
1. Normal workday is 7 1/2 hours from 8:00 a.m. to 4:30 p.m.
 2. Lunch is 1 hour, work day includes two (2) 15 minute breaks.
 3. Summer Hours:
 - a) Summer work shall be seven (7) hours per day, Monday through Friday, thirty-five (35) hours per week. Summer hours will begin the Monday following the close of the school year in June. Regular hours shall commence one week prior to the scheduled opening of school in the fall.
 - b) It is agreed that on any extended school holiday (for two (2) or more school days) in which classes are not in session and/or midwinter break and Records Day or K-12 In-Service days, summer hours will prevail.
- B. Vacation
1. Vacations shall be earned by continuing 12-month employees, approved by the immediate supervisor and credited for the employee's usage on July 1.
 2. Continuing 12-month employees shall be granted vacation according to the following schedule:

| | |
|---|-----------------------------------|
| After one (1) year of accumulated seniority - | Two (2) weeks |
| After five (5) years of accumulated seniority - | Three (3) weeks |
| After ten (10) years of accumulated seniority - | Three (3) weeks plus two (2) days |
| After fifteen (15) years of accumulated seniority - | Four (4) weeks |
- C. Sick Leave/Personal Leave
1. Twelve month paraprofessionals hired before September 1, 2000 will have twelve (12) sick days per year. Four of the days may be used as personal days.
 2. Twelve month paraprofessionals hired after September 1, 2000 will have twelve (12) sick leave days per school year, three of which may be used as personal days.
 3. Perfect Attendance Incentive: The stipend for perfect attendance will be \$100 per quarter (4 per year). Perfect attendance is defined as no use of sick leave, personal leave or comp time.
- D. Holidays
1. Continuing 12 month employees shall be entitled to the following holidays with pay provided they would normally be scheduled to work on the days stated:

| | |
|---------------------------|----------------------|
| Independence Day (July 4) | Day before New Years |
| Labor Day | New Year's Day |
| Thanksgiving Day | Good Friday |
| Day after Thanksgiving | Easter Monday |
| Day before Christmas | Memorial Day |
| Christmas Day | |
 2. Should any of the above-listed holidays fall on a Saturday, Friday, the day preceding, shall be the recognized holiday. Should any of the above holidays fall on a Sunday, Monday, the day following, shall be the recognized holiday.
 3. Should schools be open on one or more of the holidays listed above, employees shall work at regular pay rates and shall be allowed compensatory time off at another date.
 4. An employee must work on the last day preceding a holiday and the first workday after a holiday unless on an approved leave for personal reasons or on a valid sick leave absence in order to receive pay for the holiday.

Section VI 12 month paraprofessionals (continued)

- E. Inclement Weather
 1. When schools are closed due to inclement weather, all employees are required to work their regular shifts or use vacation or personal leave.
 2. When schools are closed due to inclement weather and teachers are not required to make up the lost day(s), employees required to work that day will be permitted compensatory time off at a time mutually agreed between the employee and the immediate supervisor. Employees not required to work need not report to work and will not be pay deducted or have a day deducted from their leave bank.

- F. Overtime
 1. Overtime shall be paid at the rate of time and one-half for all hours in excess of 40 hours per week or eight hours per day.

Section VII

SCHOOL YEAR PARAPROFESSIONALS

- A. General Paraprofessionals
 1. The work year for general paraprofessionals will equal the teacher work year including all required staff meetings and evening activities. Except: The work year and work day of general paraprofessionals in the secondary schools may be modified to provide for more effective and appropriate utilization of their services.
 2. The standard work day is 8 hours a day, which includes a 30-minute unpaid lunch period. In schools where the lunch period is longer, the 8-hour work day remains, the entire lunch period is unpaid, and the salary will be prorated to reflect this.
 3. The beginning and ending times of the work day will be assigned by the building principal.

- B. Technical Paraprofessionals
 1. The work year for the technical paraprofessionals will equal the teacher work year, including all required staff meetings and two evening activities. In lieu of the other two evening conferences, paraprofessionals will work Monday of the first week of the teacher year. Paraprofessionals in more than one building will coordinate with their building principals.
 2. In schools where the lunch period is longer, the 8-hour work day remains, the entire lunch period is unpaid, and the salary will be prorated to reflect this.
 3. The beginning and ending times of the work day will be assigned by the building principal.

- C. Schedule Change
 1. Elementary paraprofessionals in category A and B above will not work the afternoon sessions of the 1st and 2nd trimester records days due to the elimination of two evening parent conferences.
 2. Secondary paraprofessionals in category A and B above will not be scheduled to work on the following nonstudent days: November Professional Development day, January Professional Development day, end of 1st trimester, end of 2nd trimester, and June Records Day. The building principal will develop a schedule that increases the paraprofessional workday by 30 minutes, twice a week, not to exceed 75 days for the school year. This change will not result in a loss or an increase in either compensation or total work hours.

Section VIII
SALARY ITEMS (Continued)

A. 2022-2023 Salary Schedule

PARAPROFESSIONAL SALARY SCHEDULE
Technical/General/District

| | Step | 2023/2024 | 2024/2025 | 2025/2026 |
|---------------------------|------|-----------|-----------|-----------|
| TECHNICAL/GENERAL PARAPRO | 1 | 20,671 | 21,291 | 21,930 |
| TECHNICAL/GENERAL PARAPRO | 2 | 22,010 | 22,670 | 23,350 |
| TECHNICAL/GENERAL PARAPRO | 3 | 23,795 | 24,509 | 25,244 |
| TECHNICAL/GENERAL PARAPRO | 4 | 25,461 | 26,225 | 27,012 |
| | | | | |
| DISTRICT TECH PARAPRO | 1 | 43,220 | 44,517 | 45,852 |
| DISTRICT TECH PARAPRO | 2 | 44,565 | 45,902 | 47,279 |
| DISTRICT TECH PARAPRO | 3 | 45,686 | 47,057 | 48,468 |
| DISTRICT TECH PARAPRO | 4 | 46,828 | 48,233 | 49,680 |

If the paraprofessional schedule is determined to be less than 7½ working hours, the salary will be prorated accordingly.

B. Paraprofessionals who complete the MISD General Paraprofessional certification shall be entitled to a onetime payment of five hundred dollars (\$500).

C. Longevity

During the term of this contract, paraprofessionals shall be entitled to longevity payments according to the following schedule. Regular longevity payments shall be made in December following the June in which they were earned.

| | <u>10.5-Month</u> | <u>12-Month</u> |
|-----------------------------|-------------------|-----------------|
| 5 years or more by June 30 | \$ 400 | \$ 775 |
| 11 years or more by June 30 | 600 | 950 |
| 15 years or more by June 30 | 800 | 1,150 |
| 20 years or more by June 30 | 1,000 | 1,350 |
| 25 years or more by June 30 | 1,200 | 1,750 |
| 30 years or more by June 30 | 1,400 | 1,950 |

Section IX
MISCELLANEOUS LANGUAGE

- A. The following provisions of the 2022-2023 contract between the Roseville Federation of Teachers and the Roseville Community Schools shall be applicable to the position of Paraprofessionals.
1. UNION MEMBERSHIP / SERVICE FEE - Article I, Section 7
 2. RELEASE TIME FOR UNION STAFF – Article 1, Section 9
 3. PERSONNEL FILE-Article III, Section 7
 4. OPEN HOUSE RESPONSIBILITY-Article IV, Section 5
 5. FAIR EMPLOYMENT PRACTICE-Article V, Section 1
 6. PAYROLL DEDUCTIONS-Article V, Section 5
 7. ASSAULT UPON A TEACHER-Article V, Section 20
 8. WORKERS'COMPENSATION/ON THE JOB INJURY-Article VIII, Section 8
 9. TAX DEFERRAL PLANS-Article VIII, Section 16
 10. MILEAGE-Article VIII, Section 20
 11. JURY DUTY-Article VIII, Section 22
- B. Grievance Procedure
Paraprofessionals shall have access to the Roseville Federation of Teachers grievance procedure, excluding the Step 3 hearing before the Board of Education.
- C. Memorandum Of Agreement
The administration shall develop a memorandum of agreement outlining the administrative procedures for the earning and use of compensatory time by paraprofessionals. The memorandum shall also include procedures for the payment of stipends.

SCHOOL READINESS PROGRAM

Section I

SCHOOL READINESS TEACHERS

- A. Seniority
Seniority shall be earned and exercised within the School Readiness Program. Seniority shall accrue from the original date of hire in the program.
- B. Tenure Rights
Provisions of the Michigan Teacher Tenure Act will be applicable within the program to certified personnel employed in the program and eligible under the Act.
- C. Benefits
Full time employees in the group shall be entitled to full family coverage for the following:
 - 1. Medical
 - a. Effective 07/01/2021 all new employees are offered only the High Deductible Health Plan.
 - 1. In the first year of enrollment the district will make a one-time contribution - \$750 single, \$1,000 couple, \$1,250 family
 - 2. After the first year of enrollment \$650 single/\$850 couple-family will be deposited in the HSA annually.
 - 3. 80/20 rules apply – employees must contribute at least 20% annually (Example: minimum employee contribution of \$125 to district contribution of \$500)
 - b. Employees hired prior to 07/01/2021 and currently enrolled in a Blue Cross PPO with the following stipulations may continue coverage with this plan.
 - 1. Deductible - \$250 single/\$500 family
 - 2. Co-pay - 20% of identified charges, up to an annual maximum of \$1000 single/\$2000 family
 - 3. Three tier formula for prescription co-pays
 - c. Dental
 - 1. Effective April 1, 2021, all members shall be offered dental insurance at no additional cost. See the Benefits-at-a-Glance form for further information.
 - a. 100% of approved amount for examinations, cleaning, emergency palliative care, x-rays, all other Class I and Class II services
 - b. 85% of approved amount for all Class III services Optical
 - c. Annual maximum (for Class I, II and III services): \$1,500 per member
 - d. 50% of approved amount for all Class IV services. Lifetime maximum: \$1,000 per member
 - 2. Teachers shall be eligible for a District paid optical plan, providing benefits up to and including full family coverage.
 - 3. Term life insurance in the amount of \$25,000.
 - 4. Long-term disability coverage comparable to the prevailing policy offered to district teachers.
 - 5. Participation in the district's salary adjustment reimbursement accounts for dependent care expenses and/or medical expenses.
 - 6. School Readiness teachers who do not enroll in medical coverage programs, and show documentation that they have coverage from a different source will be eligible for an annual stipend in the amount of \$1000. In the case where a married member's spouse is also eligible for medical coverage with the Roseville Schools only one of the married couple will be eligible for the annual stipend.

SCHOOL READINESS TEACHERS

Section I: Benefits (continued)

7. It is a recognized practice that teachers who retire from the employment of the district under the terms and provisions of the Michigan Public School Employees Retirement Act receive as a severance 50% of their first 70 days of accumulated sick days and 20% of 71 to 221 accumulated sick days not to exceed the limit of 65 days of severance pay based on prevailing contract rate.

Individuals who were either active members of the bargaining unit in 2011 or on the official district layoff list in September 2009 will receive five days pay at the time of their retirement from the district. Payment will be calculated at their then current daily rate.

All individuals actively employed in 2013/2014 will receive an additional five days pay at the time of their retirement. Per diem payouts (i.e. severance) will be based on the 2012/2013 daily rate or the then prevailing daily rate, whichever is greater.

Severance pay as described in B. above will be paid through an IRS approved special pay deferral plan, currently an employer sponsored 403(b) plan.

D. Leave Days

1. Unused sick leave days shall accumulate in a single bank at the rate of eleven (11) days per school year, without limit.
2. Up to three (3) days of the individual sick leave allowance may be used for personal business each year. Personal leave days may not be used the day before or the day after a holiday or vacation. An employee absent on the day before or the day after a holiday or vacation will not receive pay for that day except as he presents reasonable evidence of his involuntary detention because of reservations with a common carrier, official closing of a highway due to weather conditions or similar circumstances of an extreme nature.
3. Perfect Attendance Incentive: The stipend for perfect attendance will be \$250 per quarter (4 per year). Perfect attendance is defined as no use of sick leave, personal leave or comp time.
4. Up to five (5) days of funeral leave will be allowed to attend the funeral of a member of the immediate family. Immediate family is defined as spouse, father, mother, grandparents, brother, sister, son or daughter, grandchild, and the above in-laws of the employee.

STAFF CALENDAR—GREAT START READINESS 2023/2024

| AUGUST 2023 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| SEPTEMBER 2023 | | | | | | |
|----------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | | 19 |

| OCTOBER 2023 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |
| | | | | | | 22 |

| NOVEMBER 2023 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |
| | | | | | | 19 |

| DECEMBER 2023 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | 16 |

| JANUARY 2024 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |
| | | | | | | 17 |

| FEBRUARY 2024 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | | |
| | | | | | | 19 |

| MARCH 2024 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | 16 |

| APRIL 2024 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |
| | | | | | | 22 |

| MAY 2024 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |
| | | | | | | 22 |

| JUNE 2024 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | 8 |

| CODE KEY | | | | | | |
|-------------------------|----------------------------------|--|--|--|--|--|
| ■ | Days of Instruction (159) + | | | | | |
| ■ | AM Students/PM Conferences (6) + | | | | | |
| # | AM Students/PM CRN Mtg (3) + | | | | | |
| ■ | District Early Release | | | | | |
| ■ | (Collaboration & Planning) | | | | | |
| ■ | Home Visits (8) + | | | | | |
| ■ | PD Day (3) + | | | | | |
| # | Full Day CRN Meeting (1) + | | | | | |
| ■ | Opening/Training | | | | | |
| + Days contained in 180 | | | | | | |

District Wide 1/2 Days:
 October 31—P.M. Schools Closed
 November 3—End of 1st Marking
 January 25 & 26—End of 1st Semester
 April 5—End of 3rd Marking

**1/2 Days
 GSRP Students Only:**
 September 11-14*
 November 27
 November 28-30
 March 11-14

**March & May
 PD days subject to change based
 on 2024 election dates**

*Changed 1/2 days to full days: 11/3 and 4/5
 Changed full days to 1/2 days: 11/27 and 3/11*

*First week students attend a.m. or p.m. only

10/16/2023

SCHOOL READINESS TEACHERS
Section I: School Day and Year

F. School Day and Year

1. The school day and year will be as defined by the school readiness grant. Any modifications from the grant will not be implemented without prior discussion with the staff and the Union.
2. Regular hours for a regular day shall be 8:00 a.m. – 4:00 p.m. for all full time GSRP employees. This is an 8-hour day including ½ hour lunch period.
3. GSRP staff (Lead and Associate) may work up to two (2) additional days outside of the regular school year at the contractual hourly rate to address activities such as registration/parent interviews and rosters, with the approval of the Office of Instruction.
4. Staff will be required to attend
 - a) Two (2) home visits per student per year. If additional time is needed to cover expanded home visit requirements, staff will be compensated at the contractual rate.
 - b) Parent orientation, parent conferences and other activities scheduled as part of the school readiness program.
5. Parent Teacher Conferences: Three (3) days will be allotted two (2) times per school year. These days will be half days for students. Conferences must adhere to the 45-minute requirement. Afternoon and evening conferences shall be scheduled as required to fulfill this obligation. (For convenience in scheduling, teachers may use other days in close proximity for PTC as approved by the Principal.)

F. Salary – Teachers

1. Salary Schedules – 182 staff work days / 180 student days

GSRP Teacher must be fully certified with ZA/ZS Endorsement to be placed in lanes BA-PHD
 NC Lane with MA: Add \$3,000

2023-2024

| STEP | NC | BA | MA | M3 | PHD |
|------|--------|--------|--------|--------|--------|
| 0 | 43,921 | 43,921 | 48,426 | 50,678 | 52,368 |
| 1 | 44,660 | 44,660 | 49,165 | 51,417 | 53,107 |
| 2 | 45,414 | 45,414 | 50,623 | 52,714 | 54,379 |
| 3 | 46,882 | 46,882 | 52,592 | 54,675 | 56,349 |
| 4 | 47,151 | 49,633 | 56,385 | 58,464 | 60,139 |
| 5 | 50,086 | 52,670 | 60,174 | 62,251 | 63,924 |
| 6 | 53,178 | 55,977 | 64,499 | 66,584 | 68,254 |
| 7 | 56,828 | 59,819 | 69,369 | 71,454 | 73,128 |
| 8 | 60,502 | 63,687 | 74,233 | 76,324 | 77,995 |
| 9 | 64,230 | 67,611 | 78,402 | 80,518 | 82,207 |
| 10 | 67,959 | 71,536 | 82,571 | 84,711 | 86,419 |

All steps increased by 3%. Members will receive a 2% off-schedule payment paid half in January, half in June.

SCHOOL READINESS TEACHERS
Section I: Salary – Teachers (continued)

2024-2025

| STEP | NC | BA | MA | M3 | PHD |
|------|--------|--------|--------|--------|--------|
| 0 | 45,239 | 45,239 | 49,879 | 52,198 | 53,939 |
| 1 | 46,000 | 46,000 | 50,640 | 52,960 | 54,701 |
| 2 | 46,777 | 46,777 | 52,142 | 54,295 | 56,010 |
| 3 | 48,288 | 48,288 | 54,170 | 56,315 | 58,039 |
| 4 | 48,566 | 51,122 | 58,077 | 60,218 | 61,943 |
| 5 | 51,589 | 54,250 | 61,979 | 64,119 | 65,841 |
| 6 | 54,773 | 57,656 | 66,434 | 68,582 | 70,302 |
| 7 | 58,533 | 61,613 | 71,450 | 73,598 | 75,321 |
| 8 | 62,317 | 65,598 | 76,460 | 78,614 | 80,334 |
| 9 | 66,157 | 69,640 | 80,754 | 82,933 | 84,673 |
| 10 | 69,998 | 73,682 | 85,048 | 87,253 | 89,012 |

All steps increased by 3%. Members will receive a 2% off-schedule payment paid half in January, half in June if there is a fund balance increase as determined by the fiscal year audit of the 2023/2024 school year.

2025-2026

| STEP | NC | BA | MA | M3 | PHD |
|------|--------|--------|--------|--------|--------|
| 0 | 46,596 | 46,596 | 51,375 | 53,764 | 55,557 |
| 1 | 47,380 | 47,380 | 52,159 | 54,549 | 56,342 |
| 2 | 48,180 | 48,180 | 53,706 | 55,924 | 57,690 |
| 3 | 49,737 | 49,737 | 55,795 | 58,004 | 59,780 |
| 4 | 50,023 | 52,656 | 59,819 | 62,025 | 63,801 |
| 5 | 53,137 | 55,878 | 63,838 | 66,043 | 67,816 |
| 6 | 56,416 | 59,386 | 68,427 | 70,639 | 72,411 |
| 7 | 60,289 | 63,461 | 73,594 | 75,806 | 77,581 |
| 8 | 64,187 | 67,566 | 78,754 | 80,972 | 82,744 |
| 9 | 68,142 | 71,729 | 83,177 | 85,421 | 87,213 |
| 10 | 72,098 | 75,892 | 87,599 | 89,871 | 91,682 |

All steps increased by 3%. Members will receive a 2% off-schedule payment paid half in January, half in June if there is a fund balance increase as determined by the fiscal year audit of the 2024/2025 school year.

- Hourly rate where applicable: Associate Teacher \$22.00, Lead Teacher \$40.00
- In the event lunch coverage is not available, the lead teacher or associate teacher will be compensated for their lost lunch period. Lead: \$20 Associate: \$10

SCHOOL READINESS TEACHERS

Section I: Salary – Teachers (continued)

4. Longevity Payment: December 2023, GSRP teachers shall be entitled to longevity payments according to the following schedule:

| | |
|-----------------------------|-------|
| 5 years or more by June 30 | 1,050 |
| 10 years or more by June 30 | 1,550 |
| 15 years or more by June 30 | 2,050 |
| 20 years or more by June 30 | 2,550 |
| 25 years or more by June 30 | 3,050 |
| 30 years or more by June 30 | 3,550 |

Effective December 2024 moving forward, longevity shall be paid according to the teacher's scale in Article VIII, Section 3, Item A.

Regular longevity payments shall be made in December following the June in which they were earned. Members who leave the employ of the district shall receive an additional pro-rated longevity payment based on the length of the time worked in the final year.

Section II

SCHOOL READINESS ASSOCIATE TEACHERS

1. The school year will be defined by the school readiness grant. The standard workday is 8 hours a day, which includes a 30-minute unpaid lunch period. Any modifications from the grant will not be implemented without prior discussion with the staff and the Union.
2. Regular hours for a regular day shall be 8:00 a.m. – 4:00 p.m. for all full time GSRP employees. This is an 8-hour day including ½ hour lunch period.
3. GSRP staff (Teacher and aides) may work up to two (2) additional days outside of the regular school year at the contractual hourly rate to address activities such as registration/parent interviews and rosters, with the approval of the Office of Instruction.
4. Staff will be required to attend:
 - a) Two (2) home visits per student per year
 - a) Parent orientation, parent conferences and other activities scheduled as part of the school readiness program
5. School Readiness Associate Teachers will be paid an annual stipend of \$1,500 if they meet the licensing requirements of:
 - a) Associate degree in Early Childhood, or
 - b) Child Development Associate, or
 - c) 120 clock hours in designated content areas.

SCHOOL READINESS ASSOCIATE TEACHERS
Section II (continued)

6. Associate Teachers who substitute for a School Readiness teacher will be paid \$45 per day in addition to the regular daily pay.
7. Perfect Attendance Incentive: The stipend for perfect attendance will be \$100 per quarter (4 per year). Perfect attendance is defined as no use of sick leave, personal leave or comp time.
8. All other matters pertaining to benefits and working conditions will be as cited in the section related to paraprofessionals, pg. 46-47.
9. Salary – GSRP Associate Teacher

2023/2024

| | Step | Salary |
|------------------------|------|--------|
| GSRP ASSOCIATE TEACHER | 1 | 21,616 |
| GSRP ASSOCIATE TEACHER | 2 | 22,845 |
| GSRP ASSOCIATE TEACHER | 3 | 24,280 |
| GSRP ASSOCIATE TEACHER | 4 | 26,167 |
| GSRP ASSOCIATE TEACHER | 5 | 27,959 |

All steps increased by \$3,000. Members will receive a 2% off-schedule payment paid half in January, half in June.

2024/2025

| | Step | Salary |
|------------------------|------|--------|
| GSRP ASSOCIATE TEACHER | 1 | 22,264 |
| GSRP ASSOCIATE TEACHER | 2 | 23,530 |
| GSRP ASSOCIATE TEACHER | 3 | 25,008 |
| GSRP ASSOCIATE TEACHER | 4 | 26,952 |
| GSRP ASSOCIATE TEACHER | 5 | 28,798 |
| GSRP ASSOCIATE TEACHER | 6 | 30,552 |

One additional step added. All steps increased by 3%. Members will receive a 2% off-schedule payment paid half in January, half in June if there is a fund balance increase as determined by the fiscal year audit of the 2023/2024 school year.

2025/2026

| | Step | Salary |
|------------------------|------|--------|
| GSRP ASSOCIATE TEACHER | 1 | 22,932 |
| GSRP ASSOCIATE TEACHER | 2 | 24,236 |
| GSRP ASSOCIATE TEACHER | 3 | 25,759 |
| GSRP ASSOCIATE TEACHER | 4 | 27,761 |
| GSRP ASSOCIATE TEACHER | 5 | 29,662 |
| GSRP ASSOCIATE TEACHER | 6 | 31,468 |

All steps increased by 3%. Members will receive a 2% off-schedule payment paid half in January, half in June if there is a fund balance increase as determined by the fiscal year audit of the 2024/2025 school year.

SCHOOL READINESS ASSOCIATE TEACHERS
Section II (continued)

10. Longevity: GSRP associate teachers shall be entitled to increased longevity payments according to the following schedule.

| | |
|-----------------------------|--------|
| 5 years or more by June 30 | \$ 400 |
| 11 years or more by June 30 | 600 |
| 15 years or more by June 30 | 800 |
| 20 years or more by June 30 | 1,000 |
| 25 years or more by June 30 | 1,200 |
| 30 years or more by June 30 | 1,400 |

Regular longevity payments shall be made in December following the June in which they were earned. Members who leave the employ of the District shall receive an additional pro-rated longevity payment based on the length of time worked in the final year.

Section III

MISCELLANEOUS LANGUAGE

1. Use of School Day

Teachers shall use the school day for:

- a. planning and preparing for daily classes
- b. teaching and supervising their pupils
- c. conferring with parents of their pupils when necessary
- d. conferring and planning with other staff members, when necessary

No scheduled class may be eliminated without permission of the principal.

2. The following provisions of the 2022-2023 contract between the Roseville Federation of Teachers and the Roseville Community Schools shall be applicable to School Readiness teachers.

- a. Release Time for Union Staff: Art 1, Sec 9
- b. Organizational Membership: Art III, Sec 1
- c. Union Representation: Art III, Sec 2
- d. Teachers Attending Classes: Art III, Sec 3
- e. Instructional Supplies: Art III, Sec 5,C
- f. Requisitions-Instructional Materials: Art III, Sec 6, A,B
- g. Personnel File: Art III, Sec 7
- h. School Improvement, Shared Decision Making: Art III, Sec 9
- i. Probationary Teachers: Art III, Sec 10, A,B
- j. Teacher-Principal Conference: Art III, Sec 11
- k. Staff-Principal Conflicts: Art III, Sec 12,A
- l. Building Policies: Art III, Sec 13
- m. Principal-Teacher Communication: Art III, Sec 14, A
- n. Classroom Management: Art IV, Sec 1
- o. Student Evaluation & Placement Recommendation: Art IV, Sec 2, A,B
Exception: In paragraph 2B there is no right to appeal beyond the principal.
- p. Sign In Procedures: Art IV, Sec 4 (requires signature)
- q. Open House Responsibility: Art IV, Sec 5
- r. Lesson Plans: Art IV, Sec 10
- s. Use of Telephone: Art IV, Sec 11
- t. Fair Employment Practice: Art V, Sec 1
- u. Payroll Deductions: Art V, Sec 5
- v. Assault Upon a Teacher: Art V, Sec 20
- w. Grievance: Art VI, Members will have access to the grievance procedure, excluding the Step 3 hearing before the Board of Education.
- x. Optional Pay Plan: Art VIII, Sec 5
- y. Workers Compensation: Art VIII, Sec 8
- z. Tax Deferral Plans, Art VIII, Sec 16
- aa. Substituting During Preparation Period: Art VIII, Sec 18
- bb. Mileage: Art VIII, Sec 20
- cc. Jury Duty: Art VIII, Sec 22
- dd. Central Sick Leave Bank: Art IX, Sec 6, B
- ee. Management Rights Clause: Art XI
- ff. Teachers Legal Rights: Art XII
- gg. Emergency Manager: Art XIII
- hh. Work Stoppage: Art XIV
- ii. Law Saving Clause: Art XV
- jj. Retirement Severance – Art. VIII, Sec 3, B
- kk. Notification – Art. I, Sec 12, C

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Roseville Board of Education
Roseville Federation of Teachers Counter Offer
June 7, 2023

1. For 2023-2024, 2024-2025, and 2025-2026 all eligible employees will advance one (1) step on the salary schedule each year.
2. All steps will increase as follows:
 - a. 2023-2024 school year increase by 3.0%
 - i. Members will receive a 2% off schedule payment paid half (1/2) in January and half (1/2) in June.
 - b. 2024-2025 school year increase by 3.0%
 - i. Members will receive a 2% off schedule payment paid half (1/2) in January and half (1/2) in June if there is a fund balance increase as determined by the fiscal year audit of the 2023/2024 school year.
 - c. 2025-2026 school year increase by 3.0%
 - i. Members will receive a 2% off schedule payment paid half (1/2) in January and half (1/2) in June if there is a fund balance increase as determined by the fiscal year audit of the 2024/2025 school year.
3. Calendar: 182 staff days, 176 student days
February 16th work full day – chose one full day off on 06/13/24
4. Reimbursement for professional certification will be increased to the following amounts and paid in June following recertification. (Article VIII, Section 22)

| | | |
|--------------------------|----------|--------------------------|
| a. Teachers | \$160.00 | every five years (MDE) |
| b. Speech Therapists | \$225.00 | annually (ASHA) |
| c. Speech Therapists | \$162.20 | every two years (LARA) |
| d. Psychologists | \$160.00 | every five years (MDE) |
| e. School Social Workers | \$81.00 | every three years (LARA) |
5. Add clarifying language. (Article VIII, Section 2)

Master's Degree requiring a minimum of 60 credits for positions such as School Social Worker and Speech Therapists shall qualify to be placed on the MA+30 salary lane. This has been a consistent district practice and is now codified for these positions based on raised requirements by universities.
6. Social Workers, Speech Therapists, and Psychologists assigned by Director of Special Education as mentors shall receive \$1,000 (in two payments \$500/\$500).
7. Clarify language on HSA payment. (Article VIII, Section 6, Item A-2d, page 23)
 - i. ~~The contribution shall be prorated, and the final check adjusted if the employee does not complete the year.~~
 - d. RFT and District agree to work on details to address turnover and impact on HSA funds.
8. Paraprofessional severance same as teachers. (Section V, Item J, page 46)
9. Employability Skills Coordinator shall be scheduled to work five (5) extra days. (Article VIII, Section 4, page 22)
10. HSA Annual Stipend raised to \$650 single / \$850 couple-family annually. (Article VIII, Section 6, Item A-2, page 23)

11. Teachers employed for special events outside of regular day or club/class receive \$25.00. Timers, score keepers, and cameramen for high school events shall receive \$25.00 per event. (Article VII, Section 14, page 29)
12. Overnight chaperones increased to \$100. (Article VII, Section 14, Item E, page 29)
13. Teacher in Charge with no Assistant Principal raised to \$1,000. Elementary building second Teacher in Charge shall receive a stipend of Two Hundred Fifty Dollars (\$250) per year. Teacher in Charge with Assistant Principal raised to \$750. Stipend per day after three (3) days raised to \$50. (Article VII, Section 15, Item B, page 29)
14. Teachers substituting during prep raised to ~~\$36~~ \$40/hour. Limit comp use - three (3) days per year. (Article VII, Section 18, Item A, page 30)
 - f. Use of compensatory time is limited to three (3) days or eighteen (18) hours subject to item B above.
 - g. In year of retirement, teachers may cash out 30 hours (5 days) at current daily rate as part of retirement severance. Remaining hours shall be compensated at \$40 per hour.
15. District agreed to adding grandchildren to bereavement.
16. Paraprofessional perfect attendance incentive increase to \$100 per quarter (4 per year). (Section V, Item G, page 46)
17. Adjust 12-month Paraprofessional longevity. (Section VII, Item C, page 49)

| <u>12- Month Paraprofessionals</u> | |
|------------------------------------|--------|
| 5 years or more by June 30 | \$ 775 |
| 11 years or more by June 30 | 950 |
| 15 years or more by June 30 | 1,150 |
| 20 years or more by June 30 | 1,350 |
| 25 years or more by June 30 | 1,750 |
| 30 years or more by June 30 | 1,950 |
18. Longevity (Article VIII, Section 3, Item A, page 21)

| | |
|-----------------------------|--------|
| 11 years or more by June 30 | 1,500 |
| 15 years or more by June 30 | 2,250 |
| 16 years or more by June 30 | 3,500* |
| 20 years or more by June 30 | 4,000 |
| 25 years or more by June 30 | 4,500 |
| 30 years or more by June 30 | 5,500 |

*Only employees that were employed in 2007.
19. K-12 traveling classroom teachers will receive a stipend of \$700.
20. Changes as listed in Article VII, Section 12, Coaching and Sponsor Compensation.

21. Article VIII, Section 6 – B – Dental, Item 1c
Annual maximum (for class I, II, & III services): \$1,500 per member.
22. This contract shall be in full effect through June 30 of 2026. Two limited items may be opened during this contract: School Readiness Program and Article VIII, Section 6 - Insurance Benefits – A. - 3.