

Agreement between  
**W-WEA**

**Wayne-Westland  
Educators Association**  
and the  
**Board of Education**

Wayne-Westland Community Schools

August 23, 2019 – August 22, 2021

Wayne-Westland Community Schools, Westland, MI 48185



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This Agreement is entered into by and between the Board of Education of the Wayne-Westland Community Schools of Westland, Michigan, hereinafter called the "Board" and the Wayne-Westland Education Association hereinafter called "Association".

**WITNESSETH**

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the children of the Wayne-Westland Community Schools is their mutual aim and that the character of such education depends predominately upon the quality and morale of the teaching services, and

WHEREAS, the members of the teaching profession are particularly qualified to develop and recommend to the Board policies and programs designed to improve educational standards, and

WHEREAS, the Board has statutory obligation, pursuant to Act 379 of the Michigan Public Acts of 1965 (as amended), to bargain with the Association as the representative of its teaching personnel with respect to hours and wages, terms and conditions of employment, and

WHEREAS, the parties have reached certain understanding which they desire to confirm by contract.

It is hereby agreed as follows:

## **ARTICLE 1**

### **Recognition**

#### **1.1**

The Board hereby recognizes the Association as the exclusive bargaining representative as defined in Section II of Act 379, Public Acts of 1965, to represent and bargain for:

Bargaining Unit: All certified probationary/tenure teachers and teachers with professional and occupational certificates, temporary vocational authorizations, or full vocational authorizations under contract or on leave with the district, all media specialists; all counselors, full or part time; school psychologists; JROTC instructors; speech pathologists; school social workers; homebound teachers; special area teachers; learning consultants; nurses; therapists; middle school athletic directors; department heads; work study coordinators; special needs coordinators; co-op coordinators; alternative education teachers; elementary teachers in the Summer School Academic Program; all certified teachers teaching credit courses and counselors in Summer School.

#### **1.2**

Excluding: Superintendent, deputy superintendents, associate superintendents, assistant superintendents, administrative assistants to the superintendent, executive directors, directors, assistant directors, supervisors, coordinators, principals, assistant principals, all intern administrators, Data Processing Center operators, programmers, and analyst programmers, high school athletic directors, per diem substitutes, all certificated and non-certificated personnel being employed on an hourly basis in the leisure time program in continuing education, all certificated and non-certificated personnel being employed on an hourly basis in the Career/Technical, School Based, Head Start, Kids Plus, and SPARKEY programs in Adult

and Continuing Education, and all non-academic summer school programs.

### **1.3**

The term "teacher" when used hereinafter in the Agreement shall refer to all employees represented by the Association in the bargaining or negotiation unit as above defined. The Board agrees not to negotiate with any teacher organizations other than the Association for the duration of this Agreement.

### **1.4**

This Agreement shall constitute a binding obligation of both parties. For its duration, it may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the Board and the Association in a written and signed amendment thereto.

### **1.5**

Substantial alterations in the working and employment conditions of any teacher in the bargaining unit will be negotiated with the Association prior to adoption or implementation by the Board.

### **1.6**

It is clearly understood by both parties that the non-bargaining unit positions of Nurse Assistant, Occupational Therapist Assistant, and Physical Therapist Assistant will not replace in whole or in part, any bargaining unit position of School Nurse, Occupational Therapist, and Physical Therapist.



## **ARTICLE 2**

### **Association and Teacher Rights**

#### **2.1**

Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that every teacher shall have the right freely to organize, join, and support the Association for the purpose of engaging in collective bargaining or negotiation. The Board agrees that it will neither directly nor indirectly discourage, deprive, or coerce any teacher in the enjoyment of any rights covered by Act 379 of the Public Acts of 1965, laws of the State of Michigan and the United States; nor discriminate against any teacher with respect to hours, wages, or terms and conditions of employment by reasons of his/her membership in the Association, participation in any activities of the Association, participation in collective professional negotiations, or the institution of any grievance, complaint, or proceeding under this Agreement.

#### **2.2**

Nothing contained herein shall be construed to deny or restrict to any teacher rights s/he may have under the Michigan General School Laws or other applicable laws and regulations. The rights and responsibilities granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

#### **2.3**

The Association and its affiliates shall have the right to use school building facilities and shall be subject to all provisions of the Board of Education policies regarding such use.

#### **2.4**

Duly authorized representatives of the Association and their respective affiliates shall be permitted to transact official Association business on school property at all reasonable times,

provided that this shall not interfere with or interrupt normal school operations. All such representatives shall notify the building office of their immediate presence in the building.

## **2.5**

Time on the agenda of regular staff meetings shall be granted to the Association, when requested.

## **2.6**

No teacher shall be prevented from wearing or displaying insignia, pins, or other identification of membership in the Association either on or off school premises. The Association agrees that the displaying of such identification will not deface the building.

## **2.7**

The Association shall have the right to use the District's communication systems provided that all such Association material is clearly identified and the Association accepts all responsibility for such material. The location of the Association bulletin boards shall be mutually agreed upon. Other communication systems may also be used by the Association upon mutual agreement by the parties. The Association office shall be a regular pick up delivery stop on the intra-district mail service, provided the W-WEA Office is located within the school district.

## **2.8**

The Association may use school equipment including computers, typewriters, copy machines, and other duplication equipment normally available to teachers in accordance with Board policy, administrative regulations, and applicable legal requirements. The Association may also use calculating machines and all types of audio-visual equipment at reasonable times when such equipment is not otherwise in use. It is understood that such equipment shall not be removed from school property. The Association shall pay the current cost of all materials and supplies

incident to such use. Use of equipment other than that listed herein shall be with Administrative approval. The Association recognizes that all equipment in a building is ultimately the responsibility of the school principal.

## **2.9**

The Board agrees to furnish within ten (10) working days, all available information requested by the Association concerning the financial resources of the District. Timelines may be extended by mutual agreement.

## **2.10**

Within a reasonable time prior to Board consideration and adoption and/or general publication of major new or modified fiscal budgetary or tax programs, construction programs, or major revisions of educational policy, the Board shall inform the Association in writing of such proposals and solicit the Association's opinion. Administration shall forward a copy of the Association's opinion to the Board prior to the meeting on the matter. When Board established committees, task forces, and other groups formed to study such major changes are to include teacher members, such teacher members will be appointed by the W-WEA.

## **2.11**

Teachers shall be entitled to full rights of citizenship. No religious or political activities of any teacher or the lack thereof shall be grounds for discipline or discrimination with respect to the professional employment of such teacher.

The private and personal life of any teacher is not within the appropriate concern or attention of the Board. None of the aforementioned activities shall disrupt normal school operations.

## **2.12**

Disciplinary interviews and reprimands will be considered privately. Meetings between a

teacher and supervisor which are called for the purpose of disciplining and/or reprimanding the teacher shall begin with an announcement from the supervisor clearly stating that the purpose of the meeting is for discipline and/or reprimand. The supervisor shall also inform the teacher of his/her right to have an Association representative of his/her choice during any such meeting. When the affected teacher requests the presence of an Association representative the meeting/interview will not proceed until the representative is in attendance. At no time will this cause the meeting to be delayed more than 48 hours.

### **2.13**

No teacher shall be disciplined or discharged by the Board, except in a manner that is fair and reasonable, (not arbitrary or capricious) with the exception of the termination or non-renewal of a probationary teacher.

### **2.14**

Teachers against whom charges or allegations have been made which could lead to suspension, reprimand, and/or dismissal shall be provided copies of all allegations and charges at the time of a disciplinary meeting.

### **2.15**

No disciplinary action shall result from a meeting characterized by the Board as non-disciplinary in nature.

### **2.16**

Each teacher shall have the right to review the content of his/her personnel file. S/he shall have the right to have Association representation in such review. All such reviews shall be made in the presence of the Assistant Superintendent of Human Resources or his/her

designated representative. Confidential credentials and other letters of reference sought at the time of employment are specifically exempt from such review.

The W-WEA and the Board will follow all procedures as outlined in the Bullard-Plawecki Employee Right to Know Act, Act No. 397 of the Public Acts of 1978 MCLA 423.501 - 423.512. A teacher's personnel file may not contain a reprimand in excess of three years provided no additional reprimand occurs during the said three year period.

## **2.17**

Wednesday afternoon following the teacher's regular work day shall be reserved for Association meetings. Teachers representing the Association as Executive Board members, Governing Board members, Grievance Committee members, and Bargaining Team members shall be allowed to leave their respective building five (5) minutes after the close of the pupils' instructional day, except for school business which cannot be delayed. This dismissal time will not exceed two (2) meetings per month.

## **2.18**

The Board shall provide the Association, in a timely fashion, the names and addresses of all new teachers. When a new teacher orientation occurs, the Association shall have sufficient time on the agenda for presentation of items of mutual interest to new personnel and the Association.

## **2.19**

Special conferences for important matters will be arranged between the Association president and the Board or their designated representatives upon request of either party. Grievance hearings and bargaining sessions are not to be considered special conferences.

## **ARTICLE 3**

### **The School District's Rights**

#### **3.1**

The Board retains the sole right and shall have the right to manage and conduct its obligation in accordance with the laws of the State of Michigan subject only to the condition that it shall not do so in any manner which constitutes an express violation of this Agreement. Without limiting to any extent the generality of the foregoing, the Board shall have the right to promulgate at any time and to enforce any reasonable rules, policies, and regulations which it considers necessary or advisable for the safe, effective and efficient operation of the School District as long as they are not inconsistent herewith, and any employee who violates or fails to comply therewith shall be subject to discipline or discharge just the same as if they were set forth in the Agreement, but only subject to the provisions of the grievance procedure.

## **ARTICLE 4**

**Reserved**

## **ARTICLE 5**

### **Teaching Hours and Class Loads**

#### **5.1**

Elementary teachers shall not be required to report for duty earlier than 20 minutes before the opening of the pupils' school day and shall not be required to remain longer than 5 minutes after the close of the pupils' school day except when required for necessary staff meetings.

Middle and high school teachers shall not be required to report for duty earlier than 15 minutes before the opening of the pupils' school day and shall not be required to remain longer than 10 minutes after the close of the pupils' school day except when required for necessary staff meetings.

On Fridays or days preceding holidays or vacations, the teachers' day shall end at the close of the pupils' day.

## **5.2**

The instructional day shall be six (6) hours, twenty (20) minutes in length.

The weekly teaching load in the high schools will be 25 class periods, including passing time. In addition, each teacher will receive one class period of unassigned preparation per day.

The weekly teaching load in the middle schools will be no more than 1625 minutes per week. This will include one (1) planning period and five (5) teaching periods per day. At the start of second hour, building announcements will occur and last no longer than ten (10) minutes.

Teaching schedules in the middle and high schools may be altered up to fifteen (15) days a year to allow for compliance with state and district testing requirements. These alterations shall be fairly distributed among the teachers, insofar as possible.

As in the past, the Tinkham Center Alternative Education Program will use a block schedule in place of the traditional six-hour class schedule not to exceed 26 hours and 40 minutes per week. Each teacher will receive at least one hour of unassigned preparation time per day.

### 5.3

Every effort shall be made to assign no more than two preparations at the high school level whenever possible. Assignments of preparations at the high school level will be made following the involvement of the current department staff.

### 5.4

The weekly teaching load in the elementary schools (K-5) will not exceed 27 hours of pupil contact time. The 25 minute time period referred to in provision Article 5.1 is a period provided to teachers for planning and preparation.

### 5.5

To insure time for elementary teachers to evaluate students and programs, to plan and prepare for instruction, and to receive additional in-service training/professional development, the District shall place the following days into the calendar for these purposes:

1. Three half days for teacher planning and preparation
2. Four half days for records
3. In-service/professional development:
  - Two full days prior to students' first day of school (District and Building PD)
  - One full day in November (not a contractual WWEA work day)
  - One full day in January (not a contractual WWEA work day)
  - Two hours per month for October, January, February, March, April and May

During non-instruction time on elementary planning and records days, teachers are permitted to perform their duties at a site other than their assigned worksite. It is understood that they



are permitted to perform their work at an alternative location and be reasonably available for communication. An exception to this is Kindergarten Round-up day, where all staff must remain in the building until the conclusion of the event.

An Elementary Special Area Advisory Committee, coordinated by an administrator from the General Education Department, will determine the use of one planning day for elementary special area teachers. The committee shall consist of one representative from each special area.

An Elementary Special Education Advisory Committee, coordinated by an administrator from the Special Education Department, will determine the use of one planning day for elementary special education teachers. The committee shall consist of a total of five (5) elementary special education teachers and shall represent various programs.

## **5.6**

To insure time for middle school teachers to evaluate students and programs, to plan and prepare for instruction, and to receive additional in-service training/professional development, the District shall place the following days into the calendar for these purposes:

1. Six half days for records
2. In-service/professional development
  - Two full days prior to students' first day of school (District and Building PD)
  - One full day in November (not a contractual WWEA work day)
  - One full day in January (not a contractual WWEA work day)
  - Two hours per month for October, January, February, March, April and May

To insure time for high school teachers to evaluate students and programs, to plan and prepare for instruction, and to receive additional in-service training/professional development, the District shall place the following days into the calendar for these purposes:

1. Six half days for records
2. In-service/professional development
  - Two full days prior to students' first day of school (District and Building PD)
  - One full day in November (not a contractual WWEA work day)
  - One full day in January (not a contractual WWEA work day)
  - Two hours per month for October, January, February, March, April and May

During non-instruction time on middle and high school records days, teachers are permitted to perform their duties at a site other than their assigned worksite. It is understood that they are permitted to perform their work at an alternative location and be reasonably available for communication.

## **5.7**

Elementary school classes will have one daily recess not to exceed 20 minutes in length. Teachers relieved due to shared recess supervision shall not be responsible for students during that period. If a teacher chooses not to share recess, and such choice results in teaching hours in excess of 27 hours, such excess shall not be subject to the grievance procedure.

## **5.8**

Elementary teachers will be provided five (5) fifty (50) minute blocks of planning per week, not including the 25 minutes referred to in Article 5.1.

## **5.9**

All teachers shall have a duty free lunch period. It is agreed that the Board will provide a minimum of a half hour lunch at the elementary, middle, and high schools.

## **5.10**

Dismissal times for half days shall be consistent with that of full days.

## **5.11**

Teachers having assignments in two buildings and middle school and high school staff assigned to at least two buildings who, because of class schedules, are required to travel during lunch or preparation time shall receive a two percent (2%), per semester, contract rider based on the BA minimum. This stipend is limited to general education classroom teachers and special education basic classroom teachers only.

In addition, middle school and high school teachers who are assigned to a third or fourth building will receive an additional 2% of the BA minimum per semester for each building above 2 (two). Teachers with less than full-time (1.0) schedules and paid as full-time employees shall be excluded from this subsection.

## **5.12**

Teachers of vocal music, art, life skills, media, and physical education at the elementary level and librarians at all levels shall be so scheduled that both relief and preparation time shall be at least equal to that of the classroom teacher at a comparable level. Adequate travel time shall be provided special area teachers.

### 5.13

1. All special area teachers shall receive a minimum of 250 minutes of preparation time per week. Of these 250 minutes, they will at least receive one 20 minute block per day.
2. Morning special area classes shall begin no earlier than 5 minutes after the beginning of the instructional day. All other special area classes shall have a minimum of five minutes between each class, except for physical education afternoon sessions.
3. Special area teachers shall teach no more than the equivalent of six 50 minute classes per day.
4. When possible, the special area administrator shall continue to honor the teacher's choice in making building assignments and will attempt to schedule teachers into no more than two (2) buildings.
5. The regular classroom teacher, the special area teacher, the building administrator, and the General Education Department must mutually agree to any deviation from the contract regarding the scheduling of K-6 special area classes.

The General Education Department will forward a copy of any such deviation to the Association.

6. Adequate travel time shall be provided with said time to coincide with the specific instance of travel, unless said travel time will reduce the teacher's schedule below thirty class sections. In such cases, travel time shall be granted at other time(s) in

the schedule. Travel time required during lunch and/or planning time will be compensated at the prorated travel time 2% rate.

7. Open class times of the teachers of elementary art, vocal music, physical education, life skills, and media will be to work on the enhancement of their respective programs collaboratively in individual classrooms and for the building as a whole. These open class times are not intended to be used to provide additional planning time for the classroom teacher.

## **ARTICLE 6**

### **Teaching Conditions**

#### **6.1**

The parties recognize that the availability of optimum school facilities for both student and teacher is desirable to insure the high quality of education. Under normal circumstances, the Board will insure that the use of District facilities will be scheduled during the normal school day in a manner that give priority to K-12 instructional programs. It is also acknowledged that the primary duty and responsibility of the teacher is to teach and that the organization of the school and the school day should be directed toward insuring that both the competency and energy of the teacher are primarily utilized to this end.

#### **6.2**

The following guidelines for class size shall not be exceeded except when unusual circumstances, such as instructional innovations, limitations of available facilities, or other valid reasons dictate otherwise. Teachers may bring to the attention of building administrators when exceptional circumstances exist justifying a departure from these guidelines for classes they teach.

1. Elementary Class Sizes are as follows:

Kindergarten	27 pupils
Grades 1-5	28 pupils
Grade 6	31 pupils

Class sizes for elementary split level classes are as follows:

Grades 1-2	23 pupils
Grades 2-3	23 pupils
Grades 3-4	25 pupils
Grades 4-5	25 pupils

Acceptable elementary overloads are as follows:

Kindergarten	3 pupils
Grades 1-5	3 pupils
Grade 6	4 pupils

The Board shall notify the Association within forty-eight (48) hours of any elementary classroom loads which exceed the above maximums.

The Board shall rectify any overloads in the following manner:

On the first day of the second week of school, an elementary classroom teacher who has a class in excess of the contractual class size, shall receive \$5.00 per day (\$2.50 per half-day kindergarten session), per overload student to relieve his/her situation

temporarily. This rectification of overloads shall continue until the first day of the fourth week of school, unless the District decides to provide an additional teacher to relieve the situation.

On the first day of the fourth week of school, and for any overload situation occurring thereafter, the District shall rectify the overload in the following way:

Elementary classes that exceed the allowable overloads shall necessitate an additional teacher.

Elementary classes with allowable overloads may select from one of three reliefs:

- a. The affected classroom teacher will receive a full time overload aide. This overload aide will accompany and remain with the students during their special area classes. If a teacher choosing this option is unable to secure an overload aide after 3 weeks, s/he may receive pay under item (b) below until such aide is in place.
- b. The affected classroom teacher will receive \$5.00 per day (\$2.50 per ½ day kindergarten session), for the first overload student and \$10 per day (\$5.00 per ½ day kindergarten session), per student for additional overload students.
- c. The classroom teacher may elect to receive no more than \$600.00 for the purchase of instructional materials and equipment to be utilized in the classroom. The affected classroom teacher will receive \$300.00 for the first semester and an additional \$300.00 for the second semester if the overload

continues to exist at that time.

Special area teachers will receive a pro-ration ( $\$1/\$2$ ) of the compensation if the classroom teacher selects option “b”. If the classroom teacher picks option “c”, the special area teacher will receive a pro-ration ( $\$1/\$2$ ) of compensation as if the classroom teacher selected option “b”.

The following procedures regarding overloads will apply:

Overloads at a grade level will first be placed in the appropriate Split Level classroom if one exists in the building.

Before any classroom gets a third student overload, other same grade classrooms will be overloaded if one is available in the building.

The District, furthermore, shall adhere to a five (5) day timeline to rectify any overloads occurring after the first day of the fourth week of school.

2. Middle School class sizes shall be limited to 33 students. Allowable Middle School overloads are 4 pupils.

Class size for physical education and music classes is 38. If mutually agreed upon by the Association and the District, Special types of classes such as physical education and music may exceed class size. Physical education and music teachers will be eligible for payments equivalent to overload payments for the first four students over 33 students.



Beginning with the first Monday following the fourth week of School and for any overload situation occurring thereafter, the district shall rectify the overload situation by paying the affected classroom teacher \$2 per overload, per hour, per day.

No individual class may exceed allowable overloads with the exception of Music and P.E. classes identified above.

3. High School class sizes shall be limited to 34 pupils, with the exceptions of the following conditions:
  - a. All industrial arts/technology classes shall be limited to 30 pupils.
  - b. Building Trades II classes shall generally be limited to 22 pupils.
  - c. All art classes shall be limited to 32 pupils.
  - d. Science laboratory class sizes shall be limited to 30 students.
  - e. All English classes whose primary purpose is the teaching of composition skills shall be limited to 30 students and those required core communication arts classes that combine both composition and literature shall be limited to 32 students.
  - f. Computer classes shall be limited to 32 pupils with no more than 2 students

per computer.

- g. Online classes will be monitored by the Media Specialist.
- h. All life skills laboratory classes shall be limited to 32 students.
- i. Class size for physical education (excluding health classes) and music classes is 38. If mutually agreed upon by the Association and the District, Special types of classes such as physical education and music may exceed class size. Physical education and music teachers will be eligible for payments equivalent to overload payments for the first three (3) students over 34 students (effective with the 2012-2013 school year, four (4) students).
- j. Beginning with the first Monday following the fourth week of School and for any overload situation occurring thereafter, the district shall rectify the overload situation by paying the affected classroom teacher \$2 per overload, per hour, per day.

Allowable High School overloads are 4 pupils.

No individual class may exceed allowable overloads with the exception of Music and P.E. classes identified above.

### **6.3**

The ratio of students to counselor shall be 330-1. If this ratio increases, an additional full time or part time counselor shall be provided in the affected building(s) no later than four weeks subsequent to determination of said overload.

### **6.4**

Secretarial services necessary for the day to day operations of the counseling departments in each middle and senior high school will be provided.

### **6.5**

The Board agrees to keep the schools reasonably and properly equipped with instructional materials and shall have such materials available at the opening of the school year except when unexpected conditions prevent compliance with this provision. Instructional materials used in the district shall reflect the multi-ethnic nature of our society and shall evidence sensitivity to prejudice, to stereotypes, to sexism, and to materials offensive to ethnic groups. Media centers shall be charged with the responsibility of seeking and maintaining material of this nature. Teachers shall participate in the selection of supplies, resource and instructional materials, and tests.

### **6.6**

While it is agreed that planning is an integral part of effective teaching, lesson plans shall not be routinely submitted for the perusal and attendant approval to any supervisor. Plans shall be available to the supervisor for planning and consultation upon request, as well as in cases of teacher absences.

## **6.7**

Security of school money shall be considered the Board's responsibility, and no teacher shall be required to keep any school funds in his/her desk, on his/her person, or in his/her possession.

## **6.8**

All teachers require time, space and facilities to prepare materials and plan work. The Board shall provide in every school a teacher's work area containing adequate equipment and facilities to aid in planning and preparation. The work area shall be in addition to and separate from the faculty lounge facilities provided in each building. Telephone facilities shall be made available for reasonable use.

## **6.9**

Properly maintained parking facilities shall be made available for school personnel during the school hours. School buildings will be cleaned on a scheduled basis and the responsibilities for said cleaning rests with the administration. The cleaning schedule of respective buildings will be posted in an appropriate location. The cleaning needs of kindergarten and Center Program classrooms will be recognized in establishing cleaning schedules of respective buildings.

## **6.10**

The Board shall provide:

1. A separate desk and file cabinet for each teacher.
2. Closet space for each teacher to store his/her coat and personal articles.

3. Adequate storage in each classroom for instructional materials.
4. Teacher edition copies, exclusively for each teacher's use, of all texts used in the courses s/he is to teach. This provision also applies to student teachers where possible.
5. A sufficient supply of paper, and other classroom materials for the conduct of instruction.

## **6.11**

Teachers shall not be required to perform tasks which endanger their health, safety or well being. The district will be in compliance with local, county, state, and federal statutes and codes.

Within one hour of a loss of electrical power, while students are in attendance, the administration will inform the staff of a plan of action. If necessary, school shall also be canceled in buildings without heat or water.

In other instances, the Board shall determine when conditions warrant the closing of schools.

All teachers are required to report for duty at times when only a fraction of the school system may be closed down. In the event of an emergency when only some children are excused on a scheduled day of attendance, teachers will, when the condition of the building dictates, be reassigned to other buildings for the duration of the emergency.

Teachers will not be required to search for explosives.

Teachers will not be required to substitute when their school is closed down due to an emergency.

## **6.12**

### **Professional Responsibilities**

1. General - The parties agree that the supervision of students is an integral part of every teacher's duties. The teacher's day shall include supervision of students, attendance at scheduled faculty and faculty committee meetings, preparation for classroom responsibilities, availability for student and parent conferences, attendance at annual school open house (K-12), and kindergarten roundup where applicable. Attendance will be voluntary at PTA meetings.
2. Extra Curricular - The Association agrees that there are extra curricular duties which are an integral part of the educational program of the W-WCS. The Association recognizes the necessity of faculty participation in these extra curricular activities. The building principal will notify the staff monthly of all known extra curricular events and staff personnel needs. Teachers shall have the opportunity to volunteer for these functions. If the principal has difficulty in securing volunteers for such extra curricular activities, the building staff advisory committee shall assist the principal. Members of the committee will then inform the staff of the problem and attempt to secure volunteers. At the same time the staff advisory committee is advised of such situation, the Association shall also be notified. Should the staff advisory committee fail in its efforts, the Association shall then use its good offices to alleviate these problems.

## **6.13**

When a classroom is not scheduled for a general or self contained special education classroom,

it will be made available for special area instruction.

#### **6.14**

Middle school teacher grades shall be due at the beginning of the second working day following the close of the marking period, except for the marking period at the end of the school year in June.

High school teacher grades shall be due at the beginning of the second working day following the close of the marking period, except for the marking period at the end of each semester.

#### **6.15**

Teachers assigned to more than one building shall not have conference time in excess of other staff.

#### **6.16**

The parties recognize the affective nature of a counselor's responsibilities and agree that clerical duties, including attendance keeping, shall not be the primary focus of his/her daily activities.

#### **6.17**

Required meetings shall not exceed one per week. They shall normally occur on Tuesdays following the regular work day unless otherwise agreed to by the principal and a majority of the staff. These meetings, moreover, shall not exceed one hour in length. Required meetings may be used for staff meetings, department meetings, team meetings, in-services, etc.

An administrator may schedule, with a week's notice, professional development meetings which

are 2 hours in length. Should an administrator schedule such a meeting, s/he will eliminate one required weekly meeting sometime during the school year.

There shall be no required meetings during conference weeks or Open House. Building principals shall solicit staff input in scheduling Open House.

#### **6.18 General Education Classroom Assistance**

1. To assist the general education classroom teacher, the District shall guarantee a minimum average of one (1) four hour a day part-time paraprofessional per elementary building.
2. These paraprofessionals shall be in addition to overload aides who may be assigned a teacher because of a general education class size overload.
3. If the teacher/s in an affected building believe s/he/they are in need of additional paraprofessional assistance, they may request an additional allocation or portion thereof from the Executive Director of Special Education. To this end, the District shall make available a cadre of paraprofessionals for such additional allocations. If, however, the teacher's request is denied, s/he may appeal such denial through the W-WEA to the Executive Director of Special Education.

The intent of this subsection is to augment the number of paraprofessionals assisting general education teachers, including special area teachers, who have students identified, or students potentially identified for specialized educational services in their classrooms.



4. The District will develop a cadre of substitutes for paraprofessionals and will make every effort to provide a substitute when the paraprofessional is absent.

## **ARTICLE 7**

### **Professional Qualifications and Assignments**

#### **7.1**

The Board's goal is to hire teachers who hold certificates, permits, or vocational authorizations valid for the positions to which they are assigned; who meet the standards required by the RSC and MDE guidelines.

The responsibility for being properly certificated to teach in the school district rests solely with the individual teacher. The Board will continue its present practice of informing the teachers of this prime responsibility and the manner in which it may be fulfilled. The Association shall be notified of any such action.

The Board agrees that teachers employed by the Board, who hold annual authorizations, shall, as a condition of employment make every attempt to obtain permanent status through recognized work and/or study programs as per MCL 380.1233 and/or MCL 380.1233 (b).

#### **7.2**

The Board and the Association agree that affirmative steps must be taken to recruit teachers from various ethnic minority groups. Both parties agree that a highly significant part of the educational experience of children in today's society involves cross racial experiences. Part of that experience must be with ethnic minority group members who are educators.

Discrimination against applicants for employment or employees of the school district on the basis of race, color, religion, national origin, age, sex, height, weight, marital status, or handicap which does not impair an individual's ability to perform adequately in a particular position or activity is prohibited.

### **7.3**

All substitute teachers employed by the Board shall meet the requirements of the Michigan Certification Code.

## **ARTICLE 8**

**Reserved**

## **ARTICLE 9**

### **Illness/Disability, Jury Duty**

#### ***9.1 Personal and Family Illness Days***

At the beginning of each school year, each teacher shall be credited with ten (10) sick leave days. In addition, the unused portion of each teacher's sick leave shall accumulate from year-to-year without limit.

Teachers employed after the beginning of the school year shall be credited, upon employment,

with the appropriate prorata of ten sick leave days. For example, a teacher hired in November will be credited with eight sick leave days for the remainder of the year.

Teachers employed less than full time shall be credited, upon employment, with the appropriate prorata of ten sick leave days according to the time they work. For example, a teacher with a .6 assignment will be credited with six sick leave days for the year.

Sick leave for a part time teacher shall be debited from his/her paid leave account on a prorata basis according to the amount of time s/he works. For example, a teacher with a .6 assignment will be debited .6 of a sick leave day for each work day on sick leave.

## 9.2

Sick leave may be used for:

1. Bona fide incapacity to report for and discharge duties, including disabilities relating to pregnancy.
2. Death in the family (husband, wife, children, parents, grandchildren, close relative and close associates).
3. Providing care for a member of the immediate family who is ill, when no other immediate arrangements are possible. Time beyond two days is subject to administrative review and determination.
4. Emergency visits to doctor or clinic.

### ***9.3 Bereavement Days***

At the beginning of each school year, the Board shall credit each teacher with five (5) bereavement leave days to be used for a death in the immediate family for purposes of attending to the death and/or attending the funeral/memorial service. Immediate family is defined as father, mother, spouse, sister, brother, grandparents or children (In-laws and step relations are considered the same). If additional days are required, use of sick leave or personal leave is permissible. Bereavement days shall not carry over from one year to another.

### **9.4**

Any teacher who is absent because of an injury or disease payable under the Michigan Workers' Disability Compensation Act shall be treated in the following manner:

1. For the first 7 calendar days of such absence, the teacher shall be charged sick leave from his/her accumulated account or, if the teacher so requests, personal business leave. If the teacher has exhausted sick leave and/or personal business leave, s/he shall be considered "absent without pay" for any absences not covered by his/her accounts.
2. If the teacher's incapacitation extends beyond the period of 7 calendar days, and it is determined that the injury/disability is payable under the Michigan Workers' Compensation Act, s/he shall not be charged sick leave and/or personal leave for any further absences for such incapacitation for 90 calendar days from the date of said injury. Said teacher shall also, during this period of time, receive from the Board the difference between his/her Workers' Disability Compensation check and his/her regular salary.

3. If the teacher's incapacitation continues to the 15th calendar day and/or beyond, the teacher so affected shall have the sick leave and/or personal leave charged to his/her account for the first 5 working days of his/her absence restored to his/her account.
4. If the teacher's incapacitation continues beyond the 90 day period stated in Article 9.4 (2) above, s/he shall continue to receive the difference between his/her Workers' Disability Compensation check and his/her regular salary to the extent and until such time as said teacher has used up all of his/her remaining sick leave and/or personal leave days.
5. For purposes of this subsection, "full salary from the Board" shall mean the individual's contracted amount. It shall not include extra work/extra pay contract riders, hourly paid Adult and Community Education assignments, or any other extra pay assignments.
6. It is also understood that, after the 90 day period, the amount of sick leave or personal leave to be deducted from the teacher's account will be 1/2 day for any full day's absence. If the employee is absent less than a full day, the employee will still be charged 1/2 day from their sick or personal leave account.

### ***9.5 Jury Duty***

A teacher called for jury duty or to give testimony before any judicial or administrative tribunal shall be compensated for the difference between the teaching pay and the pay received for the performance of such obligation. Such duty of giving of testimony shall not be charged to the teacher's sick leave bank. Teachers may be required to give documentation to their immediate

supervisors of their requirements to perform such duties. A teacher involved in personal litigation must use personal business days for such testimony.

#### **9.6**

A teacher absent from his/her duties as the result of a physical assault while employed in school activities, and the physical assault is related to performance of his/her duties, shall not have the absence charged against his/her sick leave accumulation. Furthermore, the teacher shall not be required to attend follow-up medical appointments outside of his/her work hours.

#### **9.7**

For any absence which exceeds three (3) consecutive work days under the sick leave provision, the teacher may be required to submit verification of ability to return to work. In the event there are chronic absences on the part of an individual teacher, s/he may be required to provide the Human Resources Division with written verification for future absence(s). No request for verification due to chronic absenteeism shall be made, however, unless a teacher has been given prior written notice of his/her situation regarding chronic absenteeism.

#### **9.8**

Teachers shall not be charged sick or personal leave time when school has been canceled because of inclement weather unless they are out on an extended absence.

#### **9.9**

For purposes of determining a teacher's sick leave status, the Board, upon notice to the Association, may make a written request requiring him/her to provide the results of a physical/mental examination from his/her doctor.

If the Board is not satisfied with this report, it, upon notice to the Association, may require the

employee to submit to an examination by a doctor of the Board's choice. The Board shall pay for this examination.

Either party may request a third examination performed by a physician of mutual consent. This examination shall be paid for by the Board. Both parties will be informed of the examination results.

***9.10 Attendance Bonus***

The Board of Education and the Association recognize the need for necessary sick and personal day usage by members. The parties also recognize that it benefits students and staff if the utilization of these days is minimized. Based on this understanding, the parties agree to an attendance bonus.

Members may sell up to five (5) unused sick days at the end of the 2019-20 and 2020-21 school year. The value of the unused sick day will be calculated as follows:

Number of Workdays Missed (excluding jury duty and up to 5 bereavement days)	Value of Unused Sick Day(s) - Maximum of 5 days
Less than or equal to 2 days	\$500 per day x FTE (\$2,500 maximum)
Greater than 2, less than or equal to 4 days	\$400 per day x FTE (\$2,000 maximum)
Greater than 4, less than or equal to 5 days	\$300 per day x FTE (\$1,500 maximum)

This attendance bonus will be paid on the first pay date in July of 2020 and July of 2021. The parties agree that this bonus is an increase over the normal pay schedule and is considered

Non Reportable Compensation under the Michigan Office of Retirement Services rules and regulations. The parties will review the effectiveness of this bonus at the end of this contract to determine whether or not this attendance bonus should be renewed.

## **ARTICLE 10**

### **Personal Business**

#### **10.1**

Teachers shall be allowed up to three (3) days per year for absences of a personal nature. Except in cases of extreme emergency or circumstances beyond the teacher's control (excluding travel by commercial carrier), absences immediately before or after a holiday will not be valid under this section. Prior notice, when possible, will be given.

Personal business leave cannot be used for the opening day of the firearm deer season, or on any day on which an Open House or Professional Development/Inservice is scheduled, or for any time during which Parent/Teacher Conferences are held.

Personal Business days may not be used in conjunction with absences without pay for extended time off.

Exceptions under this article may be granted in advance only by the Human Resources Office.

#### **10.2**

During the course of a year, extenuating circumstances may require additional time. Additional time may be granted by the Board but only with prior approval. Such time will be charged to the teacher's personal sick bank.



### **10.3**

Unused personal business time shall be added to the individual's sick bank at the end of the school year.

## **ARTICLE 11**

### **Unpaid Leave**

#### ***11.1 Military Leave***

Military leave shall be granted to any teacher in conformity with state and federal statutes.

#### **11.2**

If Reserve or National Guard duty occurs during the school year, the teacher required to participate in a declared state of emergency shall be granted a temporary leave of absence. The employee will receive his/her regular salary minus that which s/he shall receive from the government service up to a period of eight (8) weeks. If an employee is required to serve the normal two weeks tour of duty, and it falls within the regular school year, the employee will receive his/her regular salary minus that which s/he shall receive from the government for each school day spent in service.

#### ***11.3 Parental Leave***

The Board of Education shall grant a leave of absence to a member of the bargaining unit upon a timely written request to the Human Resources Division prior to the date of the commencement of such leave. This leave will be granted in accordance with the following:

1. The leave of absence shall be for the remainder of the then current school year.

2. Parental leaves will be granted to an employee within one year of the time s/he adopts a child, acquires a child by birth or marriage, or assumes the legal responsibility of a family.
3. Parental leaves of absence may be extended up to one additional year, upon the request of the teacher. An extension request must be submitted in writing prior to April 1 and may not be for partial school years.
4. In cases of unusual circumstances and upon request of the affected teacher, the Board shall terminate the leave prior to its anticipated termination date. A teacher whose leave is so terminated shall be placed in a manner that doesn't conflict with applicable law.

#### **11.4**

When a parental leave expires, the Board shall place the teacher in a manner that doesn't conflict with applicable law.

#### **11.5**

For purposes of determining involuntary leave, the Superintendent, with the approval of the Board and upon notice to the Association, may make a written request requiring a teacher to provide the results of a physical/mental examination from his/her doctor.

If the Board is not satisfied with this report, the Board, upon notice to the Association, may require the employee to submit to an examination by a doctor of the Board's choice. The Board shall pay for this examination.

Either party may request a third examination performed by a physician of mutual consent. This

examination shall be paid for by the Board. Both parties will be informed of the examination results.

### ***11.6 General Purpose Leave***

Except for the purpose of accepting employment elsewhere, a General Purpose Leave will be granted for one complete school year if such a request is made in writing to the Human Resources Department prior to July 1 of that school year.

After July 1, General Purpose Leaves may be granted for an entire school year or the balance thereof, at the discretion of the Board, upon receipt of a timely written request for such.

All General Purpose Leaves shall end on the first working day of the school year following the year of the Leave.

A request for a one school year extension of a General Purpose Leave may be granted, at the discretion of the Board.

### **11.7**

Teachers returning from any of the leaves mentioned in this article shall suffer no diminution of sick leave, seniority, or incremental experience earned prior to the commencement of their leaves. Teaching experience gained outside of the Wayne-Westland Community Schools while on such leaves will not be credited toward any incremental salary steps.

### **11.8**

Upon the completion of an unpaid leave, a teacher's failure to confirm acceptance within 15 calendar days of the receipt of the Board's written notification of placement for the ensuing

school year shall result in the employee's termination of employment. Likewise, failure to return to work from an unpaid leave will result in the employee's termination of employment.

## **ARTICLE 12**

### **Association Leave**

#### **12.1**

A total of 110 days shall be granted to the Association for the advancement of the profession and Association business. Leave requests will be reviewed by the Human Resources Office.

Should this bank of 110 days be depleted, the Association may purchase up to 60 additional Association release days by paying the Board the daily substitute teacher rate for each additional day.

Twenty (20) of the 110 Association leave days each year of the contract will be made available for the exclusive use of Association coordinators for the purpose of curriculum work.

#### **12.2**

A leave of absence without pay shall be granted to any teacher upon application for the purpose of serving as an officer or staff member of the MEA or NEA.

#### **12.3**

The Board shall provide from the bargaining unit a teacher consultant as determined by the Association. Upon completion of his/her assignment as a consultant, the person shall be returned in a manner that doesn't conflict with applicable law.

## **ARTICLE 13**

### **Teacher Evaluation**

#### **13.1**

The parties believe student growth and success is predicated upon adult growth and success. To support this, the parties strive to create high trust relationships and a culture of public practice and performance.

The purpose and benefit of yearly evaluation include:

1. Demonstration of Standards for Effective Teaching
2. Continued Professional Growth
3. Continued Focus on Student Achievement

#### **13.2**

The evaluation for such personnel as social workers, nurses, speech and language specialists, psychologists, therapists, and teacher consultants who are assigned to more than one building will be the responsibility of the immediate supervisor with appropriate input from the building administrator.

#### **13.3**

The District shall establish a Mentor Teacher Program in order to support the orderly passage of teachers through their probationary periods. The focus and thrust of the Program, therefore, shall be supportive and instructive, rather than evaluative.

Mentor Teacher positions will be offered first to bargaining unit members as an extra pay for

extra duty assignment under Articles 23 and 8. The administration will notify the Association of Mentors selected and of the Mentor/Teacher matches.

No Mentor Teacher shall be allowed to testify in a proceeding regarding the quality of service provided by the probationary teacher.

## **ARTICLE 14**

### **Health Examinations**

#### **14.1**

Physical exams shall only be required as mandated by law or as outlined in Articles 9.9 and 11.5.

#### **14.2**

In the event a teacher has had an extended illness or has required medical confinement, the Superintendent may request an additional physical/psychological examination prior to resumption of employment.

#### **14.3**

Each employee shall have a tuberculin test as governed by State Statute.

#### **14.4**

In the event state law requires tuberculin tests, the board will provide a testing program free of charge. If the initial tuberculin test indicates the need for a follow-up x-ray, the Board will reimburse the teacher for the difference between the cost of the x-ray and that covered by his/her insurance carrier.

## **ARTICLE 15**

### **Professional Behavior**

#### **15.1**

The Wayne-Westland Board of Education agrees to operate the District in compliance with all federal, state and local statutes, rules and regulations. In addition, teachers shall comply with above stated statutes, rules and regulations and all Board policies, rules and regulations which are not inconsistent with the provisions of this Agreement.

#### **15.2**

A teacher shall at all times be entitled to have present a representative of the Association of his/her choice when s/he is being reprimanded, warned or disciplined for any infraction of rules or delinquency in professional performance. When a request for such representation is made, no action shall be taken with respect to the teacher until such representation of the Association is present. At no time will this cause the meeting to be delayed more than 48 hours.

#### **15.3**

No teacher shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage except in a manner that is fair and reasonable (not arbitrary or capricious) except for the termination, non-renewal, or evaluation of a probationary teacher. All information forming the basis for disciplinary action will be made available in writing to the teacher and the Association unless the teacher specifies in writing that the Association shall not be notified. The Association will use its best efforts to correct breaches of professional behavior by any teacher and, in appropriate cases, may institute proceeding against the offending teacher and so notify the superintendent.

#### **15.4**

Political activities of any teacher seeking or holding office or campaigning for a candidate shall be conducted outside the classroom and off school premises and outside working hours. School sponsored activities of a political nature must be approved by school officials. Teachers shall not use their students outside of class hours to enhance their political and private aspirations, unless approval has been obtained from the parents of these students and the principal has been notified before the occurrence.

## **ARTICLE 16**

### **Continuity of Operations**

#### **16.1**

Both parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year and the avoidance of disputes which threaten to interfere with such operation. No teacher or the Association shall refuse to carry out normal work assignments during the period of this Agreement.

#### **16.2**

The Board and the W-WEA agree that they will not knowingly, during the period of this Agreement, directly or indirectly engage or assist in any unfair labor practices as defined by the Public Employment Relations Act.

#### **16.3**

Nothing in this Article shall require the Board to keep schools open in the event of severe



inclement weather. When schools are closed because of severe inclement weather, teachers shall be excused from duty.

#### **16.4**

Should a teacher be unable to report to work due to inclement weather, the day of absence shall be charged to the teacher's sick leave or personal business day bank. The teacher shall decide from which bank the day will be charged.

#### **16.5**

In the event that additional school days must be scheduled due to the loss of days as prescribed by the State of Michigan, the following will apply:

1. The days shall be scheduled beginning with the first day following the end of the school year.
2. The days shall be scheduled so that calendar events (exams, half days, etc.) are shifted to maintain the end of the year calendar.
3. By mutual agreement, the parties may schedule these additional days in a manner other than described above in 1 and 2.
4. It is clearly understood that no additional salary will be received for working the necessary day or days as required.
5. Prior administrative approval is required for the use of personal business days when make up days are designated.

6. A statement from a doctor may be required to verify illness taken during a make up day or days.
7. Employees scheduled to work additional days, i.e., counselors, co-op coordinators, psychologists, etc., will work the week immediately following the week in which days are made up. By mutual agreement, there may be a variation to this schedule.

## **16.6**

The Association will not strike and the District will not lock out in violation of the Public Employment Relations Act.

## **ARTICLE 17**

### **School Calendar**

## **17.1**

School calendars are found in Appendix A.

The school year for students will be 180 days of instruction.

The work year for WWEA members will be 182 days.

## **17.2**

Parent/Teacher Conferences shall occur once a year and will be designated in the School Calendar. The parties agree that communication with parents regarding a student's progress is a professional responsibility and that a parent may request to confer with a teacher regarding

their student's progress at any time in the school year.

Elementary schools shall determine the times of their sessions using the Site Based decision making process. However at least one session may not start earlier than 5:00 p.m.

One middle and high school conference session shall begin 30 minutes after the end of the instructional day and the other session shall begin at 5:00 p.m.

#### Special Kindergarten Consideration

Five half days will be provided to kindergarten teachers for the purpose of Parent Orientation, Conferences, Evaluation and Kindergarten Roundups. Substitutes will be provided for the kindergarten classes during this time. The kindergarten teacher will submit a plan for the use of these days to the building administrator for approval by the end of the first week of school.

### **17.3**

A bank of 200 days will be provided by the Board of Education for the express purpose of allowing teachers the opportunity to visit and observe programs that would enhance the District's curriculum. Visitation days shall be approved by the Division of Instruction and the building principal.

### **17.4**

The counselor work year shall consist of seven additional days beyond the normal teacher calendar. The schedule of these days will be as follows:

- Six (6) consecutive days for High School and Five (5) for Middle School the week before the opening of school.
- One (1) consecutive day for High School and two (2) for Middle School(1) in the week immediately following the last week of school.
- Exceptions to the above schedule may be arranged with the permission of the principal.

## **17.5**

Counselors cannot use sick leave or personal business leave for the additional work stipulated in Article 17.4. The District, furthermore, will compensate these individuals at their daily rates (salary divided by the number of workdays specified in Article 18.5).

Any additional workdays beyond the normal teacher calendar will likewise be compensated at the person's daily rate. Compensatory time shall not be used.

## **17.6**

All new hires will report to work 2 days early during their first three years for orientation, in-service, staff development, etc. Payment for these days shall be considered part of Article 18.1.

## **17.7**

Workdays without student instruction will be scheduled as follows:

8:00 a.m. to 3:20 p.m., with one hour designated for lunch.

# **ARTICLE 18**

## **Professional Compensation**

### **18.1**

The basic compensation for the period of this Agreement will be set forth below:

For the 2019-2020 school year, members will be placed on the 2019-2020 salary schedule step based on his/her years of W-WEA service as of the 2018-2019 school year. In order to have received credit for a full year of service on the 2019-2020 salary schedule, you must

have been hired prior to January 1 of a school year. \*No member shall suffer a reduction in pay from the 2018-2019 school year.

For the 2020-2021 school year, members will advance one step on the 2020-2021 salary schedule. Members on the top steps of each salary lane will receive a 2% increase over the 2019-2020 salary schedule.

There will be no step increases after the expiration of this contract, unless negotiated.

Effective September 1, 2005, all new Ph.D.s Ed.D.s, J.D.s, or L.L.D.s, will be placed on the DBL MA/Ed. Sp. salary lane and be paid the stipend identified in Article 18.3. All teachers currently on the Ph.D. salary lane shall be grandfathered.

<b>2019-2020 Salary Scale</b>					
<b>19-20 Step</b>	<b>BA</b>	<b>19-20 Step</b>	<b>MA</b>	<b>19-20 Step</b>	<b>DM Ed Sp</b>
1	40,000	1	42,000	1	44,000
2	41,920	2	44,100	2	46,200
3	43,932	3	46,305	3	48,510
4	46,041	4	48,620	4	50,936
5	48,251	5	51,051	5	53,482
6	50,567	6	53,604	6	56,156

7	52,994	7	56,284	7	58,964
8	55,538	8	59,098	8	61,912
9	58,204	9	62,053	9	65,008
10	60,997	10	65,156	10	68,258
11	63,925	11	68,414	11	71,671
12	66,994	12	71,834	12	75,255
13	70,209	13	75,426	13	79,018
14		14	79,197	14	82,969
15		15	82,500	15	86,500

<b>2020-2021 Salary Scale</b>					
<b>20-21 Step</b>	<b>BA</b>	<b>20-21 Step</b>	<b>MA</b>	<b>20-21 Step</b>	<b>DM Ed Sp</b>
1	40,000	1	42,000	1	44,000
2	41,920	2	44,100	2	46,200
3	43,932	3	46,305	3	48,510
4	46,041	4	48,620	4	50,936

5	48,251	5	51,051	5	53,482
6	50,567	6	53,604	6	56,156
7	52,994	7	56,284	7	58,964
8	55,538	8	59,098	8	61,912
9	58,204	9	62,053	9	65,008
10	60,997	10	65,156	10	68,258
11	63,925	11	68,414	11	71,671
12	66,994	12	71,834	12	75,255
13	71,614	13	75,426	13	79,018
14		14	79,197	14	82,969
15		15	84,150	15	88,230

## 18.2

1. A teacher who is re-employed or employed for the first time in the District shall be given credit for all contracted teaching experience under a provisional, continuing or permanent certificate in accordance with the following schedule:

4 years experience and under	1 <sup>st</sup> step salary
5 years experience	2 <sup>nd</sup> step salary
6 years or more experience	3 <sup>rd</sup> step salary

Substitute teaching is not considered contracted teaching experience.

2. Notwithstanding the formula stipulated in subsection one, the Board may hire a certificated teacher or a licensed individual listed in Article 1.1 and place him/her on a higher salary step than dictated by that formula.
  
3. The District shall place hourly employed Wayne-Westland Adult and Community Education bargaining unit members hired into contracted positions at step one of their appropriate salary lane.

### **18.3**

The B.A. salary schedule shall apply to all teachers possessing a baccalaureate degree from an accredited college or university. The M.A. salary schedule shall apply to all teachers possessing a master's degree from an accredited college or university. The education specialist (Ed.S) salary schedule shall apply to all teachers holding a master's degree and either: (1) thirty semester hours of graduate credit in an academic discipline, for which an Ed. Spec. is not offered, e.g., history, English, chemistry, etc., (2) thirty semester hours applicable toward an approved doctoral program for which an Ed. Spec. is not available, (3) a Specialist in Education Degree from an accredited college or university or; (4) a school social worker with an MSW degree, 60 hours beyond the B.A. degree or a double masters degree or; (5) a speech pathologist with a 60 hour Masters Degree. Teachers possessing a Ph.D., Ed.D., J.D., or L.L.D. from an accredited college or university shall receive an annual stipend of \$2000 each June.

It is mutually understood that teachers requesting specialist degree status as outlined in Article 18.3 number one (1) above, may use for credit up to, but not to exceed, six (6) semester hours of approved cognates.



Examples: If a teacher has earned twenty-four (24) semester hours of credit in one academic area (history) for which a specialist degree is not offered, and has six (6) semester hours of a related cognate (political science), s/he would be eligible to be placed on the Ed. Specialist salary schedule.

#### **18.4**

\$30 shall be paid for each semester hour of credit beyond provisional certification granted from an NCATE accredited college or university or from an institution approved by an accredited agency recognized by CHEA (Council for Higher Education Accreditation), and not to exceed thirty (30) hours beyond a degree whether earned prior to or subsequent to employment by the Board.

The full compensation per credit hour will be paid not later than the second pay in November for hours and/or new degree submitted by October 15 for those courses taken during the summer and the second semester of the previous year. No later than the second payday in March for hours and/or new degree submitted by February 15 for those courses taken during the first semester of the school year. Reimbursement for those hours and/or new degree will be prorated 50% for the balance of the school year. Reimbursement will not be in a lump sum but will be spread over the remaining pay days but must be shown as a separate entry on paycheck stub. A minimum of 6 credit hours (or SCECH equivalent of 6 credit hours) is required for reimbursement.

Requests submitted after October 15 and/or February 15 will receive consideration on the next reimbursement date.

Transcripts and/or verification of new degree must be submitted with the request for reimbursement. These forms are available in the school office.

It is mutually understood that as past agreement and intent, teachers requesting (per Article 18.4) reimbursement for additional hours past their current degree, must have earned these hours after they have obtained their current degrees.

Example: Teacher "A" received a bachelor's degree in June of 1970, in June of 1973, Teacher "A" had earned twenty (20) hours of graduate credit in history and was being reimbursed by the District for said hours. In June, 1975, Teacher "A" received a master's degree in guidance counseling and was placed on the master's degree salary schedule. None of the twenty hours earned in history before the master's degree would be paid hours beyond Teacher "A"'s master's degree. Graduate hours earned after June of 1975 would count for reimbursement of hours beyond the master's degree.

## **18.5**

The salary schedules are based upon the regular school calendar as set forth in 17.1, and the normal teaching assignment/load as defined in this Agreement. For assignments in excess of the regular school calendars and the normal teaching load, teachers will be compensated at prorata of their base salary plus credit hours unless covered by other provisions of this Agreement.

Effective July 1, 2017, prorating of salaries and pay dockings shall be based on 182 days.

## **18.6**

Teachers involved in extra duty assignments set forth in Appendix C, which is attached to and incorporated as part of this Agreement, shall be compensated in accordance with the provisions of this Agreement without deviation and in no case shall the extra duty schedule be considered part of the basic salary schedule.

## **18.7**

Teachers required in the course of their work to drive personal automobiles from one building to another shall receive a car allowance equal to the amount allowed by the IRS. The same allowance shall be given for use of personal cars for other approved business of the District. The teacher's request for reimbursement must be made according to Board policy and procedures published at least 30 days prior to implementation.

## **18.8**

All salaries shall be paid in twenty-six (26) biweekly installments. The first installment will be paid on Friday of the first normal biweekly pay period after the teachers report for work at the beginning of a school year. The pay periods after the initial pay will be every other Friday for twenty-five more pay days subject to the exceptions listed in part (1) below:

1. When a pay day falls during recess, the employee shall receive his/her pay (post dated for the regularly scheduled pay day) on the last work day preceding the recess.
2. All adjustments in pay will be based on a factor of 182 days. Therefore, any pay adjustment for starting after the school year begins or leaving before the school year ends will be based on one-one hundred eighty-second (1/182) of the contracted amount for each day to be adjusted. The same type of calculation will take place any

time pay adjustments are made for other reasons.

## **18.9**

Part time middle and high school teachers are defined as follows:

- An 80% teacher will teach 4 periods per day, 5 days per week.
- A 60% teacher will teach 3 periods per day, 5 days per week.
- A 40% teacher will teach 2 periods per day, 5 days per week.

Their salaries will be prorated accordingly, and they will receive one class period of unassigned time per day.

Their work day will begin 15 minutes before their first scheduled class.

Part-time teachers as above described shall have an uninterrupted work day. No part-time middle/high school teacher shall be assigned at less than 40%.

**18.10**

Part time auxiliary staff shall be compensated as follows:

<u>Days</u>		
<u>Taught</u>		<u>Compensation</u>
4.5	Applicable salary step plus credit hours	times .90
4.0	Applicable salary step plus credit hours	times .80
3.5	Applicable salary step plus credit hours	times .70
3.0	Applicable salary step plus credit hours	times .60
2.5	Applicable salary step plus credit hours	times .50
2.0	Applicable salary step plus credit hours	times .40

**18.11**

Upon severance of employment, the Board agrees to pay tenured teachers thirty dollars (\$30) for each unused sick leave and personal leave day. This severance pay shall be deposited into a non-elective employer contribution to a 403b plan designated by the Board if the amount exceeds \$2,000.

Teachers terminated for disciplinary reasons shall not be eligible for this severance provision.

**18.12**

The employer will continue paying the \$300 stipend to special education, reading, cognitive skills teachers who are currently receiving such stipends.

### **18.13**

Teachers who participate in continuing education programs which meet the criteria for awarding of State Continuing Education Clock Hours (SCECHs) from institutional members of the Council on the Continuing Education Unit shall receive SCECH credit to be converted into credit hours reimbursable as indicated in Article 18. Twenty-five (25) SCECHs equals one (1) semester hour. No credit will be given if the teacher has attended such programs during their contracted teaching times or if the cost to attend has been paid for by the Board.

### **18.14**

Teachers placed under the education specialist (Ed.S.) salary schedule for thirty semester hours of graduate credit in their teaching discipline under 18.3 above shall not receive additional reimbursement under 18.4 unless these hours are applicable toward an approved doctoral program.

### **18.15**

Fully certified vocational teachers who are required to have 4000 hours of work related experience in any portion of their teaching assignment will receive four hundred dollars (\$400) annually, \$200 paid approximately at the end of the first semester and \$200 paid at the end of the school year. This stipend shall be paid on a pro-rata basis if the affected individual does not work a full school year. In addition, the affected teacher must be in a paid status to receive the \$400.

### **18.16**

The Board will reimburse all high school teachers assigned full-time physical education schedules for their registration and materials costs associated with gaining and maintaining CPR, First Aid, and Life Guard certificates. In addition, the Board will pay a yearly stipend of

four hundred dollars (\$400) to each such teacher in possession of all three current certificates.

## **ARTICLE 19**

### **Insurance Protection**

#### **19.1**

The Board shall purchase, without cost to the teacher, MESSA group term life insurance protection to be paid to the teacher's designated beneficiary in the amount of \$50,000.

In the event of accidental death, the above mentioned insurance will pay double the specified amount.

#### ***19.2 Hospital-Medical Insurance***

1. The Board agrees to purchase for teachers not covered by any other employer paid group hospital-medical insurance full family hospital-medical insurance. The parties agree that effective July 1, 2013, the plan offered will be the MESSA ABC Plan 1 with the Rx Saver with a deductible that meets IRS guidelines for a High Deductible Plan. The parties may mutually agree to offer other plan options where appropriate.

Effective with the ratification of this agreement, the District shall pay on a monthly basis the maximum permitted annual amounts as determined by the State Treasurer under PA 152 of 2011 toward the total cost of the MESSA medical premium. If the aggregate costs of the medical premium are less than the aggregate maximum amounts payable, the differential will be redistributed to those members enrolled in

the medical plan in the form of HSA contributions in an agreed upon manner. Should the aggregate costs of the medical premiums exceed the aggregate maximum amounts payable under PA 152 of 2011, the remaining cost for the teacher's elected medical premiums for each school year shall be paid by the teacher through pre-tax payroll deductions.

The maximum amounts payable by the Board shall be adjusted each July 1 to the maximum permitted based on inflationary adjustments calculated the previous October as included in PA 152 of 2011.

Notwithstanding any other obligations in this Agreement, the Employer reserves the right to, in its sole discretion, select a health insurance carrier with offers a "bronze" plan that provides "minimum coverage" pursuant to 26 USC Section 36(B)(c)(C)(ii).

2. The Board may require each teacher to certify, in writing, that s/he is not covered by any other employer paid hospital-medical insurance. Any teacher who has signed up for and is covered by hospitalization-medical coverage in violation of this Article will re-pay to the employer, all premium monies which the employer has paid for such benefits.

### **19.3**

The Board agrees to purchase full family MESSA Delta Dental 100% Class I coverage, 90% Class II coverage, 90% Class III, and 90% Class IV (Orthodontic) coverage for all teachers other than those who have dual dental insurance coverage. Coverage shall be \$1500 for Class I, II and III annually, and \$2500 lifetime for Class IV (orthodontic). Effective with the 2007-08 school year, the Board agrees to increase the lifetime for Class IV (orthodontic) from



\$2,500 to \$4,000.

The Board agrees to purchase full family MESSA Delta Dental Care, 50% Class I coverage, 50% Class II coverage, 50% Class III coverage and 50% Class IV coverage (Orthodontics) for all teachers who have dual dental insurance coverage as a consequence of their spouse's employment either with the Board or elsewhere. The Board may require each teacher to certify in writing whether or not s/he has dual dental insurance coverage.

#### **19.4**

The Board shall make payment of insurance premiums for each employee to provide uninterrupted insurance coverage for each school year, ending August 31. Insurance coverage will become effective with the first day of employment.

Teachers who retire will have PAK insurance coverage canceled at the end of the month in which s/he retires. S/he will receive a check from the Board in the amount equal to his/her State Retirement System premiums for health, vision, and dental insurance coverage for the months of July and August.

#### **19.5**

In the event that an employee, absent because of illness or injury, has exhausted sick leave accrual, the teacher's fringe benefits, except for hospital-medical coverage, shall continue throughout the balance of the school year (September 1 through August 31). Hospital-medical coverage for teachers absent because of illness or injury who have exhausted sick leave accrual shall continue until they receive long term disability benefits.

**19.6**

The Board will provide all services necessary to enable the teacher to participate in tax deferred annuity programs per IRS regulations.

**19.7**

A teacher on parental leave, general purpose leave, extended health leave, approved non-pay status, or layoff may continue at his/her own expense, the insurance coverage at 102% of the group premium rate, if permitted by the insurance carrier. The group premium rate and the 2% service fee shall be payable to the Wayne-Westland Community Schools, commencing the first month the teacher's insurance coverage paid by the Board shall cease under Article 19.4 above and at one month intervals thereafter. Payments are due in the Insurance Office no later than the 20th of each month preceding the month of coverage. Failure to have the check in the Insurance Office by the 20th of each month may result in the cancellation of the insurance.

**19.8**

The Board shall purchase, without cost to each teacher, MESSA VSP III.

**19.9**

The Board will purchase, without cost to each teacher, a MESSA long term disability program. This program will provide for the following:

- |                                   |                                    |
|-----------------------------------|------------------------------------|
| A. Benefit Percentage             | 66 2/3%                            |
| B. Maximum Monthly Income Benefit | \$6,000                            |
| C. Qualifying Period              | 90 Calendar Days - Modified Filled |
| D. Maternity Coverage             | Yes                                |

E.	Pre-existing Condition Waiver (if 50 or more lives)	Yes
F.	Social Security Freeze	Yes
G.	Alcoholism/Drug Waiver	Yes
H.	Mental/Nervous Waiver	Yes
I.	Cost of Living Benefit	No
J.	Education Supplement Benefit	No

**19.10**

The Board agrees to approve a flexible spending account (FSA) or health savings account (HSA) for the W-WEA bargaining unit. This Plan shall be considered part of this Agreement.

The parties understand that the premium (Article 19.2(4) above) for twelve months of coverage under MESSA Choices is collected over a nine-month period. One sixth of the aggregate value of those funds shall be returned to the members who have subscribed to MESSA Choices, and shall be allocated on a weighted basis in which the relationship of payments to full family subscribers to single subscribers shall be 2:1. Such payments shall be made into the members' HSA to the extent that such payments do not violate the hard cap requirements under PA 152. In the event the payments contemplated hereunder violate the hard cap requirements of PA 152, then the parties shall meet and negotiate the redistribution of those funds.

The parties agree to meet annually to review rate renewals for all insurance plans and to review bids solicited under PA 152. An increase equal or greater than 10% will trigger the parties to meet and review alternate plans.

### 19.11

The Board will provide all services necessary, including payroll deductions, to enable the teacher to participate in the MSPERS Tax-Deferred Payment (TDP) program.

### 19.12

The parties agree to the following interpretation concerning dual insurance coverage:

1. The employee and his/her spouse may carry separate hospital-medical insurance policies, provided that no dual insurance coverage shall ensue from such insurance for the employee, his/her spouse, and any member/s of his/her family, including children. For example, the employee may select single subscriber coverage paid for by the Board, if his/her spouse covers himself/herself and dependent children under another employer's hospital-medical insurance coverage.

A husband and a wife, however, who both work for the District shall not have the option of dual insurance coverage paid for by the Board under two separate coverages.

2. The following coverages shall not be considered dual coverage for purposes of Article 19.2:
  - a. Hospital-medical insurance coverage provided under a pension or retirement plan, including OHIP.
  - b. Hospital-medical coverage provided by another employer, but whose premiums are paid by the employee's spouse in the amount of 50% or more.

- c. Hospital-medical coverage provided through Health and Welfare Funds.
3. The District will provide dual insurance coverage as exceptions to number one (1) above in the following situations:
- a. If legal decrees, such as divorce decrees, dictate that the dependent's hospital-medical coverage be provided by the employee and/or his/her spouse resulting in dual coverage;
  - b. If pre-existing conditions prevent continuous hospital-medical coverage for the employee, spouse, and/or any dependent as a result of the transfer of, or dropping of any Board or other employer paid insurance in compliance with number one (1) above.
4. In the event that a spouse's employer refuses to drop or reduce its hospital-medical coverage, the employee shall provide a letter from his/her spouse's employer as proof of refusal to drop or reduce its hospital-medical coverage. In this instance, the District will pick up the insurance coverage for the employee and dependent children.
5. Dual hospital-medical insurance coverage will be allowed temporarily for the employee, spouse, and his/her dependents, if the request for dependent coverage does not fall within the spouse's insurance open enrollment window period. Such dual coverage shall be extended until the effective date following the next open enrollment period.

6. The District shall provide hospital-medical insurance coverage for the employee and dependent children in instances where the employee's spouse would lose other insurance benefits (e.g., life insurance, LTD insurance) by dropping or reducing his/her employer paid hospital-medical insurance program.
7. Dual hospital-medical insurance coverage shall be allowed for the employee and his/her overage dependents, when the spouse's policy does not provide for said coverage.
8. The District shall allow dual hospital-medical insurance coverage when the spouse's employer paid hospital-medical insurance program covers less than 80% of reasonable and customary benefits provided by MESSA hospital-medical insurance, including deductible.

For purposes of implementing this subsection, the W-WEA shall appoint a representative to meet with a designee from Human Resources Department in order to review employee requests for exemption from the parties' agreement of no dual hospital-medical insurance coverage because of inferior coverage (number 8 above). If the representatives cannot agree to approve or deny a member's request for exemption under number 8 above, the W-WEA may submit the issue to final and binding arbitration under Level 3 of the Grievance Procedure.

9. An annual survey may be distributed by the Board to all employees carrying Board paid hospital-medical insurance for the purpose of updating eligible dependents. The employee must complete and return the survey within thirty (30) days of the material's being mailed. Failure to comply may result in loss of hospital-medical

insurance benefits.

## **ARTICLE 20**

### **Special Assignments**

#### **20.1**

Assignments for non-bargaining unit continuing education programs will be made by the Board on an annual basis. Preference will be shown to bargaining unit members, provided they are qualified to teach the subject and their regular work load permits.

#### **20.2**

The Board agrees to maintain, to the best of its ability, an adequate list of substitute teachers who meet the Michigan Teacher Certification Code. When a teacher reports that s/he is unable to report for work, the administration will arrange for a substitute teacher.

#### **20.3**

Teachers will not be required to supervise all or any portion of the students of an absent teacher, in addition to his/her own responsibilities, with the exception of an emergency condition. In such a situation, the supervisor will assign teachers on a rotational basis.

For purposes of this subsection, an emergency shall be defined as an unforeseen circumstance or set of circumstances which call for immediate action.

#### **20.4**

Teachers assigned student or intern teachers shall be known as cooperating teachers. Such cooperating teachers shall be tenure teachers with at least three years teaching experience in their cooperating subject area. The acceptance of student/intern teachers shall be voluntary

on the part of a cooperating teacher. The Board shall provide the Association with a list of all cooperating teachers within a reasonable time after the names of such teachers are known.

## **20.5**

Prior to the beginning of the term, a mutually planned orientation workshop with the cooperating teacher and with the cooperative institution will be held to discuss the responsibilities to the college and to the student, and the Board shall require the preparing institution to provide conferences with the cooperating teachers at least once each six weeks of the term.

## **20.6**

The W-WEA shall be involved in any future teacher training programs between any cooperative institution and W-WCS which involve placing of student teachers or student interns. The final decision regarding teacher training programs lies with the Board of Education.

## **20.7**

A substitute shall be provided for a counselor when it is known that s/he will be absent for five (5) consecutive days or longer. The Board shall provide a temporary substitute by the temporary assignment of a classroom teacher from that building, with the approval of the principal. If such a person is not available, the Board shall provide a temporary replacement through the temporary reassignment of a classroom teacher from another building or through a substitute teacher. In any case, however, the temporary replacement or substitute must be certified in counseling.



## **ARTICLE 21**

### **Student Discipline and Teacher Protection**

#### **21.1**

Article 21, in its entirety, along with other Federal, State and District policies related to student discipline and teacher protection, shall be provided and reviewed with teachers and administrators during the first staff meeting of each school year, and again during the first staff meeting of the second semester of each school year.

The Board will give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. If it appears a pupil under a teacher's jurisdiction may require the attention of special counselors, social workers, law enforcement personnel, other professionally qualified persons, or whenever the presence of a particular student in the class will impede the education of the other students, because of severe disciplinary problems caused by said student, the administration will take prompt measures to assist the teacher during the crisis situation.

#### **21.2**

A teacher within the scope of his/her responsibilities may use such reasonable physical force as may be necessary to (a) protect himself/herself, the pupil, or others from immediate physical injury; (b) obtain possession of a weapon or other dangerous object upon or within the control of a pupil; (c) protect property from physical damage. School administrators and teachers will enforce the Student Code of Conduct.

#### **21.3**

School authorities will endeavor to achieve correction of student misbehavior through counseling and interviews with the child and his parents when warranted as described above.

When, however, a teacher retains one or more pupils in his/her class who constitute serious behavioral problems, the Association and Board will review and determine a mutually agreeable disposition to the problem.

#### **21.4**

A teacher may temporarily remove a pupil from a classroom, when the grossness of the offense, the persistence of the misbehavior, or the disruptive effect of the violation makes the continued presence of the student intolerable. In such cases the teacher shall send the pupil to the school principal and furnish him/her, as promptly as his/her teaching obligations will allow, full particulars in writing. The student shall not be returned to the classroom until the teacher, an administrator and, if mutually agreed upon by the teacher and administrator, a parent or legal guardian have reviewed and discussed the situation and course of action.

Teachers shall be invited to participate in student behavior plan decisions. All decisions regarding behavior plans shall be reached by consensus. Additionally, teachers may request a meeting to review a student's behavior plan and/or intervention effectiveness. The meeting shall be scheduled within no more than two weeks of the date of the teacher's request, when feasible.

#### **21.5**

Any case of assault or threatened assault upon a teacher shall be promptly reported to the Board or its designated representative. The Employee Relations Department will promptly report any case of assault upon a teacher to the W-WEA Union President. The Board will render all reasonable assistance, which may include providing legal counsel to advise the teacher of his/her rights and obligations with respect to the assault and shall promptly render all reasonable assistance to the teacher in connection with handling of the incident by law

enforcement and judicial authorities. Students threatening to assault or assaulting teachers shall be removed from class and shall not return until the due process procedure is complete. The student shall not be returned to the affected teacher(s)' classroom(s) until the affected teacher, an administrator and, if mutually agreed upon by the affected teacher and administrator, a parent or legal guardian have reviewed and discussed the situation and course of action.

#### **21.6**

If a complaint or suit filed against any teacher as a result of any legal action taken by the teacher while in reasonable pursuit of his/her employment, the Board will provide legal counsel and render all necessary assistance to the teacher in his/her defense.

#### **21.7**

In cases where a teacher is not found to be the responsible party by a court of competent jurisdiction, time lost by the teacher in connection with any incident mentioned in this Article shall not be charged against the teacher.

#### **21.8**

No disciplinary action shall be taken upon any complaint by a parent of a student directed toward a teacher nor shall any notice thereof be included in said teacher's personnel file unless the complaint is reported in writing to the teacher within a reasonable period of time of the complaint. In addition, the building principal shall advise a teacher, with full particulars, of any chronic complaints lodged against him/her by a parent/s of his/her students.

A parent may observe a teacher's class(es) upon approval by the building administrator, with a 24-hour notification to the affected teacher. In such case, the teacher may request the

presence of an administrator during the parent's observation.

**21.9**

The Board shall reimburse any teacher up to five hundred dollars (\$500) per occurrence for the damage or destruction of teacher property having a value of ten dollars (\$10) or more, provided such damage or destruction occurs on school premises, is connected with the execution of his/her assigned responsibilities, and was not occasioned by the negligence of the affected teacher.

**ARTICLE 22**

**Grievance Procedure**

**22.1**

A grievance is a complaint submitted in writing by a teacher or the Association, hereafter referred to as the Grievant, involving any alleged violation, misinterpretation, or misapplication of any provisions of this Agreement.

The termination, non-renewal, or evaluation of any teacher in the District shall not be the basis of any grievance filed under the procedures outlined in Article 22.

**22.2**

The term "days" when used in this section shall mean school days, or weekdays during summer recess. Time limits may be extended only with the mutual consent of both parties. Any grievance filed by the Association or an individual must be initiated within sixty (60) days from the date of the incident which gave rise to the grievance.

### **22.3**

All documents, communications and records dealing with the processing of a grievance, shall be filed separately from the personnel files of the participants.

### **22.4**

Every effort shall be made to resolve complaints at their inception. A grievance procedure is intended to provide a formal means for handling those complaints which cannot, for any reason, be resolved by discussion and cooperation at their inception. When a cause of complaint occurs, the affected teacher shall request a meeting with his/her principal or immediate supervisor in an effort to resolve the complaint. The Association may be notified and present with the teacher at such meeting. The teacher may formalize his/her complaint by proceeding to level one.

### ***22.5 Grievances***

Grievances shall be presented and adjusted in accordance with the following procedures:

Level one:

If a complaint is not resolved in a conference between the affected teacher and his/her principal or immediate supervisor, the complaint may be formalized into a grievance. It shall be submitted in writing within five days of the meeting with the principal and the teacher. A copy of the grievance shall be sent to the principal or immediate supervisor and to the Association. If a particular grievance arises in more than one school building, a copy shall also be sent to the Superintendent. The principal or immediate supervisor shall within five days of the receipt of the grievance render a written decision. A copy of this decision shall go to the grievant, the Association and to the Superintendent.

**Level two:**

If the grievance is not resolved to the satisfaction of the Association or no decision is rendered, the Association shall submit the grievance to the Superintendent within five days of the decision or lack of decision. Within 7 days after submission of the grievance, the Superintendent or his/her designee will conduct a hearing. The Superintendent shall have five days after the conclusion of the hearing to render his/her written decision thereon.

**Level three:**

In the event the Association is not satisfied with the disposition of the grievance at Level 2 or has not elected the expedited grievance procedure as provided below, the grievance may be submitted to arbitration within 30 days after receipt of the written opinion. The arbitrator shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration hearing. The arbitrator shall have no power to alter, add to, or subtract from, the terms of this Agreement. Both parties agree to be bound by the award of the arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction.

**22.6**

The Association, upon mutual agreement with the Board, may process a grievance via the expedited grievance procedure outlined as follows:

1. The grievance shall be submitted in writing to the Superintendent or his/her designee. Within five (5) days after submission, the Superintendent or his/her designee shall schedule a meeting with the Association in an effort to resolve the dispute.
  
2. If the dispute is still not resolved to the Association's satisfaction within seven (7) days of the initial hearing between the Superintendent or his/her designee and the

Association, as above described, the Association may appeal the grievance to the American Arbitration Association in accord with its rules of expedited arbitration.

3. The arbitrator shall have no power to alter, add to or subtract from, the terms of this Agreement. Both parties agree to be bound by the award of the arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction.

#### **22.7**

The expense of the arbitration shall be shared equally by the Board and the Association.

#### **22.8**

Any individual employee at any time may present grievances to his/her employer and have the grievance adjusted, without intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement, provided that the Association has been given the opportunity to be present at such an adjustment.

#### **22.9**

An individual may withdraw his/her grievance at any level without prejudice or record. However, if in the judgment of the Association or its representatives, the grievance presents an issue of importance, the Association may process the grievance at the appropriate level.

#### **22.10**

All information necessary for the determination and processing of the grievance shall be made available to all parties concerned.

## **22.11**

Grievances filed as Association grievances or grievances involving more than one building may, at the option of the Association, be initiated at level 2 of the grievance procedure.

## **22.12**

The parties shall establish a mutually agreed to panel of five (5) arbitrators. An arbitrator shall be selected from this panel to hear and render a final and binding decision on Level 3 grievance submitted by the Association. The arbitrator in each instance shall be governed by the rules of the American Arbitration Association regarding the conduct of hearings.

In order to implement this subsection, the parties will each submit a list of eight (8) arbitrators acceptable to it as a member(s) of the arbitration panel. If the parties fail to attain a list of five (5) mutually acceptable arbitrators, they will submit to each other a second list of eight (8) which contains different names from the original list, in order to complete the panel of five. If, after the aforementioned process, the panel has less than five (5) members, the parties can agree to mutual consent to have a panel with less than five (5) members. If the parties cannot agree to less than five (5) members, the selected members of the panel will choose the arbitrator(s) necessary to fill out the panel to five.

Upon the establishment of the panel, an arbitrator will be selected for an arbitration in the following manner:

1. The Association shall timely notify the district of its intent to file for Level 3 arbitration.
2. Within five (5) days, representatives from the Board and from the Association will select, at random, the name of an arbitrator on the panel. The representative will



then call such arbitrator to establish an arbitration date. This date must be no more than 30 days, unless mutually agreed upon. Should the selected arbitrator not be available within these timelines, another arbitrator shall be selected in the manner described above in this paragraph. This process shall continue until an arbitrator is selected or the panel has been exhausted. If a panelist is not available within the guidelines and timelines set forth above, the parties shall select an arbitrator with the earliest date agreeable to the parties.

3. The arbitrator selected in the most recent arbitration will be ineligible for the next arbitration case.
4. Following the confirmation of an arbitration date, the arbitrator will notify both parties in writing.
5. In the event an arbitrator is no longer available for the panel, the parties will utilize the aforementioned process to select a replacement.

If, in the implementation of the above process, a mutually agreed upon number of arbitrators for the panel cannot be obtained, this subsection shall become null and void and subsection 22.5, (Level Three), regarding the selection of arbitrators through the American Arbitration Association shall be activated.

## **ARTICLE 23**

### **Additional Compensation for Extra Duty**

#### **23.1**

Extra duty shall be defined as a service of an extended or extensive nature which is performed by teachers in addition to the regular contractual assignments. Only those teachers identified as Effective or Highly Effective are eligible for extra work, extra pay and leadership positions in accordance with MCL 380.1250.

#### **23.2**

Qualified applicants from the bargaining unit will have an equal opportunity to apply for all extra work/extra pay positions.

#### **23.3**

Teachers shall not be required to accept additional responsibility during their planning periods.

#### **23.4**

1. When possible, extra work/extra pay contract riders will be posted in the spring and filled by the end of the current year. Should the district know of an open rider position, it may post the position earlier than the annual spring posting.

Extra work/extra pay shall be issued annually without provision for tenure.

If any teacher holding an extra work/extra pay position is not going to be re-hired for said position for the following school year, the Board shall notify the teacher verbally of the reasons for removal from the extra work/extra pay position at least 30 days before the end of the school year. If requested, the reasons for not being re-hired

will be provided in writing.

2. In instances where no applicants apply for a posted position at the close of the current school year, that position shall be re-posted the following September. The only exception would be for those positions which begin prior to the beginning of the school year.
3. Job descriptions of the extra pay duties, as filed in the Human Resources Office and the Association Office, will not be altered during the life of the rider without mutual consent of the Board and the Association. The teacher shall read the duties and responsibilities of the related job description, attached to the contract rider, and so indicate on the contract rider.

### **23.5**

The increment steps shall correspond to the number of years which the person has served in a particular extra-pay job up to the maximum allowed. Personnel who have previously held an extra-duty assignment shall be given credit on this schedule for the number of years they have served in this position up to the maximum allowed. A person who holds more than one extra-duty position shall be entitled to increments for each of those assignments for which increments are normally given.

### **23.6**

A person who moves from an assignment to a similar assignment of a lower rank will be credited for the number of years' experience at the original assignment.

### **23.7**

Substitute teaching during the planning period, driver education, curriculum study of an extended nature, such as summer workshops and development of curriculum guides, and other work performed by teachers outside their regular assignments and not otherwise specifically covered in this Agreement shall be reimbursed at the rate of .085% of the B.A. minimum salary schedule existing in September of each of the two years of this Agreement. Said rates to be effective from September to the beginning of the next school year.

### **23.8**

The compensation for teachers accepting extra duty shall be established as a percent (see attached Appendix C) of the B.A. salary schedule. The step on said salary schedule for the purposes of determining compensation for teachers accepting extra duty assignments shall be based on the number of years' experience a teacher has obtained in directing the specific sport or activity in the Wayne-Westland Schools; credit will also be allowed in that specific sport or activity obtained from another school district. Teachers who have received credit in a specific sport or activity in the past, obtained from a source other than a school district, shall continue to receive this credit.

Compensation shall range from the first through the seventh step of the BA salary schedule. All participants shall be compensated consistent with their respective experience credit.

### **23.9**

1. At the high school, department heads shall be appointed for the following departments:
  - a. Language Arts, Communication Arts, (IMC)
  - b. Science

- c. Mathematics
- d. Social Science
- e. Practical Arts (Business, Industrial Technology, Life Skills)
- f. Fine Arts (Vocal Music, Instrumental Music, Art)
- g. Physical Education
- h. Counseling
- i. World Language
- j. Special Education

The High School Department Heads will be compensated according to the Department Head Classifications.

2. At the middle school, department heads shall be appointed for the following departments:

- a. Language Arts (Communication Arts, IMC, World Language)
- b. Science
- c. Mathematics
- d. Social Studies
- e. Physical Education
- f. Fine Arts (Vocal Music, Instrumental Music, Art)
- g. Practical Arts (Business, Industrial Technology, Life Skills)
- h. Counseling
- i. Special Education

The Middle School Department Heads will be compensated according to the Department Head Classifications.

3. In Student Services, department heads may be appointed for the following:

- |  |    |
|--|----|
| a. Elementary Schools - All Disabilities | 8% |
| b. Program Specialist (0-5)              | 8% |
| c. Center Programs                       | 8% |
| d. OT/PT/Outreach                        | 4% |
| e. Psychologists                         | 4% |
| f. Social Workers                        | 4% |
| g. Speech and Language                   | 4% |
| h. OT/PT                                 | 4% |
| i. School Nurse                          | 4% |

No release time will be provided for special education department heads.

Student Services Department Heads will be compensated at the indicated rate of the B.A. minimum.

4. In the Career/Technical Center, there shall be three (3) Department Heads.

No release time will be provided for the three (3) Career Education Department Heads.

The three (3) Career Education Department Heads shall be compensated at the rate of 8% of the B.A. minimum.

5. In Instruction and Planning, Department Heads and/or Content Areas Leaders may

be appointed for the following:

- a. Learning Consultants
- b. World Language
- c. Social Science\*
- d. Math\*
- e. Language Arts\*
- f. Science\*
- g. Life Skills
- h. Career Education
- i. Music
- j. Art
- k. Physical Education
- l. Business

No release time will be provided for the Instruction and Planning Department Heads.

The Instruction and Planning Department Heads shall be compensated at the rate of 8% of the B.A. minimum. Content Area Leaders shall be compensated \$6,000 annually.

\*Note: There will be an elementary and a middle/high school Content Area Leader for these subjects with each receiving \$6,000.

## **DEPARTMENT HEAD CLASSIFICATIONS**

### **Class I**

Any department teaching 50 or more sections per day or having more than 10 full time teachers shall be classified as a Class I department and the department head shall receive 11% of the B.A. minimum in additional compensation.

### **Class II**

Any department teaching 25 or more sections per day or having more than 5 full time teachers shall be classified as a Class II department head and shall receive 10% of the B.A. minimum in additional compensation.

### **Class III**

Any department teaching less than 25 sections per day or having less than 5 full time teachers, shall be classified as a Class III department and the department head shall be compensated at the rate of 9% of the B.A. minimum.

### **23.10**

Prior to the institution of currently unlisted extra duty/extra pay positions the compensation rates will be negotiated with the Association.

### **23.11**

Compensation for assignments of a seasonal nature shall be paid in two equal installments; one at the approximate half way point and the other upon completion of the assignment. Specific pay dates shall be published no later than October 30th.



**23.12**

The staffing of middle school lunchrooms shall be no less than one (1) supervisor for every 125 students. The high schools shall be no less than one (1) supervisor for every 150 students. Buildings with more than one cafeteria will have additional supervisors assigned as needed.

**23.13**

Each high school coach(es), including H.S cheerleading coaches, whose team or team participant(s) participate in a state level tournament, sponsored by the Michigan High School Athletic Association, will be paid 5% of their respective coaching rider for up to three (3) weeks of such tournament activity after the first week of participation.

**23.14**

Each elementary building shall be allocated five hundred dollars (\$500) for extra pay for extra duty programs as determined by the building's Site-based Decision-making Committee.

**23.15**

Each elementary school shall be allocated \$3000, each middle school \$4000, John Glenn High School, Wayne Memorial High School, William D. Ford Career/Technical Center \$5000, and Tinkham Alternative High School \$2000 annually for activities associated with School Improvement. Each building's site-based decision making committee shall recommend to the Department of Instruction how its allocation shall be spent. The Department must approve all expenditures. The monies should be spent on such things as stipends, extra/work, extra pay activities, procuring substitute teachers to provide released time, etc.

## **ARTICLE 24**

### **Curriculum Related Conditions**

#### **24.1**

The Board shall provide for the orderly development and coordination of curriculum and instruction. Teachers will be involved in this function by participation in a district wide Curriculum Council. The Curriculum Council shall review and act upon all new curriculum programs or proposed changes to existing curriculum, including courses that are officially dropped and/or reinstated. The decisions of the Curriculum Council shall be the final step in the process unless the Superintendent/Board of Education disagrees with the recommendation. In such case, the Superintendent/Board of Education retains the right to make the final determination.

#### **24.2**

The Curriculum Council shall meet no less than six times nor more than ten times yearly. All meetings will take place after school. Teachers will be reimbursed \$30.00 per meeting. In the event the Curriculum Council cannot meet time constraints during the normal school year, an emergency meeting(s) may be called, to allow the Curriculum Council to act upon a new program.

#### **24.3**

At its first meeting of each school year, the Curriculum Council will establish Curriculum Council procedures.

District Standing and Ad Hoc Committees including charges and frequency of meeting dates will be presented for Curriculum Council review and recommendation by October of each school year, prior to soliciting membership for such committees.

Curriculum Council will have balanced representation limited to ten (10) teachers, two (2) W-WEA Coordinators and ten (10) administrators. Bargaining unit members shall be selected per W-WEA procedures.

The Council will be chaired by the Executive Director of Curriculum Development, or Designee who shall only vote in the case of a tie and is not one of the ten administrators. A Curriculum Executive Committee composed of the Executive Director of Curriculum Development, or Designee, the two (2) W-WEA Coordinators, and two (2) Executive Directors from General Education shall meet on an after-school basis prior to the Curriculum Council meetings to establish the agenda and to handle routine matters.

#### **24.4**

All new curriculum, district-wide textbooks, and proposed changes, including evaluative criteria and timelines for implementation, must be acted upon by Curriculum Council prior to review or adoption by the Board of Education. The process for curriculum development and revision shall be developed by the Executive Director of Curriculum Development and presented to Curriculum Council for review and approval.

Any project that significantly alters or modifies the current curriculum and involves at least four teachers in a building will be presented to the Curriculum Council or follow the contract deviation process.

#### **24.5**

1. All new curriculum proposals and district-wide textbooks will contain timelines for implementation and procedures for evaluation. Any deviations from the original

approved proposal will be presented to the Curriculum Executive Committee for review and approval.

2. Implemented programs shall be evaluated according to the criteria outlined in the curriculum proposal. These program assessments will be presented to the Curriculum Council for review and recommendation.
3. Programs will not be fully implemented until basic materials as prescribed in the approved program have been obtained or are available for use.

#### **24.6**

Attendance at and involvement in area, state or national conferences and/or committees shall be encouraged. To this end, the Board agrees to provide a teacher conference account of \$27,500. Attendance at conferences will follow the procedures established in this subsection:

1. Request for attendance shall be cleared and processed through the office of the appropriate Central Office Administrator.
2. The reasons for attendance, supporting building, level, or departmental objectives must be included in the request for attendance.
3. Teachers attending a conference under this subsection will submit a written report to their immediate supervisor, and, if requested, an oral report regarding the conference. Teachers will also be expected to complete a conference evaluation form, provided by the immediate supervisor, indicating sessions attended and information gathered.

4. A teacher attending an approved conference or meeting shall be granted sufficient leave time to attend without loss of compensation.
5. Travel, meals, lodging, substitute teacher costs, and registration fees, or portions thereof, shall be deemed appropriate conference expenses.
6. The Board will make every attempt to provide substitute coverage for teachers attending approved conferences Monday through Friday. It must be understood the primary responsibility of the Board is the covering of classrooms in the absence of a teacher for whatever reason.

## **24.7**

### **Academic Freedom**

Both the Board and the Union, recognizing the importance of seeking to inspire students to develop respect for truth, a recognition of individual freedom, social responsibility, and the democratic tradition and an appreciation of individual personality, are pledged to work together to create and preserve an atmosphere which is free from censorship and artificial restraint and in which academic freedom for the teacher is granted.

The teacher, in exercising academic freedom, shall interpret and use the writings of others and educational research with intellectual honesty and be cognizant of the intellectual maturity of the students and sensitive to the attitudes and beliefs of the community in instructional presentations.

Teachers shall be expected to teach the Board adopted curriculum and use Board approved teaching materials. Teachers shall also be free to choose appropriate supplemental teaching

materials, teaching approaches and practices to achieve the educational goals and objectives of the District.

#### **24.8**

Freedom of individual expression will be encouraged, and fair procedures will be developed to safeguard the legitimate interests of the schools and to exhibit by appropriate examples the basic objectives of a democratic society.

#### **24.9**

##### **Staff Advisory Committee**

A staff advisory committee may be established in each middle and high school to assist in formulation and implementation of education policies and practices within the respective buildings. Membership of such committees shall be comprised of the building principal, department heads and a W-WEA Building Representative or designee. Meetings may be called by the building principal, who will chair the staff advisory committee, or by a majority of the members of the committee. The building principal shall be present at all staff advisory committee meetings and shall have the final responsibility for establishing building policy.

It is agreed that the formulation and implementation of education policies and practices shall be within the proper scope of the School Improvement/Site Based Decision Making Team. When the School Improvement/Site Based Decision Making Team reaches consensus within these areas, the above paragraph shall not apply.

#### **24.10**

The instructional class period shall be free from unnecessary interruptions.

## **24.11**

The paraprofessional shall not prescribe instruction for children.

# **ARTICLE 25**

## **Special Education**

### **25.1**

Federal, State and Intermediate County Rules, Regulations, and Guidelines

The Wayne-Westland Community Schools' Board of Education agrees to operate all special education programs in compliance with state rules promulgated by the Michigan Department of Education Office of Special Education Services Division, I.D.E.A. 1997 and the Wayne County Regional Educational Service Agency guidelines for Act 18 reimbursement. The Wayne-Westland Community Schools' Board of Education reserves the right to operate in deviation to such rules when such deviation is approved as prescribed in the rules and in other state law guidelines. Current Wayne County RESA waivers can be found at:

[https://www.michigan.gov/documents/mde/MARSE\\_Supplemented\\_with\\_IDEA\\_Regs\\_3795987.pdf](https://www.michigan.gov/documents/mde/MARSE_Supplemented_with_IDEA_Regs_3795987.pdf).

### **25.2**

The primary responsibility for meeting the hygienic needs of students will reside with support personnel. Teachers will continue to supervise all hygienic activities and support personnel within their classroom. Special Education teachers will continue to provide assistance and/or support if hygienic needs arise.

### 25.3

The therapist/client contact time shall not exceed 25 clock hours per week. The Board agrees to maintain a therapist to student ratio of at least one therapist for every forty students. The therapist/student ratio shall be determined based on the guidelines outlined below:

1. In a homebase situation, a caseload of children requiring an active program, which shall normally be a half hour of service twice a week per child, will not exceed twenty-five clock hours per week.
2. A child bussed to the therapist's homebase for a session shall be included in the above twenty-five clock hours on the basis of one-half hour per session.
3. For therapists traveling to another building to provide services, the twenty-five hours contact time shall include:
  - a. Each building visited in a given day will be counted as a contact hour. This time may be used for travel, in-service, time spent with the child's teacher, set up and tear down of equipment, preparation.
  - b. In addition, each half hour of direct service will count as one-half ( $1/2$ ); a child seen one-half hour every other week will count as a quarter ( $1/4$ ) hour; a child seen once a month for a half hour will count as one-eighth ( $1/8$ ) a contact hour.

The total of pro-rata student contacts will not exceed forty, but can be less than forty, if the therapist has filled the twenty-five contact hours.



#### **25.4**

The Board agrees to pay the annual license fee for physical therapists.

#### **25.5**

Any meeting called for the purpose of discussing a pupil's individualized educational program, currently being referred to as an IEP Team (which may include Building Principal, General Education Teacher, Case Manager/Special Education Teacher, Paraprofessional and Ancillary Staff), IEP, Child Study Team Meeting, in which the pupil's teacher(s)' attendance is required, either through legislative mandate or established policy of the District, Administration will:

1. Give the teacher(s) notification at least five (5) working days prior to the meeting. Timelines stated herein may be waived by mutual consent of all parties involved.
2. The teacher(s) shall be released from his/her class assignments through the use of a substitute for that portion of the meeting in which s/he or the student is directly involved.
3. Teacher(s) will be compensated at the regular hourly rate for attending any meeting which cannot occur during the normal working day, provided such meetings have been approved by the Special Education Department.

#### **25.6**

Special and general education teachers, upon request, will be released from their assignments to observe new referred special and general education students.

**25.7**

Three (3) Paraprofessionals will be placed at each Middle School to provide support to Special Education students placed in General Education classrooms. Each of the Paraprofessionals may work up to four (4) hours per school day.

**25.8**

Students that are placed into a general education classroom, as part of his or her IEP, will be done so in such a manner as to affect an equal distribution of work responsibility among the teaching staff to the greatest extent possible.

**25.9**

The Board agrees to provide paraprofessional support to assist all teachers as outlined in the Wayne RESA County Plan for the Delivery of Special Education Programs and Services.

**25.10**

The Board agrees to make every effort to provide qualified substitutes for special education paraprofessionals who are absent from their duties.

**25.11**

Teachers that have knowledge that a student might require intervention to be successful in school shall refer the child to the school's Multi-Tiered System of Supports (MTSS) team.

**25.12**

Incoming general education staff new to special education shall receive two (2) half days for in-service orientation training within the first month of the assignment, or a paid in-service day prior to the start of school.

**25.13**

Teacher Consultant caseloads shall be developed from no more than two buildings. In the event of overloads, a Teacher Consultant may receive a third building assignment when his/her total caseload is less than twenty-two (22), plus two (2) slots for evaluations. In no case may a person's caseload extend beyond three buildings.

Resource Program Teacher caseloads shall be developed from no more than two buildings. In the event of overloads, a Resource Program Teacher may receive a third building assignment when his/her total caseload is less than fifteen (15), plus two (2) slots for evaluations. In no case may a person's caseload extend beyond three buildings.

**25.14**

Special education teachers shall not be expected to do special education bus duty unless on a voluntary basis.

**25.15**

Teachers in the Early Childhood Services and Classroom Programs shall receive release time which shall be allocated in blocks of no less than thirty (30) minutes. Any release time remaining which amounts to less than thirty minutes will be scheduled wherever possible.

**25.16**

Special Services - The duties and/or responsibilities of any special education staff member shall not be increased, or transferred to persons not covered by this Agreement except under the following conditions:

In emergency situations, the responsibilities of the teacher consultants, nurses, physical therapists, occupational therapists, psychologists, social workers, and speech and language teachers may be subcontracted to person(s) outside the bargaining unit on a temporary basis if the following conditions are met:

1. Bargaining unit members who possess the skills or qualifications to perform the needed work cannot accept additional responsibilities.
2. The skills needed to perform the work as reasonably specified are unavailable within the bargaining unit and cannot be obtained in a reasonable time.
3. The job has been offered and refused by appropriate bargaining unit members.
4. Referrals to outside agencies for ongoing personal therapy or counseling: referrals to outside agencies for evaluations which can be obtained at no cost to the District; and referrals to outside agencies for evaluations and/or recommendations for objective, neutral, third party opinions will be excluded from the above process.

#### **25.17**

It is clearly understood that special education teachers will follow their respective building schedule concerning lunch, preparation time, starting and ending times. Special education staff assigned to elementary buildings will follow elementary schedules.

#### **25.18**

Medical Services - It is recognized that some students may require special medical or quasi-medical services in order to receive their education. In such instances, the Wayne-Westland

Community Schools Procedures and Practices: Special Medical Procedures, shall be adhered to prior to any implementation. Nurse Assistants (RNs, LPNs) may be employed to assist the school nurse(s) (BSNs) in performing required special medical or quasi-medical services including special transportation services (medically fragile bus). Nurse assistant(s) will perform duties as assigned under the direction of a school nurse.

Whenever possible, parents of students who require special medical (or quasi-medical) procedures shall provide for such care outside of the school setting. Should a parent feel that such care is required at school, in order that the student be provided an equal educational opportunity, the District will proceed with the following guidelines.

1. The parent of the student shall put his/her specific request in writing. The parent shall also document the request with a physician's supportive statement with detailed instructions for service.
2. The school nurse will investigate and evaluate the request utilizing input from the professional staff (including the classroom teacher) and medical sources, and present his/her findings to the administration.
3. The administration shall then, where appropriate, consult with the District's consulting physician and attorney before honoring or rejecting the parent's request for service. The District will consider the amount of time and skill the procedure takes before making its decision.

Routine, uncomplicated intermittent catheterization, postural drainage and intermittent ostomy type apparatus care probably would not require the District to consult either

with its physician or attorney before making a decision. Gastrostomy feeding, nasogastric feedings, tracheotomy suctioning and care, oxygen, continuous ambulatory peritoneal dialysis, and other procedures definitely will require such consultation before a decision is reached.

4. Should the District honor the parent's request for service, it may, at its option, require the parent to provide professional inservice to its appropriate staff members.
5. The District's commitment to provide such service, once implemented, is always open to re-evaluation should unforeseen problems arise.
6. Professional staff members may appeal any decisions reached through this process to the Executive Director/Special Education.
7. Should a student require medical or quasi-medical procedures pursuant to this provision, the individual responsible for administering or providing said procedure will be designated/incorporated in the MET/IEP reports. This person/persons shall be properly inserviced as to the procedure involved. If there is any disagreement as to who should administer this procedure, the final decision would be made by the Superintendent of Schools or his/her designee.

## **25.19**

Teachers shall not be responsible for the entry of student data on computers for student registration.

## **25.20**

Ancillary staff, including School Social Workers, School Psychologists, Speech Pathologists, Occupational Therapists, Physical Therapists and Nurses, shall have a placement meeting occur annually, no later than May 1<sup>st</sup>.

### **Social Workers**

The number of school social worker positions in the District shall be based on the following formulas: excluding center programs, there shall be one school social worker for each 2,500 students enrolled in K-12. If this ratio increases in excess of ten percent (10%), an additional part-time social worker shall be provided no later than four (4) weeks subsequent to determination of said overload.

### **School Psychologists**

The number of school psychologists in the District shall be based on the following formulas: excluding center programs, there shall be one school psychologist for each 2,700 students enrolled in K-12. If this ratio increases in excess of ten percent (10%), an additional part-time school psychologist shall be provided no later than four (4) weeks subsequent to determination of said overload.

## **25.21**

### **Speech Pathologists**

Individual teacher caseloads shall not exceed sixty (60) different persons and shall be adjusted based upon the severity and multiplicity of the students' handicaps. Full time teachers of Speech and Language Impaired students using VOCA devices will have a maximum caseload as established by the WCRESA - Minimum Criteria for Act 18 (Two Mill) Reimbursement Criteria. Adjustments in caseload shall be made following Fourth Friday.

T.S.L.I. caseloads shall be developed from not more than three (3) buildings. IN the event of overloads, a fourth building may be assigned. In no case may a teacher's caseload extend beyond four (4) buildings.

#### **25.22**

The student's educational placement will follow the IEP process.

#### **25.23**

1. The District shall publish and make available to every general education classroom teacher the rights and responsibilities of members of the IEP as outlined in the Michigan Administrative Rules for Special Education (MARSE).
2. Special Education personnel will in-service any teacher or staff on his/her rights and responsibilities as a member of the IEP, if requested to do so.
3. The Teacher Consultant from the self-contained student's home based school will observe and monitor his/her progress in the self-contained setting and will participate in any IEP of that student.

#### **25.24**

Student time in the Resource Program shall be determined by the student's IEP; and should be coordinated by the student's case manager and classroom teacher.

Implementation of the student's IEP shall be decided by the Resource Program teacher, in conjunction with the classroom teacher.



**25.25**

In accordance with Article 20.2 of the Agreement, the District agrees to provide a substitute teacher when a Resource Room teacher and/or Teacher Consultant reports that s/he is unable to report to work.

**25.26**

The District shall provide substitutes in each school building in order to release the classroom teacher to participate in the student's IEP and meetings related to helping the student succeed.

**25.27**

1. The Special Education Department shall likewise provide specific in-service and consultation to the general education classroom teacher on a particular student, when requested to do so.
2. The parties agree that casual conversations or general handouts do not constitute in-service/training.

**25.28**

The parties agree that additional materials and supplies may be necessary to the general education classroom teacher who instructs students formerly identified as self-contained and potentially identifiable special education students. Teacher in need of these materials and supplies shall make a request for an additional allocation of monies from the Special Education Department for this purpose.

## **ARTICLE 26**

### **Lengthened School Year**

#### **26.1**

Bargaining unit member participation in the lengthened school year for eligible SCI or SXI students shall be voluntary.

July 4 of each year shall be a paid holiday. Seniority credit for these teachers will be a maximum of 182 days per year.

Summer staffing will be determined by student enrollment.

#### **26.2**

The student instructional day will be four (4) hours and fifteen (15) minutes, and will begin by 9:15 a.m.

In addition to the student instructional day, the teacher work day shall include a daily block of fifteen (15) minutes immediately preceding the student instructional day and a daily block for unassigned preparation of thirty (30) minutes immediately following the student instructional day.

#### **26.3**

Full time employment is defined as working the full five (5) hour work day, each scheduled day of the lengthened school year.

Each teacher working full time in lengthened school year shall be allowed a minimum of two weeks' unpaid vacation. Except for extenuating circumstances, vacation time must be

scheduled in one week blocks.

Teachers shall have preference for vacation schedules in descending order of seniority.

Each teacher must submit his/her vacation requests by May 15 of each year. Requests received after May 15 shall be reviewed after all timely submitted requests have been filled.

#### **26.4**

The Board agrees to provide electric fans in an effort to maintain proper ventilation.

#### **26.5**

If temperatures in the classroom become excessive, classes may be dismissed upon authorization of Administration, with no loss of pay or charge to one's sick leave or personal business bank.

#### **26.6**

Teachers who work during the summer program on a full-time basis shall receive two (2) additional sick leave days. Teachers who work in the program on a part time basis, except as a substitute, shall receive a proration of the two (2) additional days based on their part time schedules.

#### **26.7**

Teachers shall be paid biweekly at 85% (.85) of their daily rate. The teacher's daily rate shall be calculated upon their base salary plus credit hours divided by 182 (Teacher's salary + credit hours divided by 182 x 0.85).

## **26.8**

The following procedures shall be used and shall take precedence in filling lengthened school year positions:

1. The District's Human Resources Department shall post lengthened school year positions for at least five (5) working days.
2. In the filling of lengthened school year positions, the District shall give preference to those teachers and auxiliary staff in the program for students eligible as SCI or SXI during the normal school year.
3. Positions in the lengthened school year not filled by teachers and auxiliary staff in the program for students eligible as SCI or SXI shall then be filled from other bargaining unit applicants in accordance with Teacher Placement Administrative Guidelines.

## **ARTICLE 27**

### **Staff Deployment for School Closings**

#### **27.1**

Each time the District closes a school(s), unique staffing situations arise. In the event the District does close a school(s), the parties agree to negotiate the staffing relocations.

## **ARTICLE 28**

### **Seniority**

#### **28.1**

The District shall credit seniority based on the employee's date of hire into the WWEA bargaining units. Each teacher and administrator will receive a year of seniority credit for each year worked (prorated for part-time employees).

#### **28.2**

In the circumstances of more than one individual teacher and/or administrator beginning employment on the same date, all individuals so affected will participate in a drawing by lot to determine position on the seniority list. The Human Resources Office will notify the Association of the date, place and time of the drawing.

#### **28.3**

1. The seniority list shall be published on the District website by November of each school year. Revisions and updates of the seniority list shall be published by May 1 of each school year. A copy of the seniority list and subsequent revisions and updates shall be forwarded to the W-WEA.
2. The "beginning date of employment" shall reflect the first day on the job as a regular contracted teacher.

A part time teacher shall be placed at the beginning of appropriate seniority grouping when said part time teacher's seniority ranking is adjusted prorata.

A teacher who is part time shall accrue seniority while on leave on a prorata basis

during the period of the leave. A part time teacher taking a leave should not accumulate more seniority while on leave than s/he would if s/he continued to work part time during the same period.

#### **28.4**

1. Teachers shall accumulate up to one (1) year of additional seniority for unpaid medical, parental and general purpose leaves.
2. Teachers returning from said leave must work a full calendar year before receiving an additional one year of seniority for any future unpaid medical, parental or general purpose leaves.

#### **28.5**

A laid off teacher who is recalled and goes on a medical, parental, or general purpose leave or a teacher on such leave who is laid off shall receive no more than one full year's seniority credit for the leave and the layoff.

#### **28.6**

Seniority shall be defined as days or fraction of days of in-district service, which are uninterrupted by resignation or discharge.

**28.7**

Administrators who wish to be assigned a position in the bargaining unit must notify the Human Resources Office, with a copy to the Association, in writing by April 1 of each school year. Those who notify the Human Resources Office and the Association of this intent after April 1 will be placed at the bottom of the seniority list for assignment.

**ARTICLE 29**

**Reserved**

**ARTICLE 30**

**Reserved**

**ARTICLE 31**

**Certification**

**31.1**

Eligibility for placement into or recall to a position, in addition to seniority rights, shall be determined by the valid state teaching certificate(s), endorsement(s), MDE requirements, or license(s) held by the employee.

All adaptive physical education teachers and high school teachers assigned full-time physical education schedules shall possess, and keep current, certification in CPR, First Aid, and life guarding/lifesaving.

### **31.2**

#### Exclusion of Tenure in position

A bargaining unit member, who has not previously attained tenure, under the Michigan Teacher's Tenure Act in a position other than as a classroom teacher, shall not be deemed to have tenure in such position by virtue of this contract or any individual contract for such non-classroom position, but shall be deemed to have continuing tenure as an active classroom teacher.

### **31.3**

When a teacher is displaced from a position for any reason after the commencement of the school year or recalled to a position after the beginning of the school year, s/he shall receive a minimum of one day released time in order to prepare for his/her assignment. Under extenuating circumstances additional time may be granted.

For purpose of clarification:

- Should an elementary teacher change grade level any time after the beginning of the school year, this article will apply.
- Should an elementary teacher go to a single grade level from a split that reflects the minority of the split, this article will apply.
- Should an elementary teacher go from a single grade level to a split in which the majority of the split is different from this previous assignment this article will apply.
- At the middle or high school level, should a majority (.6) of a teacher's full time assignment change, this article will apply.
- In special education, if a teacher moves from one eligibility area to another, this article will apply. (Example: SCI to Cross Categorical)



## **ARTICLE 32**

### **Special Projects**

#### **32.1**

The Board agrees to consult with the W-WEA in the design and content of Special Projects programs as well as negotiate the working conditions, job descriptions, wages, and fringe benefits of Special Project positions.

## **ARTICLE 33**

### **Negotiation Procedures**

#### **33.1**

At least 150 calendar days prior to the expiration of this Agreement, the parties will likewise open negotiations for a new Agreement covering wages, hours, terms and conditions of employment of the bargaining unit.

#### **33.2**

Neither party in any negotiations shall have any control over the selection of the negotiating or bargaining representatives of the other party. The parties mutually pledge that their representatives will be cloaked with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations. Both parties agree to submit the final Agreement for ratification to their appropriate governing bodies on the same calendar date. After ratification by both parties their representatives shall attach their signatures to the ratified Agreement within 24 hours of ratification.

### **33.3**

There shall be three signed copies for purposes of record: One retained by the Board, one by the Association, and one by the Superintendent.

### **33.4**

Should the state or federal governments pass energy legislation directly affecting the School District or should the Board contemplate the implementation of any year round school program, the Board agrees to negotiate mutually agreeable amendments to provisions of this Agreement prior to adoption and/or implementation of any such program.

### **33.5**

Addition of certified and/or licensed positions not listed in Article I of this Agreement shall be negotiated with the Association prior to their posting and implementation.

### **33.6**

The parties agree to establish meetings in order to review the collective bargaining agreement and to keep it updated, where needed. If changes are agreed upon, the parties will amend the contract in accordance with each parties' internal procedures.

## **ARTICLE 34**

### **Miscellaneous Provisions**

#### **34.1**

This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent term contained in any individual teacher contracts heretofore in effect. All

individual teacher contracts shall be made expressly subject to the terms of this Agreement. The provisions of this Agreement shall be incorporated into and be considered part of the established Board policies.

### **34.2**

This entire agreement or specific provisions of this agreement may be rejected, modified or terminated by an emergency manager under conditions provided in the Local Government and School District Fiscal Accountability Act, 2011 PA 4.

### **34.3**

If any provisions of this Agreement or any application of the Agreement to any teacher or group of teachers shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions and applications shall be continued in full force and effect.

### **34.4**

The parties agree that they shall in no way discriminate against employees because of their race, color, religious creed, sex, marital status, national origin or ancestry.

The Board is and will continue to be non-discriminatory in its treatment of all persons in its employment.

### **34.5**

All applicable conditions and benefits contained herein shall be provided to and for part time teachers in the same manner and/or at the same levels as for full time teachers except as

specifically limited in other provisions of this Agreement.

## **ARTICLE 35**

### **School Improvement Planning/Site Based Decision Making**

#### **35.1**

It is hereby agreed by and between the undersigned parties that with respect to the responsibility contained in P.A. 25 of 1990 (MCL 380.1277) to adopt and implement a 3 to 5 year school improvement plan and continuing school improvement process for each school within the school district, they acknowledge and recognize that the terms of the collective bargaining agreement between them govern as to the wages, hours and terms and conditions of employment of teachers addressed therein and that those terms shall not be altered or modified through the school improvement process, except by mutual agreement of the undersigned Board of Education and Association, executed in writing.

1. School Improvement Planning/Site Based Decision Making is a collaborative process which seeks to improve both the quality of education and the quality of work life within the school.
2. As a necessary part of School Improvement Planning/Site Based Decision Making, each school may have a staff team. The Team may be composed of the entire staff or elected representative(s), volunteers and administrator(s).
3. Participation on the team is voluntary.
4. Decisions of the Team will be made by consensus. Consensus is not defined as a "rule

of the majority". If a minority exists that cannot consent to what is proposed, then consensus has not been reached. It would be expected that discussion and clarification would continue on both sides until consensus is reached, or until it becomes clear that no agreement is possible.

5. Team recommendations must be approved by at least 75% of the staff before implementation (unless the entire staff is on the Team).

6. In the absence of Team consensus decisions, buildings will operate in accordance with the collective bargaining agreement, administrative practices, rules/regulations and Board Policies.

7. Components of School Improvement Planning/Site Based Decision Making shall include:

- a. Developing a mission statement
- b. Conducting a needs assessment
- c. Developing need-based programs
- d. Developing goals based on outcomes for all students
- e. Developing curriculum based upon the goals
- f. Program evaluation processes
- g. Staff development needs
- h. School climate

8. Approved team decisions may differ from and/or expand upon; but may not be in conflict with the District School Improvement Plan.

9. Approved team decisions which deviate from Board policy and/or rules and regulations,

must be approved by the Board or its designee.

10. Approved team decisions which deviate from the collective bargaining agreements must be approved by the parties.

11. Efforts will be made for building teams to meet within the contractual day.

**ARTICLE 36**

**Duration of Agreement**

This Agreement shall be effective August 23, 2019, and shall continue until August 22, 2021.

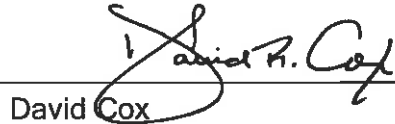
Wayne-Westland Education  
Association

Wayne-Westland Community Schools  
Board of Education



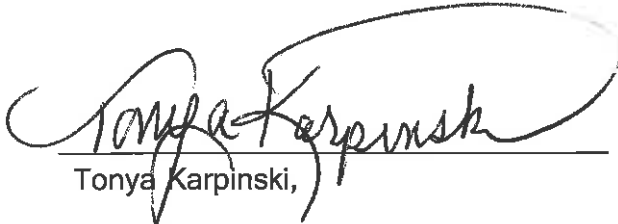
Don Harris

President, WWEA



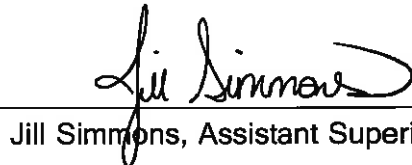
David Cox

President, Board of Education



Tonya Karpinski,

Executive Director, WWEA



Jill Simmons, Assistant Superintendent  
of Employee Relations and Operations



Jennifer Curry, Assistant Superintendent  
of Standards, Learning and Innovation

Date of Ratification: June 4, 2019

Date of Ratification: June 17, 2019

# 2019-2020 SCHOOL CALENDAR

AUGUST 2019						
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

- August**
- 22 Aug 22-23 New Teacher Orientation
  - 26 District Professional Development
  - 27 Building Professional Development
  - 28 1st Day of School (AM Only K-6),  
PM K-6 Teacher Planning
  - 30 Aug 30 - Sept 2 Labor Day Recess

FEBRUARY 2020						
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

- February**
- 4 K-12 Professional Development -  
Early Dismissal (1 hour)
  - 17 Feb 17-21 Mid-Winter Recess

SEPTEMBER 2019						
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					

MARCH 2020						
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				

- March**
- 3 K-12 Professional Development -  
Early Dismissal (1 hour)
  - 12 PM Kindergarten Round-Up,  
K-6 Records Day, 2nd Trimester Ends
  - 27 PM Middle School Records Day

OCTOBER 2019						
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		

- October**
- 1 K-12 Professional Development -  
Early Dismissal (1 hour)
  - 11 PM Middle School Records Day
  - 31 PM K-6 Elementary Planning

APRIL 2020						
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		

- April**
- 6 April 6-13 Spring Recess
  - 14 High School Testing SAT/PSAT
  - 15 High School Testing WorkKeys
  - 21 K-12 Professional Development -  
Early Dismissal (1 hour)

NOVEMBER 2019						
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

- November**
- 1 PM Middle School Records Day
  - 5 Professional Development (K-12)
  - 12 Middle School Conferences (5-8pm)
  - 13 High School, CTE Conferences (5-8pm)  
Middle School Conferences (3:10-6:10pm)
  - 14 High School, CTE Conferences (2:30- 5:30pm)
  - 27 PM Professional Development (K-12),  
Elementary 1st Trimester Ends
  - 28 Nov 28-29 Thanksgiving Recess

MAY 2020						
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						

- May**
- 5 K-12 Professional Development -  
Early Dismissal (1 hour)
  - 22 PM K-12 Planning, Professional  
Development
  - 25 Memorial Day Recess

DECEMBER 2019						
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				

- December**
- 2 Dec 2-6 Elementary (K-6) Conferences
  - 3 Half Day (AM, K-6)
  - 5 Half Day (AM, K-6)
  - 23 Dec 23-Jan 3 Winter Recess

JUNE 2020						
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			

- June**
- 10 PM 9-12 Records Day
  - 11 PM K-12 Records Day
  - 12 PM K-12 Records day,  
LAST DAY OF SCHOOL

JANUARY 2020						
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	

- January**
- 7 K-12 Professional Development -  
Early Dismissal (1 hour)
  - 15 PM 9-12 Records Day
  - 16 PM 7-12 Records Day
  - 17 PM K-12 Records Day
  - 20 Martin Luther King Jr - No School,  
Professional Development (K-12)

JULY 2020						
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	



# 2020-2021 SCHOOL CALENDAR

AUGUST 2020						
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)					

**August**  
 26 Aug 26-27 New Teacher Orientation  
 28 Aug 28-31 District Professional Development

FEBRUARY 2021						
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						

**February**  
 22 Feb 15-19 Mid-Winter Recess

SEPTEMBER 2020						
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			

**September**  
 1 1st Day of School (AM Only K-5), PM K-5 Teacher Planning  
 4 Sept 4-7 Labor Day Recess

MARCH 2021						
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)			

**March**  
 11 PM Kindergarten Round-Up, K-5 Records Day, 2nd Trimester Ends  
 29 March 29- April 2 Spring Recess

OCTOBER 2020						
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

**October**  
 9 PM Middle School Records Day  
 30 PM K-5 Elementary Planning  
 30 PM Middle School Records Day

APRIL 2021						
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	

**April**  
 9 PM Middle School Records Day  
 13 High School Testing SAT/PSAT  
 14 High School Testing WorkKeys  
 27 K-12 Professional Development

NOVEMBER 2020						
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					

**November**  
 3 Professional Development (K-12)  
 10 Middle School Conferences (5-8pm)  
 11 High School, CTE Conferences (5-8pm) Middle School Conferences (3:10-6:10pm)  
 12 High School, CTE Conferences (2:30- 5:30pm)  
 25 PM Professional Development (K-12), Elementary 1st Trimester Ends  
 26 Nov 26-27 Thanksgiving Recess

MAY 2021						
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)					

**May**  
 28 PM K-12 Planning  
 31 Memorial Day Recess

DECEMBER 2020						
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)		

**December**  
 8 Dec 8 & 10 Elementary Conferences (AM Only K-5)  
 21 Dec 21-Jan 1 Winter Recess

JUNE 2021						
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			

**June**  
 9 PM 9-12 Records Day  
 10 PM K-12 Records Day  
 11 PM K-12 Records day, LAST DAY OF SCHOOL

JANUARY 2021						
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						

**January**  
 13 PM 9-12 Records Day  
 14 PM 6-12 Records Day  
 15 PM K-12 Records Day  
 18 Martin Luther King Jr - No School

JULY 2021						
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

## **APPENDIX B**

The below articles apply fully to all members of the Association whose employment with the District is not regulated by 1937 (Ex Sess) PA 4, MCL 38.71 to 38.191.

Should future legislative action, court decision, or voter initiative make bargaining of the below articles permissible for members of the Association whose employment with the District is regulated by 1937 (Ex Sess) PA 4, MCL 38.71 to 38.191, the Association may make a demand to bargain the subject matters of this Appendix. The District shall promptly respond to the demand to bargain and bargain in good faith these matters in a manner consistent with the spirit of the law.

### **Article 2.13 (b)**

No member shall be disciplined or discharged by the Board for arbitrary or capricious reasons, with the exception of the termination or non-renewal of a probationary member.

### **Article 7.4 (b)**

All members shall be given written notice of their assignments for the forthcoming year no later than the second Monday in June.

1. If a member's assignment for the forthcoming school year represents a change in the assignment currently held by the member, such reassignment will only be made upon prior consultation with the affected member, when possible, and only for reasonable and just cause.
2. In the event that changes in a building assignment are made after the June date,

such changes shall be considered as involuntary transfers and shall be governed by Article 8.5 (b) as herein provided.

3. In the event that changes in a member's June assignment as to grade level or department or, in cases of Special Education personnel, assignment within a department and/or building are made after the June date, such changes shall be considered an involuntary transfer and shall be governed by Article 8.4.
4. In the event the number of sections in a grade level(s) within an elementary building decrease, the affected members may change grade levels on a voluntary basis. If a voluntary reassignment cannot be reached, the affected member(s) in the reduced grade level(s) shall have preference to remain in his/her current grade level(s) in descending order of seniority except for just cause.
5. In cases of changes described above members shall be promptly notified, and when possible, consulted in advance of any change.

**Article 8.1 (b)**

Positions in the bargaining unit will be filled on the basis of experience, competency, qualifications of the applicant, and length of service in the district. For a member to be qualified to transfer to another position, s/he must be properly endorsed for the position; must be highly qualified for the position in accordance with the No Child Left Behind (NCLB) Act of 2001; and must meet North Central Accreditation (NCA) requirements for the position. When experience, competency, and qualifications are substantially equal, the applicant with greater seniority shall be given preference.

**Article 8.3 (b)**

All applicants applying for internal postings will fill out the required W-WEA Internal Posting Application Form indicating their specific areas of interest. The applicants will be listed in seniority order and notified in turn of all vacancies in their area(s) of interest at the time of their notification. The vacancies will be filled in accordance with Article 8.1 criteria. As members transfer via the posting, the resultant vacancies will be added to the vacancy list. Acceptance of an offered position will eliminate the applicant from any further consideration for vacancies occurring during that specific posting.

Once this process is exhausted for each posting, the resultant vacancies will be filled by displaced members, placing members returning from leaves of absences, recalling laid off members, and hiring new members.

All members accepting transfers to vacancies must work in that position for at least one school year before they will be eligible for another voluntary transfer. Members will not be prohibited, however, from applying for counseling, co-op coordinator, social worker, psychologist, or learning consultant vacancies.

**Article 8.5 (b)**

When involuntary transfers are effected for a necessary reduction in staff allocation, such transfers will be made on the basis of years of service in the district; that member in the affected building having the lowest seniority and applicable certification being transferred first.

**Article 8.6**

Members accepting a posted position will sign a letter of acceptance.

**Article 15.3 (b)**

No member shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause, except for the termination, non-renewal, or evaluation of a probationary member. Any such discipline or reduction in rank, compensation or advantage, including adverse evaluation of member performance asserted by the Board or representative thereof shall be subject to the professional grievance procedure hereinafter set forth, except for the termination, non-renewal, or evaluation of a probationary member. All information forming the basis for disciplinary action will be made available in writing to the member and the Association unless the member specifies in writing that the Association shall not be notified. The Association will use its best efforts to correct breaches of professional behavior by any member and, in appropriate cases, may institute proceeding against the offending member and so notify the superintendent.

**Article 29.1 (b)**

The word "layoff" shall mean a necessary reduction in the working force due to a decrease of work or lack of funds.

1. No member shall be laid off pursuant to a necessary reduction in the working force unless said member shall have been notified of said layoff at least thirty (30) days prior to the end of the current school year.
2. For purposes of implementing this subsection, it is agreed that June 30 constitutes the end of a school year. Members to be laid off must be notified by June 1 of that year.

3. Members must have on file in the Human Resources Office, by April 1, a verifying letter of actual certification specifying any additional endorsements/certification they have obtained to be eligible for the use of that certification for layoff/placement.
4. Members must have on file in the Human Resources Office, by April 1 a letter or form specifying the area(s) they possess at least 18 hours in a subject field in accordance with Article 31.1

**Article 29.3 (b)**

Staff Placement

Beginning with the first name on the seniority list, each individual member will be assigned in accordance with the following priority:

1. Current assignment, if not available, then--
2. Different assignment in the same department; if not available, then--
3. Different assignment in a different department; if not available, then--
4. Placement into another assignment for which certified; if not available,
5. If no vacancy remains for which the member is certified in any building; the member will be laid off. Notification of layoff will be forwarded to the member with copies to the W-WEA.

For the purposes of this subsection, the following listing of departments shall be department designations:

Speech and Language

OT (Occupational Therapist)

PT (Physical Therapist)

Nurses

Psychologists

Social Workers

Counselors

**Article 30.1 (b)**

**Recall**

Laid off members have recall rights for six (6) years and shall be recalled to the first vacancy for which they are certified in reverse order of layoff. All laid off members shall be recalled immediately upon the resolution of any crisis which may have precipitated the reduction in staff.

A laid off member shall be considered laid off until s/he is reinstated in the district. Refusal of an offer from the Board of a position for which s/he is certified, or failure to respond within fifteen (15) days of its receipt to a written offer of a position made by the Board shall be cause for termination.

Notification of a recall shall be in writing with a copy to the W-WEA. The notification shall be sent by certified mail to the member's last known address.

Recalled members shall be entitled to all sickness and leave benefits as provided herein. Utilization of such benefits or an existing necessity for utilization of such benefits shall not be considered proper reason for failure to recall or reinstate.

Laid off members are obligated to keep the District updated on their current address and phone number.

## APPENDIX C

### THE WAYNE–WESTLAND COMMUNITY SCHOOLS ANNOUNCE THE FOLLOWING CONTRACT RIDERS FOR THE 2019/2020 and 2020/2021 SCHOOL YEARS

#### HIGH SCHOOL

##### **Head Coaches Varsity:**

Baseball, Basketball, Cross Country, Football, Golf, Soccer, Softball, Swimming, Tennis, Track, Volleyball, Wrestling, Bowling, Competitive Cheerleading (Winter), Cheerleading (Fall)

##### **Assistant & J.V. Coaches:**

Baseball Head J.V., Basketball Head J.V., Football Assistant J.V., Football Assistant V., Football Head J.V., Soccer J.V., Softball Head J.V., Swimming Assistant, Track Assistant, Volleyball Head J.V., Wrestling Assistant, Competitive Cheerleading JV (Winter), Cheerleading JV (Fall)

##### **Ninth Grade Coaches:**

Basketball, Football (Head), Football (Assistant), Volleyball, Competitive Cheerleading (Winter), Cheerleading (Fall)

##### **Other:**

Assistant Athletic Coordinator, Cafeteria Supervisor, STEP Sponsor, Dance Director, Freshman Class Sponsor, Sophomore Class Sponsor, Junior Class Sponsor, Senior Class Sponsor, Instrumental Programs, Vocal Music Programs, Dramatics (per production), Musical/Operetta, Choreographer, Set & Stage Manager, Wardrobe Manager, Marching Band, Summer Band Camp, Marching Band Color Guard, Marching Band Assistant, Yearbook, Newspaper, Photographer, National Honor



Society, Weightlifting, Ford Tech Honor Society, HOSA Coordinator, VICA Coordinator, Robotics, Fitness Center Supervisor, Tinkham Student Council, Emergency Duty Medication, Two (2) Building Riders (Use to be Determined by Building)

## **MIDDLE SCHOOL**

### **Head Coaches Varsity:**

Basketball (8th Grade Team), Soccer (7th/8th Grade Team), Swimming (7th/8th Grade Co-ed Team), Track (7th/8th Grade Team), Volleyball (8th Grade Team), Wrestling (7th/8th Grade Team)

### **Assistant & J.V. Coaches:**

Basketball J. V. **(7th Grade Team)**, Volleyball J.V. **(7th Grade Team)**  
**(Not enough students to field a 7th grade team, no rider contract offered)**  
Swimming Assistant, Track Assistant, Wrestling Assistant

### **Other:**

Athletic Director, Cafeteria Supervisor, Instrumental Programs, Vocal Music Programs, Pep Club, Dramatics (1 production), Set & Stage Manager, Yearbook, Newspaper, Photographer, National Junior Honor Society, Student Council, Bowling Club  
**(minimum of 10 students)**, Golf Club **(minimum of 10 students)**, Emergency Duty Medication, Two (2) Building Riders (Use to be Determined by Building)

## **ELEMENTARY**

Emergency Duty Medication/Lunch Supervisor, Newspaper, Safety Patrol Sponsor, Service Squad Sponsor, One (1) Building Rider (Use to be Determined by Building)

## **DISTRICT-WIDE**

Mentor Teacher

## **High School Department Heads**

Language Arts (Communication Arts, IMC), Science, Mathematics, Social Science, Practical Arts (Business, Industrial Technology, Life Skills), Fine Arts (Vocal Music, Instrumental Music, Art), Physical Education, Counseling, World Language, Special Education

## **Middle School Department Heads**

Language Arts (Communication Arts, IMC, World Language), Science, Mathematics, Social Science, Practical Arts (Business, Industrial Technology, Life Skills), Fine Arts (Vocal Music, Instrumental Music, Art), Physical Education, Counseling, Special Education

## **Student Services Department Chairs**

Elementary Schools - All Disabilities, Program Specialist (0-5), Center Programs, OT/PT/Outreach, Psychologists, Social Workers, Speech and Language, OT/PT, School Nurse

**Career/Technical Center Department Heads**

Three (3) Department Heads

**Instruction and Planning District Content Leader**

**Elementary:** ELA, Math, Science, Social Studies

**Secondary:** ELA, Math, Science, Social Studies

**EXTRA WORK/EXTRA PAY**

**HIGH SCHOOL**

<b><u>Coaches: Head Varsity</u></b>	<b><u>PERCENT</u></b>
Baseball	8
Basketball	10
Bowling	6
Cross Country	7
Football	12.5
Golf	6
Gymnastics	10
Soccer	8
Softball	8
Swimming	10

Tennis	6
Track	8
Volleyball	12.5
Wrestling	10

**Coaches: Assistant & J.V.**

Baseball Head J.V.	6
Basketball Head J.V.	8.5
Football Assistant J.V.	7.5
Football Assistant V.	8.25
Football Head J.V.	9.5
Gymnastics Assistant	7.5
Soccer	6
Softball Head J.V.	6
Swimming Assistant	8
Track Assistant	6
Volleyball Head J.V.	9.5
Wrestling Assistant	7.5

**Ninth Grade Coaches**

Basketball	7
Football (Head)	8
Football (Assistant)	6
Volleyball	8
Soccer	5

Other

Assistant Athletic Coordinator	8	1 <sup>st</sup> Step BA
Cafeteria Supervisor	6.4	1 <sup>st</sup> Step BA
Cheerleaders	3	(1 season)
Assistant Cheerleaders	2	(1 season)
9 <sup>th</sup> Grade Cheerleaders	2	(2 seasons)
Competitive Cheerleading (Head Coach)	6	
Competitive Cheerleading (Ass't Coach)	4	
School Technology Leader	8	1 <sup>st</sup> Step BA
Dance Director	4	
Debate	7.5	
Dramatics (per production)	3.5	
Emergency Duty Medication	2	1 <sup>st</sup> Step BA
Forensics	5.5	
Freshman Class Sponsor	3.5	1 <sup>st</sup> Step BA
Instrumental Programs	5	
Intramurals	8.5	4 <sup>th</sup> Step BA
Junior Class Sponsor	3.5	3 <sup>rd</sup> Step BA
Marching Band	10.5	
Musical/Operetta	6.5	
Pit Orchestra Director	2	1 <sup>st</sup> Step BA
Chorus Director	2	1 <sup>st</sup> Step BA
Choreographer	2	1 <sup>st</sup> Step BA
National Honor Society	3	1 <sup>st</sup> Step BA
Newspaper	8	

Photographer	4
Planetarium	9
Quiz Bowl Sponsor (Varsity)	3.5
Quiz Bowl Sponsor (Junior Varsity)	2
Set & Stage Manager	3.5
Senior Class Sponsor	3.5 5 <sup>th</sup> Step BA
Sophomore Class Sponsor	3.5 1 <sup>st</sup> Step BA
STEP Sponsor	4
Summer Band Camp	2.5
Vocal Music Programs	10
Wardrobe Manager	4
Weightlifting	7.5
Yearbook	7
Band Assistant	6
Marching Band Guard	2.5
Future Teachers Club	2 1 <sup>st</sup> Step BA
Ford Tech Honor Society	3 1 <sup>st</sup> Step BA
HOSA Coordinator	2
VICA Coordinator	3
Robotics	2
HS Fitness Center Supervisor	7.5% 1st Step BA

Cadre

Single	\$18.00	Double	\$36.00
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## MIDDLE SCHOOL

<u>Coaches:</u>	<u>Varsity</u>	<u>Assistant/J.V.</u>
Baseball	5.25	4.5
Basketball	6	5.25
Football	7	5
Gymnastics	5	4.5
Soccer	5	4.5
Softball	5.25	4.5
Swimming	5	4.5
Track	5	4.5
Volleyball	5	4.5
Wrestling	6	5
 <u>Other</u>		
All-City Band		4.25
All-City Orchestra		4.25
Athletic Director		10 1 <sup>st</sup> Step BA
Cafeteria Supervisor		6.4 1 <sup>st</sup> Step BA
Cheerleading		5.5
School Technology Leader		6.5 1 <sup>st</sup> Step BA
Dance		3
Dramatics (per production)		3.5
Emergency Duty Medication		2 1 <sup>st</sup> Step BA
Forensics		3.5
Instrumental Programs		5
Intramurals		7.5 4 <sup>th</sup> Step BA

Musical/Operetta	6.5
National Honor Society	2 1 <sup>st</sup> Step BA
Newspaper	4.5
Pep Club	5.5
Photographer	2
Quiz Bowl Sponsor	2
Set & Stage Manager	3.5
Student Council	2 1 <sup>st</sup> Step BA
Vocal Music Programs	5
Wardrobe Manager	3.5
Yearbook	4
Golf Club Sponsor	\$1,000
Bowling Club Sponsor	\$1,000
6th Grade Intramural Basketball	\$1,000
6th Grade Intramural Soccer	\$1,000
6th Grade Intramural Track	\$1,000
6th Grade Intramural Volleyball	\$1,000
6th Grade Intramural Wrestling	\$1,000

**ELEMENTARY**

All-City Band	4.25
All-City Chorus	4.25
All-City Orchestra	4.25
School Technology Leader	5 1 <sup>st</sup> Step BA
Emergency Duty Medication	2 1 <sup>st</sup> Step BA
Newspaper	2



Safety Patrol Sponsor	6 4 <sup>th</sup> Step BA
Service Squad Sponsor	6 4 <sup>th</sup> Step BA
Student Council	2

**DISTRICT-WIDE**

Camping Program Director	6
Disabled Sports Chairperson	7.5
ECOS Director	9
Mentor Teacher	5
Nature Center Director	6
Special Olympics Coordinator	6.5

Add Cheerleading to Article 23.13

Note: People currently in positions that would be negatively impacted by this agreement will be grandpersoned until they vacate the position. Example: A person currently a Service Squad Sponsor at step 7 would continue at step 7 until they vacate the position.