

# **MASTER AGREEMENT**

for the

**West Ottawa  
Public Schools**

and the

**West Ottawa  
Education Association**

**2021-2024**

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**MASTER AGREEMENT**  
**for the**  
**WEST OTTAWA PUBLIC SCHOOLS**  
**2021-2024**

**AGREEMENT**

This Agreement made and entered into this 28th day of June, 2021, by and between the WEST OTTAWA SCHOOL DISTRICT, Ottawa County, Michigan, hereinafter referred to as the District, and the WEST OTTAWA EDUCATION ASSOCIATION, hereinafter referred to as the Association.

**ARTICLE 1**  
**PURPOSE AND INTENT**

- 1.01 The District and the Association recognize: That their joint objective is to provide a quality education to the students of the District, and that the quality of the education provided depends upon the dedication, preparation, and morale of the teaching staff and upon the effectiveness and efficiency of the Administration. The provisions of this Master Agreement set forth the specific rights and obligations of the parties to this Agreement in attempting to work toward the goals stated in this section.
- 1.02 Being engaged in a mutual endeavor in the public interest, the District and the Association encourage fair and harmonious relations between their respective representatives at all levels.
- 1.03 In the above spirit and pursuant to the requirements of Act 336 of the Michigan Public Acts of 1947 as amended by Act 379 of the Michigan Public Acts of 1965, the District and the Association herein set forth their Agreement with respect to rates of pay, wages, hours and other terms and conditions of employment of all individuals included in the Bargaining Unit as defined in Article 2 who are covered hereby, insofar as such matters are not controlled by applicable Michigan Laws, such Laws superseding anything which may be contained herein.

**ARTICLE 2  
RECOGNITION**

- 2.01 **BARGAINING UNIT** Pursuant to and in accordance with applicable provisions of Act 336 of the Michigan Public Acts of 1947, as amended by Act 379 of the Michigan Public Acts of 1965, the District hereby recognizes the Association as the sole bargaining agent for purposes of collective bargaining in respect to rates of pay, wages, hours of employment or other conditions of employment for those employees of the District, described as all full-time classroom teachers, all part-time classroom teachers, vocational instructors, teacher consultants, counselors, special education teachers, librarians, specialists, psychologists, social workers, and all other professional employees of the District. It is understood that guest teachers, shared time teachers who work exclusively in this capacity as defined by the Agostini decision, all supervisory, administrative, and executive personnel, including, but not limited to, superintendents, assistant superintendents, principals, and assistant principals, and all other employees not specifically included as part of the bargaining unit as mentioned above shall not be covered by this Agreement.

The term “teacher” when used hereinafter in the Agreement, shall refer to all employees represented by the Association in the bargaining unit. When used hereinafter, the term “non-classroom professional” or “NCP” shall refer to those employees whose employment is not regulated by the Michigan Teachers’ Tenure Act, as amended, MCL38.71 et seq, which shall include but may not be limited to bargaining unit employees who are not required to possess a valid Michigan teaching certificate for their assignment or employees who do not possess a valid Michigan teaching certificate.

- 2.02 **SUPERVISORS** Supervisory personnel are employees of the District whose principal responsibility and authority as defined in the job description is to hire, assign, transfer, evaluate, reprimand, or otherwise direct the work responsibilities of employees of the District, using independent judgment.

Teachers performing these functions in relation to non-professional employees or performing any of the supervisory functions on a limited basis shall not be considered supervisors.

**ARTICLE 3**  
**DISTRICT RIGHTS**

- 3.01 The District retains exclusively all of its legal customary and normal functions of management of the affairs of the District including (but not limited to) the determination of the number and types of schools and the location, schedule, curriculum and staffing thereof, the hiring, transfer, promotion and demotion of its employees, the establishment and enforcement of rules to maintain efficiency of discipline among its employees, and the suspension, discipline, and discharge of its employees for cause. The Board retains all rights except those limited by the specific terms of this Agreement.

**ARTICLE 4  
ASSOCIATION RIGHTS**

- 4.01 **WOEA REPRESENTATIVES** The Association shall keep the Superintendent informed of the names of its President, Chief Negotiator/Grievance Chairperson, and Association Representatives.
- 4.02 **BULLETIN BOARDS** Bulletin board space will be made available to the Association for posting notices of Association activities, provided that requests for posting such material will be coordinated with the administration involved as to the appropriate bulletin board to be used.
- 4.03 **USE OF EQUIPMENT AND FACILITIES** The Association will be allowed to use equipment and facilities for Association meetings and other business with administrative approval. Materials used by the Association for Association business shall be provided and paid for at cost.
- 4.04 **FURNISHING INFORMATION** The Board agrees to furnish the Association, in response to reasonable requests, all normally available information in the form kept by the District concerning finance and other information, unless release of such information is expressly prohibited by law.
- 4.05 **WOEA MEETINGS** Members of the WOEa Executive Board will be excused from any staff meetings to attend WOEa Executive Board meetings, which shall be scheduled on the first Monday that school is in session each month. The WOEa may schedule up to three membership meetings each school year, and no staff meetings will be called for that day providing advance notice is given to the administration.
- 4.06 **ASSOCIATION PRESIDENT RELEASED TIME** The Association President shall have one (1) hour of paid release time during the student day to work on District/Association business. As required by State law, the Association shall reimburse the full MPSERS retirement cost paid by the District on behalf of the teacher for the release time. The payment shall be made no later than ten (10) days after the last school day for the year provided the invoice is issued by the District by June 1<sup>st</sup>.

**ARTICLE 5**  
**VOLUNTARY MEMBERSHIP**

- 5.01 **VOLUNTARY MEMBERSHIP DUES** Each bargaining unit member may join the Association and pay union dues or decline to join the Association and decline to pay union dues.

**ARTICLE 6  
TEACHER RIGHTS**

6.01 **RECOMMENDATIONS TO BOARD** Teachers may make recommendations to the Board for the Board's consideration in establishing the curriculum goals and objectives of the District. These goals and objectives should reflect the desires and ideals of the community. The teachers may make such recommendations through their representative on the West Ottawa Leadership Team. The teachers will carry out appropriate instruction within the instructional guidelines of the District.

6.02 **DISCIPLINE OF NON-CLASSROOM PROFESSIONALS (NCP)** No written reprimand shall be placed in a NCP's file nor shall more stringent discipline be taken without just cause. A NCP shall be entitled to have present a representative of the Association during any such disciplinary action and shall be so advised before any action is taken.

In the event discipline is necessary, the District agrees to follow a policy of progressive discipline unless the administration determines the NCP's action was of a nature that requires more serious measures.

When a NCP has engaged in conduct that is minor in nature and/or it is the first time such conduct has occurred, the administration may issue an oral warning. This does not, however, prohibit the administration from keeping an administrative record of the oral warning, provided that this administrative record must be placed into the NCP's personnel file within six (6) months if it is to be used for employment purposes.

6.03 **INDIVIDUAL CONTRACTS** The parties, at this time, recognize the need and validity of individual contracts of employment for migrant teachers and teachers who teach beyond the normal school year between the District and employees who are covered by the Agreement. The District agrees not to eliminate, for individual employees in said contracts, rights or benefits specifically granted hereunder.

6.04 **LUNCH PERIOD** All teachers shall be provided a duty-free lunch period of at least thirty (30) minutes.

6.05 **COMPLAINT PROCEDURES**

- A. Any report of unsatisfactory conduct or any unsatisfactory report submitted by parents, students, other teachers, or based on any other sources of information shall be discussed with the teacher within fifteen (15) work days from the receipt of the complaint and the teacher will be given an opportunity to respond to the report. All complaints to be placed in a teacher's file shall include the names of the complainants, date, and details of the complaint, provided that the District may withhold the names of the complainants from the teacher in extreme circumstances, and further provided that the Association may grieve the reasonableness of withholding the complainant's name in any given situation.
- B. The District or the teacher may ask any complainants to meet with the teacher to provide the teacher and the complainants with the opportunity to resolve the issue.

- C. Upon receipt of a complaint, the District shall investigate the complaint to determine its accuracy. If the complaint is found to be inaccurate by the administration, the complaint and all copies of the complaint will be destroyed.

If the completed investigation by the District does not provide sufficient evidence to determine whether the complaint is accurate or not, the complaint and all investigative documents will be maintained in an investigative file separate from the teacher's personnel file unless the District is otherwise required by law to destroy the complaint and investigative file. Investigative files will not be released to third parties unless required by law.

- D. If the teacher's personnel file contains information which the teacher believes is false and the information is not related to a prohibited subject of bargaining, the Assistant Superintendent for Human Resources will meet with the teacher to discuss removing and destroying said material. Only after this meeting may the teacher utilize the contractual grievance procedure to have said material removed and destroyed. It is understood that the teacher may not utilize the contractual grievance procedure to seek relief involving any prohibited subject of bargaining.
- E. The teacher shall have the right to attach a written response to any complaint, and this written response will be attached to all copies of the complaint.

6.06 **ASSAULTS ON TEACHERS** The parties recognize their mutual responsibility to provide the maintenance of control and discipline in the classroom. In the event of an assault upon a teacher, causing bodily harm requiring medical attention, directly related to the performance of his/her duty, the District shall render reasonable assistance to the teacher in connection with the handling of the incident by law enforcement and judicial authorities. Time lost, by reason of any assault, shall not result in loss of pay or leave time. However, losses compensated for by Worker's Compensation shall not be compensated under this section.

6.07 **MAILBOXES** Each teacher shall be provided with a mailbox. Teachers shall be allowed to use the Intra-school service.

6.08 **TEACHING SUPPLIES** Teachers shall be provided with the supplies, furniture and equipment necessary to teach with and sufficient workroom space in which to prepare. Any alleged violation shall be subject to the grievance procedure through the Board level.

6.09 **STAFF CENTER** Each school building in the District shall have at least one staff center designated for teachers.

6.10 **PARKING** Each school building shall have adequate off-street parking designated for teachers.

6.11 **REIMBURSEMENT FOR DAMAGE**

- A. The District agrees to reimburse teachers for reasonable losses related to the destruction of clothing, personal property, and/or glasses due to an assault on a teacher while performing his/her professional responsibility by a pupil, or a pupil's guardian or family member provided:

1. That in the opinion of the Principal or Immediate Supervisor the teacher was exercising reasonable care in dealing with the student.
  2. Within three (3) days of the occurrence the teacher shall file a written report with the building supervisor detailing the incident.
  3. The District will reimburse teachers for a reasonable amount.
  4. Teachers may be required to submit evidence of the amount of damage done.
- B. Teachers who have personal teaching equipment stolen, damaged, or destroyed from their classroom, shall be reimbursed the replacement cost of such equipment provided the principal has received a written list of the personal equipment that the teacher has in the building or on school property and has approved of its use.
- C. Teachers who have insured vehicles on the District's premises which are stolen or damaged (through no fault of the teacher) and as a result of the teacher's professional responsibility shall be reimbursed for such property by the District less any insurance settlements. The damage or theft must be properly reported to the police and building administrator immediately after the discovery of the damage or loss. This does not include traffic accidents between two employees.
- 6.12 **ADEQUATE CLASSROOMS** Classrooms shall be adequate for the subjects being taught.
- 6.13 **NON-DISCRIMINATION** The Board shall not knowingly discriminate against and/or between teachers on the basis of their race, creed, religion, color, national origin, ancestry, age, sex, gender identity, sexual orientation, marital status, and/or physical characteristics.
- 6.14 **PROFESSIONAL DRESS** Teachers shall be dressed in professional or business attire during their professional responsibilities. On Fridays, teachers shall continue to dress professionally but are allowed to wear blue jeans with black/white or West Ottawa apparel. Blue jeans in poor condition or with holes are not considered professional attire.

**ARTICLE 7**  
**NON-CLASSROOM PROFESSIONAL (NCP) EVALUATION**

- 7.01 Appraisals shall be conducted by the NCP's immediate supervisor. In the case where NCPs have several supervisors, one shall be designated for all appraisals for the school year. Should the designated supervisor not be available, another supervisor may be designated by the Board. Only certified administrators OR administrators who were issued an administrator's certificate prior to the state's discontinuation of said certificate OR administrators in a planned Educational Leadership Program OR non-certified administrators who have earned both a teaching certificate and a masters degree or higher in school administration shall be permitted to do NCP appraisals.
- 7.02 Required appraisals shall take place by May 15 for NCPs. Any NCP experiencing problems that may result in the overall performance for the year being deemed unsatisfactory shall have his/her appraisal completed and the written copy received by April 1.
- 7.03 Normally, if more than one observation is made in a semester, it shall be conducted at a different hour of the day than the previous observation(s).
- 7.04 During their second and third years in the appraisal process, NCPs shall fill out their "Personal Development Goals" for professional growth and self-reflection. In the spring, the "self-reflection" section shall be completed by the NCPs, and a discussion shall be held with each NCP and the administrator. The NCPs retain this appraisal form for their records; it is not to be placed in their personnel files.
- 7.05 If, during the appraisal process, a supervisor edits or modifies a NCP's appraisal in any way whatsoever, all earlier drafts of the appraisal shall be expunged from all District files. Only the final copy of a NCP's appraisal shall be included in District files.

**ARTICLE 8  
GRIEVANCE PROCEDURE**

8.01 The primary purpose of this procedure is to secure, at the lowest level possible, equitable solutions to the problems which are subject to this procedure. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at each step of the procedure. Nothing contained herein shall be construed as limiting the right of any teacher with a grievance to discuss the matter informally with any appropriate member of the administration in an effort to resolve matters without recourse to the grievance procedure. Nothing in this agreement shall be construed to restrict or deny the District its full rights and authority to take any action it deems necessary to comply with Federal and State law.

8.02 A claim by a teacher or the Association that there has been a violation, misinterpretation or misapplication of any provision of this Agreement or a violation, misinterpretation or inconsistent application of any Board policy or regulation involving wages, hours, and/or conditions of employment may be processed as a grievance in accordance with the procedures contained herein.

It is recognized by the parties that the Board reserves the sole and exclusive right to change, modify or revise, in any manner the Board deems appropriate, any policy or regulation of the Board in existence or hereinafter adopted and such action by the Board shall not be subject to the grievance procedure by any teacher, or the Association, provided such change, modification or revision does not violate the express and specific terms of this Agreement.

NOTE: The term "days" when used in this article means workdays, and the number of days indicated at each step are to be considered as maximum.

8.03 Step One - Immediate Supervisor

- A. A grievance may be filed in writing with the principal or appropriate administrator within twenty (20) days from the time the grievance is known or should have been known to exist.
- B. The grievance shall be identified as "individual" or as "Association."
- C. The principal or appropriate administrator will meet with the grievant and/or the Association within ten (10) days after receiving the grievance. The principal or appropriate administrator will respond in writing within ten (10) days of this grievance meeting.

8.04 Step Two – Superintendent

In the event the aggrieved person is not satisfied with the disposition of his grievance at Step One, or if no decision has been communicated within ten (10) days after presentation of his grievance at Step One, he may within ten (10) days file a copy of the grievance with the Association's Grievance Committee. If the Committee decides that there is a legitimate grievance, the grievance shall be presented to the Superintendent within ten (10) days. The Superintendent will meet with the grievance committee within ten (10) days after receiving the grievance and shall complete his decision in writing within ten (10) days after this joint meeting.

8.05 Step Three - Board

In the event the Grievance Committee is not satisfied with the disposition of the grievance at Step Two, or if no decision has been stated in writing within ten (10) days from the date of the joint meeting, the Grievance Committee may within ten (10) days refer the grievance to a committee of the Board of Education as appointed by the Board. Within fifteen (15) days of receipt of the grievance, the committee of the Board shall meet with the Association's Grievance Committee for the purpose of arriving at a mutually satisfactory solution to the grievance. A decision shall be arrived at and transmitted to the Association within ten (10) days after the meeting.

Only the Association may appeal a grievance to arbitration.

8.06 Step Four - Arbitration

- A. In the event the grievance is not satisfactorily resolved at Step Three, or if no decision is reached within the ten (10) day period, the Association shall have the right to appeal to arbitration by submitting a written Demand to Arbitrate within fifteen (15) days of the answer at Step Three.
- B. The arbitrator shall be selected in accordance with the rules and procedures of the American Arbitration Association (A.A.A.). The costs and expenses of the arbitrator shall be shared equally by the Board and the Association.
- C. During all proceedings in connection with the arbitration, the rules of the A.A.A. shall be observed.
- D. The decision of the arbitrator shall be final and binding.
- E. The authority of the arbitrator shall be limited to interpretation of this Agreement and the arbitrator shall have no authority to add to, detract from, or vary the terms of the Agreement.
- F. It is further recognized that the following matters are not subject to the arbitration procedures:
  - 1. The failure to re-employ any probationary teacher.
  - 2. Failure to re-employ any teacher to a position on Schedule B.
  - 3. Any procedure that is subject to the specific procedures under the Teacher Tenure Act.
  - 4. Any claim or complaint in which the teacher has initiated remedial procedures via a forum established by law or by regulation having the force of law.

- 8.07 The Association and the Board may mutually agree in writing to waive one or more of the steps in the grievance procedure in an effort to expedite the solution of the grievance. Every effort should be made to expedite the process. In the absence of the principal or superintendent, an officially designated representative shall be responsible to carry out the grievance procedure.

- 8.08 Failure of the Association or the aggrieved to advance a grievance through the grievance procedure within the established time limits shall result in said grievance being considered withdrawn without prejudice to future grievances of a similar nature. If the Administrator or Board fails to respond to each step according to the established time limits, the grievance may be appealed to the next step in the grievance procedure.
- 8.09 The time limits may be extended by written mutual consent.
- 8.10 Any grievant may have present at any meeting or hearing at any step of the grievance procedure Association Grievance Committee members, Association officers and/or an Association representative.
- 8.11 An Association grievance may, by mutual consent of the parties, commence in writing at either Step One or Step Two of the grievance procedure.
- 8.12 No reprisals of any kind shall be taken by or against any party of interest or any participant in the grievance procedure by reason of such participation.
- 8.13 All documents, communications and records dealing with a grievance shall be filed separately from the personnel files of all participants.
- 8.14 Access shall be made available to all parties of all public documents, communications and/or records upon which any party relies in the course of processing a grievance, unless release of such information is expressly prohibited by law.
- 8.15 Meetings relating to grievances, and investigation, discussion or processing of grievances shall be done outside normal class hours unless mutually agreed otherwise.
- 8.16 Nothing contained herein shall be construed to prevent any teacher from presenting a grievance and having the grievance adjusted without the intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement, provided that the Association has been given opportunity to be present at such adjustment, and further provided that individual teachers may only present grievances through the Board step. Only the Association has the authority to appeal a grievance to arbitration.

**ARTICLE 9**  
**VACANCIES, PROMOTIONS, AND TRANSFERS**  
**LAYOFF AND RECALL PROCEDURES FOR NON-CLASSROOM PROFESSIONALS (NCP)**

- 9.01 **DEFINITION OF CERTIFIED AND QUALIFIED** For the purposes of this article, Vacancies, Promotions, Transfers, Layoffs, and Recalls, the following definitions shall be applied:

**CERTIFIED:** Possessing a Michigan Certificate valid for the teaching level.

**QUALIFIED:** Qualifications mean and include appropriate state certifications and meeting all State and Federal requirements, and having attained a sufficient number of credit hours in subject areas to meet accrediting agency standards.

- 9.02 **SENIORITY** Seniority for all purposes under this Agreement shall be defined as the length of unbroken service within the bargaining unit since the last date of hire or transfer into the bargaining unit. Accumulation of seniority shall begin with the employee's first working day in the bargaining unit (since last date of hire / transfer into the bargaining unit).

All bargaining unit seniority shall be lost by an employee upon resignation, retirement, transfer to a non-bargaining unit position, and/or discharge for cause. Neither layoff nor the taking of a leave as provided under this Agreement shall constitute a break in service. Seniority shall continue to accumulate during a leave as provided under this Agreement. During a period of layoff, seniority shall continue to accumulate up to the total amount of time that the teacher was employed by the district at the time of the layoff, and then shall be frozen. [Example: A teacher who is laid off at the end of the third year of employment shall continue to accumulate seniority while on layoff for up to three years, and will then be frozen at six years.]

An employee who terminates employment in the bargaining unit and is later rehired or transfers back into the bargaining unit shall begin as a new hire from the most recent date of hire and shall not retain any seniority from previous bargaining unit employment.

If two or more persons have equal seniority, their seniority shall be determined by the highest last four digits of their social security numbers.

The Board shall maintain a current list of seniority. Not later than November 1 of each year, the District shall provide the Association president with a current seniority list.

- 9.03 **DEFINITION OF VACANCY**

**Permanent Vacancy:** A permanent vacancy is any job opening within the bargaining unit which the District intends to fill, including but not limited to, regular full-time or part-time jobs; newly created positions; any permanent opening in an existing job created by death, resignation, discharge, retirement, or permanent transfer; a position vacated by an employee on a leave (paid or unpaid); or any other vacancy as determined by the District.

**Temporary Vacancy:** A temporary vacancy is defined as an opening within the bargaining unit created by an employee on a leave (paid or unpaid). A temporary vacancy also includes vacancies that occur on August 1 or later, that the District elects to post and fill as temporary vacancies.

- 9.04 **HIRING QUALIFIED, CERTIFICATED PERSONNEL** The District recognizes the need to hire qualified personnel according to the laws and standards of Federal Law. In making its decision in filling vacancies, the District will continue to do so with qualified, certificated personnel for teaching positions.
- 9.05 **NON-CLASSROOM PROFESSIONAL (NCP) STAFF REDUCTION** In the event it becomes necessary to reduce the NCP staff, the following procedures will be utilized:
- A. Non-Certificated NCPs with permits or approvals in the specific positions being reduced or eliminated will be laid off first, provided there are certified and qualified NCPs remaining to replace and perform all of the duties of the laid off NCPs.
  - B. NCPs in the specific positions being reduced or eliminated will be laid off in inverse order of seniority.
  - C. NCPs laid off under this procedure may displace the most junior NCP in the system in positions for which the laid-off NCP is certificated and qualified.
  - D. Written notice of layoff shall be given to affected NCPs no later than July 1, prior to the school year in which the layoff is scheduled to take effect.
  - E. All laid-off NCP's shall be recalled, when conditions so allow, in the order of their seniority provided they are certificated/licensed and qualified for the available positions.
    - 1. A NCP being recalled shall be notified by registered mail and shall have ten (10) days from the time the notice is received to reply and/or report to work, but may state his/her position in writing any time before the end of the ten day period. It shall be the responsibility of the NCP to keep the District informed of his/her current address.
    - 2. A NCP being recalled to less than a full-time position may reject such a position without losing his/her right to recall.
    - 3. A NCP being recalled to less than a full-time position may accept such a position and still retain the right to accept the first full-time position that he/she would otherwise be entitled to.
    - 4. A NCP being recalled who is under a contract of one year or less with another employer, which is a recognized educational institution (excluding home schooling), may reject a recall which would be effective during the term of the contract with the other employer without losing his/her future right to recall. At the conclusion of the current contract with the other employer, said NCP may displace a less senior NCP in the district provided he/she is certificated and qualified for such a position.
      - a. When a NCP receives a recall notice at least sixty days before the beginning of the semester for which the NCP is being recalled, the NCP shall make a written request directed to his/her present employer to be released from that contract

with a copy of the written request and reply sent to the West Ottawa Superintendent.

- b. If the current employer timely agrees to release the NCP without penalty, the NCP shall return according to the terms of the recall notice at the beginning of the next semester.
  - c. In the event the NCP fails to request the release as set forth in paragraph 4-a above, or if the NCP is released and fails to return to employment in West Ottawa in accordance with paragraph 4-b above, the NCP thereby waives all contractual rights to recall under the terms and conditions of the Master Agreement.
5. The District shall not be permitted to implement the provisions of Section 9.05 E 1-4 above unless all of the following have been done:
- a. The recall notice shall include a statement – in clear, unambiguous language – explaining:
    - 1) that the NCP is required to make a written request to be released from his/her contract with the teacher's present employer, and
    - 2) that the NCP is required to send a copy of this written request to the WOPS Superintendent, and
    - 3) that the NCP is required to send a copy of the reply to the WOPS Superintendent.
  - b. The recall notice shall also include a statement – in clear, unambiguous language – explaining that if the NCP fails to request the release as set forth in paragraph 4a above, the NCP waives all contractual rights to recall.
  - c. The recall notice shall also include a statement – in clear, unambiguous language – explaining that if the NCP fails to return to employment in West Ottawa in accordance with paragraph 4b above, the NCP waives all contractual rights to recall.
  - d. If a NCP fails to comply with these requirements, the District shall notify the NCP by registered mail of this failure, and shall notify the NCP that if he/she does not comply with these requirements within two (2) week days (excluding holidays) after receipt of the letter, the NCP's employment will be terminated.
6. NCPs on layoff from the employer who register to substitute will be placed in a priority position on the guest NCP calling list and will normally be called before other guest NCPs. Such NCPS will so register each school year and will be paid at the guest teacher rate.
- F. Reduction of a position from full-time to part-time shall be avoided whenever possible. Any reduction of a position from full-time to part-time shall be considered a layoff.

## ARTICLE 10 LEAVES

### 10.01 PAID LEAVES

- A. **BEREAVEMENT LEAVE** In the event of a teacher's absence because of a funeral at which the teacher is in attendance, a leave of absence shall be granted for a period of time which is of duration appropriate to the circumstances presented, up to a maximum of three (3) work days. This three (3) day limit may, upon request to the Assistant Superintendent of Human Resources, for cause acceptable to the District, be extended for two (2) additional days, for a total maximum of five (5) days.

The District, at its discretion, may require verification of the death, relationship, and actual attendance at the funeral following the leave and may withhold payment if the employee(s) did not make immediate request for leave, prior to taking the time off, so that his/her work could be covered in his/her absence.

1. If the leave is for the death of an extended family member, all such leaves shall be deducted from the number of "PAID sick leave days" accumulated by the teacher.
2. In cases when the death involves a member of the teacher's immediate family, or the immediate family of the teacher's spouse, or the death of a relative living in the same household as the teacher, the teacher shall be paid for such leave time. Immediate family as used herein shall include only spouse, parent, grandparent, child, brother and sister, those who stood *in loco parentis*, and others as approved by the Assistant Superintendent of Human Resources.

- B. **MILITARY LEAVE** It is agreed that the matter of leave of absence for an employee during the period of his military service with the Armed Forces of the United States, and of his reinstatement thereafter, shall be governed by applicable statutes as they may be interpreted by decision of the Courts.

In the event members of the National Guard or Reserves are ordered to participate in activities which result in loss of time from their teaching responsibilities, such members will be paid the difference between the total amount paid by the government and the amount they would have otherwise received from the District. This payment shall apply only to the period not to exceed the first fifteen (15) working days after the period of being called into duty for which they would otherwise have received pay from the District.

- C. **JURY DUTY** Teachers required to serve on jury duty or subpoenaed to testify in a judicial proceeding to which they are not a party, shall be allowed a leave of absence. Teachers who secure a leave for such purpose will be compensated the difference between what they receive for such duty (excluding travel allowances) and their normal pay.
- D. **MATERNITY RELATED ILLNESS OR DISABILITY** Teachers may use sick leave and/or sick bank, subject to the limitations in 10.01G, for maternity related illness or disability.
- E. **PERSONAL LEAVE** At the beginning of every school year each teacher shall be credited with three (3) paid personal leave days. A teacher planning to use a personal leave day or days shall notify his/her principal as early as possible. A personal leave day will not normally be

granted for the day preceding or the day following holidays or vacation, and the first and last days of the school year. If a teacher requests personal leave time for the day preceding or the day following holidays or vacation, or the first or last days of the school year, the teacher may be asked to explain the reasons for the personal leave request.

Only one (1) personal leave day may be used after May 1<sup>st</sup> each year. In special circumstances, requests to use additional personal days after May 1<sup>st</sup> should be made to the Assistant Superintendent for Human Resources.

Unused personal leave days at the end of the school year will be rolled over into a teacher's accumulated sick leave.

**F. SICK LEAVE**

1. An employee who is injured, ill, or disabled, and whose claim of injury, illness, or disability is supported by satisfactory evidence, shall be granted a sick leave of absence without loss of pay up to fifteen (15) days in the first year of employment and up to ten (10) work days in any single school year thereafter, with unused leave cumulative to a maximum of one hundred (100) days. Employees with more than 90 sick days in April can elect to be paid \$25 for each day over 90. This election must be made in writing by May 1
2. Employees shall be allowed to use up to five (5) days per year sick leave for absence occasioned by the critical illness, injury, or disability of a member of the immediate family as defined in Article 10.01.A. An additional 15 days will be available when attending physician determines the teacher's presence is necessary.
3. An employee granted such leave upon his/her verbal request shall at the first reasonable opportunity support such request with an application in writing and with such evidence as the District may reasonably require.

**G. SICK LEAVE BANK** The District shall initiate a voluntary Sick Leave Bank.

1. The Sick Leave Bank is established for the purpose of providing a teacher income protection in the event an illness or injury exhausts accumulated sick leave before income protection insurance begins or the teacher recovers and can return to work.
  - a. A teacher may apply if they have been absent at least five consecutive work days for a catastrophic/serious illness or injury.
  - b. The bank is not available for day-to-day occasional absences except for follow-up treatments or tests for catastrophic/serious illness or injury.
2. Those wishing to participate will enroll in September. Each year during the month of April, bargaining unit members may contribute one (1) or more days (up to a maximum of ten (10) days per year) of accumulated sick leave for the purpose of funding a Sick Leave Bank. This contribution must be made in writing by May 1.

3. For days borrowed beginning October 1, 2013:

- If the teacher owes 15 days or less, the teacher will pay back three (3) days per year at the daily rate of BA Step 1 at the time of borrowing.
- If the teacher owes 16 to 30 days, the teacher will pay back five (5) days per year at the daily rate of BA Step 1 at the time of borrowing.
- If the teacher owes 31 days or more, the teacher will pay back ten (ten) days per year at the daily rate of BA Step 1 at the time of borrowing.

Teachers will pay the amount owed through payroll deduction beginning with the first paycheck after the first day is borrowed. The deduction will be spread over the remaining paychecks for the school year and continue with future school years until the balance is paid back in full.

The number of days paid back each year will not be reduced. For example, if a teacher borrows 40 days, the number and rate of days paid back will not be reduced from 10 days per year to 5 days per year when the balance falls below 31 days.

For days borrowed prior to October 1, 2013, the teacher shall repay the Bank for the days owed (number of days borrowed minus number of days contributed) at the rate of three (3) days per year. When a teacher's accumulated sick leave days reach twenty (20) or more days, she/he shall pay back at the rate of 5 days per year.

If a member retires, resigns or for other reasons plans to leave the district before repaying the Bank, the teacher will repay the district, prior to departure, for the number of days still owed at the daily rate of the BA Base Step 1 of the current year. (All days owed prior to the 2005-2006 Contract Extension shall not be affected by this pay back requirement if a teacher leaves the district.)

4. The Bank shall be administered by the Assistant Superintendent for Human Resources. All applications and any additional requested paperwork will be sent to the Office of Human Resources. Bank applications shall be reviewed and eligibility decisions made jointly by the Asst. Superintendent of Human Resources and the WOE A President/designee. The applicant shall receive notification from the Office of Human Resources as to approval or non-approval of his/her request and, if approved, the number of days approved.
5. **Bank Use with one day in bank** – a teacher may apply for sick leave days from the bank when he/she has exhausted his/her own personal accumulated paid sick leave days and they are a member of the bank with one day in the bank. If the application is approved:
- a. The teacher shall have a waiting period of five (5) unpaid days which will be subtracted from their total eligible days.

- b. The payroll deduction for these unpaid five (5) days shall be prorated over the remaining pay periods unless the teacher requests other approved payroll deduction arrangements.
- c. The number of bank days available shall be computed as follows:

Years in the district (Completed years) times three (3) days – minus the five (5) Waiting period days.

(\_\_\_ yrs x 3) - 5 unpaid days = \_\_\_ Eligible days.

- d. The days are to be used for the teacher's catastrophic/serious illness or injury only. These days may not be used for family sick leave or child care.

**6. Days available for use for teachers with more than one (1) day banked:**

- a. Teachers may borrow from the bank their own banked days in addition to the number of general Bank days they are eligible for under the formula when their application is approved, without being required to reimburse the cost, as described in 3, for their own donated days.
- b. Teachers with days in the bank may use their days for illness/injury until their total days are down to one (1) day.
- c. The number of general bank days available to a teacher (not their own banked days) shall be equal to the number of completed years in the District minus five (5) waiting period days.

(\_\_\_ yrs. x 3) - 5 unpaid days = \_\_\_ Eligible days + banked days.

- d. The total number of days that a teacher with days banked may use shall be 6b. and 6c.

**7. The Sick Bank Guidelines**

- a. The member will provide a statement from the attending physician if requested by the Asst. Superintendent of Human Resources describing the nature of the disability, treatment rendered, and prognosis for return to work.
- b. In the event the initial application is not approved, the member shall be entitled to submit additional evidence and/or meet with the Asst. Superintendent of Human Resources and the WOEPA President/designee to review the request.
- c. The decision on the Sick Leave Bank application shall be final.
- d. A new disability period shall begin after a member has returned to work for ninety (90) calendar days. A member can draw up to the maximum for a new disability or subsequent disability providing the waiting period has been satisfied.
- e. A member using the sick leave bank days shall submit a written medical update to the Office of Human Resources every thirty (30) days, provided the member is still on sick leave.

- f. Before 180 calendar days (6 months) absence from work and using the sick leave bank, the teacher shall initiate the long-term disability (LTD) process. The application shall be made available through the business office.
  - g. The Bank shall be administered in a manner that is not arbitrary or capricious.
  - h. No member shall receive days from the Sick Leave Bank for which they are compensated from other sources, including but not limited to worker's compensation, Long-Term Disability, Social Security Disability, or retirement disability, excluding Short Term Disability. Any funds received via the bank which constitutes a double payment under the terms of this Article shall be immediately repaid to the District.
  - i. Every effort shall be made to protect the teacher's protected health information by keeping it private.
- H. **WORKERS' COMPENSATION** When it is necessary to be absent from duty due to illness or injury compensable under the Michigan Workers' Compensation Act, the teacher shall receive the difference between his/her salary (including any extra-curricular pay) and that amount received through Workers' Compensation.

Such differences in salary shall be figured on a percentage basis, and this same percentage shall be deducted from the teacher's sick leave accumulation until the teacher's sick leave is exhausted or upon the teacher's return to duty, whichever is sooner. (For example: If Workers' Comp pays 60% of the full pay, sick leave will pay only 40% and the sick leave accumulation shall be charged .4 of a day for each day used.) It is the intent of the District and Association that an employee shall continue to receive 100% of his/her salary, but not more than 100% of his/her salary, while prorated sick leave is being used. The District's obligation to pay the difference between the teacher's salary and Workers' Compensation shall end when the teacher has used thirty (30) full sick leave days.

#### 10.02 **UNPAID LEAVES**

- A. **FAMILY AND MEDICAL LEAVE ACT** All Family Medical Leave Act Leaves of Absence shall be subject to and administered in accordance with the Family Medical Leave Act and its regulations. The Board reserves all rights granted to school districts under the Act. See FMLA Fact Sheet in Appendix A.
- B. **CHILD CARE LEAVE** Unpaid childcare leave shall be granted for up to one full year upon the teacher's request, to care for a child(ren) under the age of 6 on June 1st. Unpaid childcare leave may be granted for up to one full year upon the teacher's request for a child(ren) ages 6 and up on June 1st, at the discretion of the district with collaboration between the Association leadership and Assistant Superintendent of Human Resources. A second year will be considered for the purpose of caring for the employee's infant, adopted child, or child with a medical condition. Request to the Assistant Superintendent of Human Resources for leave shall be made within thirty (30) days in advance of such leave. Any employee on a childcare leave shall not be employed elsewhere during the period covered by such leave. If the employee takes a job elsewhere, the leave is cancelled.

- C. **OTHER LEAVES** Leaves of absence may be granted by the administration at its discretion. The request for such leave shall be made in writing at least (sixty) 60 days prior to the end of the school year preceding the year for which the leave is requested or 60 days prior to the date the leave is to begin. This required 60-day notice may be waived by the Superintendent in cases where unusual circumstances justify a waiver. The request must include the purpose of the leave, and a statement by the teacher confirming that the teacher intends to return to the District at the beginning of the next semester following the end of the leave.

Teachers may request a sabbatical leave for the purpose of advanced education. If it is approved by the Superintendent, the terms of the leave shall be worked out with the Association and the teacher regarding salary and fringe benefits. The teacher will be granted a leave without loss of seniority and upon return will be placed on the salary schedule as if he/she had been working the year(s) he/she was out of the district.

- D. **SHORT-TERM LEAVE** Other short-term leaves may be granted by the Superintendent without Schedule A pay.

#### 10.03 **PROFESSIONAL LEAVES**

- A. **ASSOCIATION LEAVES** At the beginning of every school year the Association shall be credited with seven (7) days to be used by teachers for professional development at the discretion of the Association. The Association may purchase seven (7) additional days per year at the cost incurred by the District.
- B. **PRESCHEDULED ABSENCES** The number of pre-scheduled absences from a building for conferences, professional development, and personal leave shall be limited to twelve percent (12%) of the building staff unless the administration deems it advisable for additional staff members to attend a conference or inservice, or in special circumstances an additional personal leave day is required.

- 10.04 **EARLY RETURN** A teacher may make written application to the Superintendent for reinstatement prior to the expiration of the leave. The Board reserves the right in its sole discretion to approve requests for early return from leave on the basis of each individual case.

- 10.05 **NOTICE OF RETURN** The teacher on leave must submit written notice to the Superintendent by April 1 of the school year in which the leave expires (or in the case of leaves for less than a year, such other date as may be set by prior agreement between the Superintendent and the teacher) stating the teacher's intent to return to work the following year.

- 10.06 **UNAUTHORIZED LEAVE** Personnel who fail to follow the above procedures will be notified by the District and given a deadline to respond to the notification. If the teacher fails to respond by the deadline, he/she will be considered to have terminated employment and will be considered to have resigned.

- 10.07 **DISTRICT INITIATED LEAVE** In the event the District has reason to question a teacher's physical, emotional, or mental ability to carry out some or all responsibilities of the assigned teaching position, the District reserves the right to require a teacher, by written notice, to be examined by a doctor acceptable to the District, at the District's expense.

The District may place the teacher on leave status pending receipt of the doctor's report. If placed on leave status, the teacher shall have a right to a hearing in accordance with the Michigan Tenure Act (see Article V, Michigan Teacher's Tenure Act), or to grieve and arbitrate the District's actions in accordance with the grievance provisions (see Article 8 of the Master Agreement). There shall be no interruption in pay while in this status and the teacher's accumulated sick leave shall be reduced only by the number of days the doctor's report certifies as days on which the teacher was too ill to perform regular services.

- 10.08 **COMPENSATORY TIME** Secondary counselors will report for two additional days during the month of August, and will be given two compensatory days to be expended at a later time during the school year. These compensatory days will not be subject to leave day parameters but will be communicated at least two (2) weeks in advance of their use to the building administrator. Compensatory days may not be combined with personal days to lengthen a school break.

**ARTICLE 11**  
**TEACHING CONDITIONS**

- 11.01 **PLAYGROUND, LUNCH & RECESS DUTY** Elementary, middle school, and high school teachers will not be assigned noon playground duty, lunch duty or recess duty. One (1) elementary recess may be scheduled either in the morning or in the afternoon, as recommended by the teachers in each building and approved by administration. If a teacher decides to participate in a second recess, he/she shall be responsible for the class during this time.

Teachers who are on their duty-free lunch time are free of student supervisory responsibility. However, if a teacher schedules students to be in his/her room during the lunch time, the teacher shall have responsibility for the students. In case of emergency or inclement weather, however, a teacher may be assigned to this duty on a rotating basis. Nothing shall prevent a teacher from volunteering or being hired to accept playground, lunch, or recess duties.

- 11.02 **PUPIL-TEACHER RATIO** Pupil-teacher ratio is an important aspect of an effective educational program, and it is further recognized that normally it is desirable to have a lower pupil-teacher ratio in the primary elementary level than the upper elementary level.

Recognizing these considerations, it is agreed to continue the effort to keep class sizes at a level at which the teaching process can be conducted most effectively subject to the financial resources of the District, availability of building facilities and qualified personnel and the overall best interest of the District.

- 11.03 **IMPARTIAL ADVISORY PANEL** If the administration and/or the Association believes that application of the above factors is creating undue hardship on students by imbalance of class size, then either party may request a meeting, to be scheduled at a mutually agreeable time. This meeting will be between representatives of the Administration and the Association and shall be to discuss the matter in an effort to explore the problem and reach an amicable solution.

If either party believes that an amicable solution has not been realized, said party may move to convene an Impartial Advisory Panel. The Impartial Advisory Panel shall be composed as follows: (1) The President of the Board and the President of the WOEa will each submit one nominee to the Panel. Said nominee will neither be members of the Board of Education nor employees of the District. These two nominees will mutually select a third nominee to the Panel. (2) The three members of the Panel shall select one of the members to be chairperson who shall convene and preside over a hearing. Subsequent to the hearing, the chairperson shall issue an advisory report to the Association, the Board and the community. (3) Costs and expenses incurred by the Panel shall be borne equitably between the Board and the Association. To facilitate the Association's use of 11.03, the District shall provide the Association with an accurate student count classroom by classroom, including the number and category of the inclusion students in each classroom. This information shall be provided to the Association within two (2) weeks of the scheduled student count days.

- 11.04 **ELEMENTARY CLASSROOM SIZE** Whenever an elementary classroom population exceeds thirty (30) students, the Board shall provide that teacher with one (1) hour of aide time for each student in excess of thirty. Aide time required shall be provided as follows:

- A. Extra aide time will not be provided the first week of school. (A week shall be defined as having at least two student count days.)
- B. After the first week of school, extra aide time shall be provided within six (6) student count days, but not later than Monday of the third week of school, if a class load exceeds thirty (30) students.
- C. After the Monday of the third week of the school year, “whenever,” as stated in this section, shall mean within two (2) school days if a class load exceeds thirty (30) students.
- D. When the class enrollment drops below thirty-one (31) students, the services of the aide will be withdrawn the third day or later.

11.05 **SPLIT GRADES** If the administration concludes that distribution of students necessitates the possibility of split grades, the teachers in the school of the classes involved, if available, shall have an opportunity to make suggestions as to whether larger classes or split grades offer the better educational setting, subject to final determination by the administration. In connection with determining the assignment of paraprofessional employees of the District, the administration, as a part of its evaluation of needs, will consider the particular conditions which exist within certain classrooms, on certain playgrounds, the number of teachers in each building, and the number of self-contained split grades within the building. In the event split grades are necessary, the teachers in the classes affected will have an opportunity to make suggestions on the need for additional paraprofessional assistance.

11.06 **MIDDLE AND HIGH SCHOOL CLASSROOMS**

- A. The high school and middle school shall follow a six-period schedule for grades 6-12.
- B. The Administration shall make a reasonable effort to level class numbers between sections in the same course.
- C. In no event shall the number of students assigned to a class exceed the number of workstations available.
- D. Should the Board mainstream students with special needs, the Board will attempt to mainstream them into the smaller classes.

The maximum teacher load per semester in the high school shall be 155 students per teacher with the exception of performing music and physical education. The maximum teacher load per semester for performing music and physical education shall be 180 students per teacher with the exception of lifeguard instruction. The maximum teacher load per class for lifeguard instruction shall be 20 students. Additional students may be added to performing music at the discretion of the performing music department chairperson and building administrator. The classroom teacher will also be consulted before students are added to the teacher load.

The maximum teacher load per semester in the middle school shall be 155 students per teacher with maximum section loads of 32 with the exception of performing music and physical education. The maximum teacher load per semester for performing music and

physical education shall be 174 students per teacher with the exception of lifeguard instruction. The maximum teacher load per class for lifeguard instruction shall be 20 students. Additional students may be added to performing music at the discretion of the performing music department chairperson and building administrator. The classroom teacher will also be consulted before students are added to the teacher load.

- E. Teachers may, with the approval from the administration and Association, elect to alter their teaching day typically one hour before or after school. Compensation for altered schedules, which may include a total FTE greater than 1.0, will be prorated to a typical Schedule A day. In the event of an altered schedule, the teacher must report to work at least 10 or 15 minutes prior to the start of their instructional day, depending on the grade level and remain ten (10) minutes after students are dismissed as described above in 11.09B. Any teacher unable to attend a required Schedule A obligation due to having an altered schedule shall work with their administrator to fulfill the time requirement.
- F. Large Group Instruction (LGI) Classes – Full-time teachers, with a minimum of ten (10) years experience, teaching full-year core subjects (math, science, language arts, and social studies) and/or approved advanced placement courses may, with the approval of the administration, teach one section per day with up to seventy-five (75) students. The maximum teacher load each semester will be one-hundred and twenty (120) students plus the LGI class up to the maximum of seventy-five (75) students. The teacher shall be compensated an extra stipend based on the number of students enrolled in this class on the official count day for each semester and based on the teacher's current salary. The compensation table is below. Additionally, when the class is over forty-five (45) students the teacher shall be provided a grading assistant for each hour of LGI classroom instruction. An additional half-hour of grading assistant time per hour of LGI classroom instruction shall be provided when the class is over sixty-five (65) students. The number of students in the class shall be based on the enrollment on the State pupil count day each semester.

<u>Number of Students</u>	<u>Percentage of Additional Compensation</u>
36 to 45	4.25%
46 to 55	6.50%
56 to 65	8.75%
66 to 75	11.25%

#### 11.07 **PLANNING TIME**

- A. Bargaining unit members in the elementary schools (all-day every-day kindergarten and grades 1-5) shall have at least two hundred forty (240) minutes of planning time each week during the student day in blocks of at least thirty-minute periods.
- B. Each full-time half-day kindergarten teacher shall have a morning and afternoon break either in the form of planning time, a duty-free recess period (covered by certified personnel), or a break given by the principal or educational assistant. Half time kindergarten teachers shall have a morning or afternoon break according to their schedule.

- C. All teachers in grades 6 through 12 shall have one scheduled planning period in each school day.
- D. Teachers in grades 6-8 will have at least 50 minutes of planning time daily and will have at least two hundred fifty (250) minutes of planning time each week during the student day in blocks of at least thirty (30) minutes.
- E. Teachers in grades 9-12 will have an average of 281 minutes per week of individual planning time with each daily planning period equal to the length of the regular class period.
- F. Planning time will be prorated for part-time teachers.
- G. Planning periods use shall be limited to matters such as conferences between teachers and students or parents of students, teachers' cooperative planning, teachers' preparation and planning for instruction, meetings with administrators, meetings with mentors or mentees, or other duties relating to teaching responsibilities.
- H. If, during the school year, the District concludes that under emergency circumstances a planning period cannot be included in the schedule of a bargaining unit member at the high school during the regular school day, the District shall inform the high school WOEa Negotiating Team Representative of such circumstances. The teacher's compensation shall be calculated by prorating the actual minutes of additional instructional time plus planning based on the teacher's current column and step on Salary Schedule A.
- I. Teachers who, at the request of the Administration voluntarily accept a teaching assignment occasionally in place of a planning period, shall be paid at the Schedule C hourly rate for each such planning period that the teacher gives up for such other assignment. In each such case, the teacher who accepts the assignment will be given a written record of the additional services rendered, such written record to be provided to the teacher as soon as practical after the services are rendered.

11.08 **TEACHERS' HOURS**

- A. The teachers' hours shall be in accordance with Schedule G.
- B. Teachers shall remain ten (10) minutes after students are dismissed.

All elementary teachers shall report to work at least 5 minutes prior to the start of their instructional day.

All teachers in grades 6-8 shall report to work at least 15 minutes prior to the start of their instructional day.

All teachers in grades 9-12 shall report to work at least 10 minutes prior to the start of their instructional day.

- C. Each kindergarten session shall be in accordance with Schedule G. At the end of the half-day morning session, kindergarten students who are waiting for parent rides shall be taken to the office to wait after the other kindergarten students are loaded on the buses.
- D. No teacher shall be required to be at school more than seven (7) hours and eighteen (18) minutes (consecutive), except in case of special events as specified herein or in emergency situations.

11.09 **EVENING ACTIVITIES** Principals may schedule a maximum of one (1) evening open house which the teachers are expected to attend. Principals may schedule additional evening building activities to which teacher will be invited but not required to attend, providing that the principal will confer with Association Representative(s) before scheduling these meetings. Such activities shall not be scheduled for more than 2½ hours in length. These activities do not include parent-teacher conferences or the West Ottawa Showcase event as provided in the calendar.

11.10 **ADDITIONAL MEETINGS** Nothing in this Article shall prohibit a teacher or group of teachers from voluntarily planning and/or participating in more than the required meetings, provided such participation is strictly voluntary.

11.11 **STUDENT DAY** The school day for pupils shall be set by the Board.

- 11.12 **COMMUNICATIONS WITH PARENTS** Teachers are expected to communicate with the parents of their students on a weekly basis, using one or more of the following:

- A. Classroom or grade level newsletters
- B. Flyers
- C. Progress updates
- D. E-Mail
- E. Websites
- F. Infinite Campus
- G. Telephone

Each teacher shall notify his/her building principal of the method(s) of communications that he/she will use.

- 11.13 **SUMMER CLASSROOM USE** The teachers in buildings housing the Migrant Summer Program and/or the At-Risk Program, and teachers in buildings that are undergoing remodeling or District reorganization that requires the teachers to move into new classrooms and/or buildings shall receive time to pack, move and unpack. If a teacher needs to prepare his/her classroom because of District-related summer programs, or move to a new classroom/building because of District reorganization, the teacher shall be paid \$75.00 during non-scheduled work time.

- 11.14 **CURRICULUM CHANGES** New curriculum programs, new textbooks, and changes to curriculum programs for the next school year shall be communicated to teachers no later than June 1<sup>st</sup>, with the expectation that all materials be delivered as soon as possible.

- 11.15 **PARENT-TEACHER CONFERENCES** The expectation for Schedule A Parent-Teacher conferences is that all teachers shall meet with parents during the scheduled conference time. In the instance where a teacher is unable to meet with parents during the scheduled conference time, an alternate scheduled time to meet with parents must be set up with approval by the building principal. In the event that a teacher does not meet with parents during scheduled conference time or during an approved alternate time, the Schedule A time will be unpaid.

- 11.16 **KINDERGARTEN EXTRA COMPENSATION**

A. **PRE-ASSESSMENTS**

1. Kindergarten teachers shall administer pre-assessment to incoming kindergarten students prior to the start of the school year. The pre-assessments shall last approximately four (4) to six (6) hours per class session. The date(s) and time(s) for kindergarten pre-assessments shall be set by the administration and the kindergarten teachers of each elementary building.
2. Based on numbers of sessions taught, each kindergarten teacher shall be permitted to select one (1) of the following options:
  - a. An all-day every-day kindergarten or half-time kindergarten teacher shall be allowed one-half (.5) compensatory day off during the school year. The procedures used for personal business days shall be applied to this compensatory day.

- b. A full-time half-day kindergarten teacher who has two (2) sessions shall be allowed one (1) compensatory day off during the school year. The procedures for personal business days shall be applied to this compensatory day.
- c. The teacher shall be paid at his/her regular per diem salary rate prorated for the number of hours worked. Minimum payment shall be one-half (1/2) day pay for teachers with two (2) sessions, and one-fourth (1/4) day pay for teachers with one (1) session.

**B. EXTRA CONFERENCES**

- 1. Full time half-day kindergarten teachers who have two (2) sessions shall be compensated at the Schedule C hourly rate for the extra (above the nine scheduled hours) parent conferences in the fall. Hours shall be submitted on the time sheets and rounded to the nearest half hour of time.
- 2. Full-time half-day kindergarten teachers who have two (2) sessions shall be compensated at the Schedule C hourly rate for any extra (above the nine scheduled hours) hours spent in parent conferences in the spring.

**ARTICLE 12**  
**MENTOR TEACHER**

- 12.01 The Teacher Mentoring process is a cooperative arrangement between peers in which new teachers are provided ongoing assistance and support by skilled and experienced teachers. This relationship should be collegial in nature, and should be directed toward the development and refinement of effective teaching skills.
- 12.02 A Mentor Teacher shall be defined as a Master Teacher as identified in section 1526 of the School Code and shall perform the duties of a Master Teacher as specified in the code. The Mentor Teacher shall be a member of the bargaining unit.
- 12.03 As used in the context of this article:
- A. NEW TEACHER: a beginning teacher within her/his initial three years of employment in teaching. (MENTEE)
  - B. MENTOR: a master teacher who voluntarily agrees to assist and support a new teacher within the context of an ongoing, caring relationship.
- 12.04 A new teacher in her/his first three (3) years of employment shall be assigned a Mentor Teacher. The purpose of the mentor assignment is to provide a peer who can offer assistance, resources and information in a non-threatening collegial fashion.
- 12.05 A teacher, assigned to a new position within their certification, may request, a mentor teacher for one year. This request must be made in writing to the Assistant Superintendent of Human Resources, by October 1<sup>st</sup>. If approved, the mentor teacher would be compensated at 1% of the BA base.
- 12.06 A Mentor Teacher shall be assigned in accordance with the following:
- A. The Mentor Teacher shall be a tenured member of the bargaining unit and shall have worked in a similar grade level or discipline within the last five years.
  - B. Participation as a Mentor Teacher shall be voluntary. Assignments are made by the administration. Administrators will not participate as Mentor Teachers.
  - C. The Association President shall be notified of all those bargaining unit members requiring a mentor assignment. The notification shall include the Mentee's teaching assignment.
  - D. Every effort will be made to match Mentor Teachers and Mentees who work in the same building and have the same area of certification or work assignment (school social worker, etc.).
  - E. Mentee shall only be assigned to one (1) Mentor Teacher at a time.
  - F. Subject to renewal each year, the Mentor Teacher assignment shall be for one (1) year and shall be reviewed by the Mentor Teacher and Mentee at the end of the year with the approval of the administration.

- G. Because of the nature of the Mentor/Mentee program the relationship shall be confidential, neither one shall be permitted to participate in any matter related to the formal evaluation of the other.
- 12.07 The administration shall make available half days of released time so the Mentor may work with the Mentee in her/his assignment during the regular work day. Where possible the Mentor and Mentee shall be assigned common preparation time.
- 12.08 Mentees shall be provided with a minimum of fifteen (15) days of professional development induction during their first three (3) years of classroom teaching. Professional development shall be scheduled prior to and throughout the school year.
- 12.09 Compensation for the Mentor Teacher - per twelve-month assignment. Compensation for the Mentor Teacher shall be 2% of the BA Base for first- and second-year mentees, and 1% of the BA Base for third year mentees.

**ARTICLE 13  
MISCELLANEOUS**

- 13.01 **CONTRACT SUPERSEDES/WAIVER** This Agreement supersedes any practice or understanding, verbal or written, which is in conflict with this Agreement. It is recognized that innovation is essential, but could be restricted by a specific term of this agreement. Therefore, it is agreed that any part of this Agreement may be waived temporarily as mutually agreed by the Association and the Board. Any proposed waiver shall specify the persons affected by it, and the specific term of the Agreement to be affected by it. If the term of the proposed waiver cannot be resolved within ten (10) hours of negotiation time, or such additional time as may be mutually agreed upon, and ratified by both the Association and the Board, the proposed waiver shall be null and void and contract provisions as written shall continue to apply. Any waiver shall have no other effect on the other portions of the Agreement.
- 13.02 **PROVISIONS CONTRARY TO LAW** If any provision(s) of this Agreement shall be found contrary to state or federal law, then such provisions shall not be deemed valid, but all other provisions shall continue in full force and effect.
- 13.03 **BARGAINING REPRESENTATIVES** Neither party to the Agreement shall have any control over the selection of the bargaining representatives of the other party.
- 13.04 **REFERENCES** Whenever herein reference is made to the male pronoun – he, him, his, etc. – is intended and it shall be deemed to include reference to the equivalent female pronoun – she, her, hers, etc. Whenever herein reference is made to the word teacher, it is intended, and it shall be deemed to include reference to any member of the bargaining unit as defined in Article 2.01.
- 13.05 **SCHOOL CALENDAR** The calendars for 2021-2024 (three school years) are attached.
- 13.06 **INCLEMENT WEATHER** Nothing in this article shall require the Administration to keep school open in the event of inclement weather or other uncontrollable circumstances. When the schools are closed to students due to the above conditions, teachers shall not be required to report for duty. When school openings are delayed due to the above conditions, teachers shall be required to report for duty in a timely, safe manner.
- In the event that school is closed due to inclement weather on a scheduled exam or records day, the existing schedule, including the report card due date, will be moved back one (1) school day. If circumstances cause school to be closed longer than one (1) day, the existing schedule, including the records day, will be moved back the same number of days as school was closed, with report cards being due seven (7) days after the last rescheduled exam day. If the provisions in this paragraph would put the district below the minimum number of hours of student instruction required by the state, then the Administration and Association shall meet to mutually agree to an alternative.
- 13.07 **SPECIALIST TEACHERS** The Board, in exercising its right to determine program and curriculum will endeavor to employ, within the limits of finances and personnel acceptable to the District, specialist teachers, such as, but not limited to physical wellness, library/computers, art and music. During the regular school day when the specialist teachers are present and assuming prime

responsibility for a class, teachers in the elementary grades will be permitted to use their time for planning and other duties related to their teaching.

Elementary specialists will be provided additional prorated per diem compensation for teaching and travel time which exceeds the instructional time of a regular elementary classroom teacher.

- 13.08 **T.B. TESTS** Teachers shall acquire T.B. tests as required by law. Teachers shall be reimbursed for said test when provided by the Ottawa County Health Department.
- 13.09 **SUMMER SICK LEAVE** Teachers working beyond the regular school year in summer programs for one (1) month or more shall receive one (1) sick leave day without loss of pay. This day is not cumulative.
- 13.10 **CORPORAL PUNISHMENT** A teacher, within the scope of his/her responsibilities, may use reasonable physical force upon a pupil as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning. In maintaining that order and control, the person may use physical force upon a pupil as may be necessary:
- A. To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district functions within a school or at a school-related activity, if that pupil has refused to comply with a request to refrain from further disruptive acts.
  - B. For self-defense or the defense of another.
  - C. To prevent a pupil from inflicting harm on himself or herself.
  - D. To quell a disturbance that threatens physical injury to any person.
  - E. To obtain possession of a weapon or other dangerous object upon or within the control of a pupil.
  - F. To protect property.

In determining whether a teacher has acted in accordance with this provision, deference shall be given to reasonable good-faith judgments made by that person.

- 13.11 **JOB SHARING** Job Sharing shall refer to two (2) tenured bargaining unit members sharing one (1) full-time position.
- A. **RESPONSIBILITIES:** Responsibilities of an assignment by two job sharers may be divided and/or allocated according to a plan designed by the job sharers, with the agreement of the District. This shall include, but not be limited to, attendance at regular staff meetings, District meetings, parent conferences, etc. The teachers are required to attend full-day district in-service or special training days such as testing training, curriculum workshops, and grade level meetings which are required of regular full-time teachers.
  - B. **COMPENSATION:** Compensation shall be determined by each teacher's step and column of the salary schedule, prorated. Each teacher will gain one full year of seniority and will move

up one full step on the salary schedule, for each year worked at the job-sharing position. Also, all other provisions under the contract shall continue as if the teacher had worked a regular full-time position.

- C. **BENEFITS:** A planning period shall be prorated and made available as specified in Article 11.09. Sick leave and personal business leave will be granted on a prorated basis. For the one full-time job-sharing position there shall be one full fringe benefit share. The job sharers will select the reduced fringe benefits as provided in Section 15.11.
- D. **SUBSTITUTING:** In the event one of the teachers is absent and is covered by one of the paid leave of absence provisions in Article 10, the other teacher will have first opportunity to substitute for the absent teacher. The partner who is substituting shall be paid at his/her *per diem* rate of pay, prorated for the period of time that s/he substitutes for the absent partner.
- E. **APPROVAL:** The District, job sharing teachers, and the Association shall sign the approved job-sharing agreement.

13.12 **TEACHER TRAINING** In an attempt to decrease the need to pull teachers out of their classrooms during the school year, West Ottawa teaching staff shall participate in A and C below; B is optional. The work shall consist of matters related to curriculum review, articulation, and development or other related topics. The administration shall determine whether and when to conduct such a summer work program and continuation work for staff.

A. *Required Summer Training:*

The District may require an individual or group of teachers to attend up to three (3) days of training each summer. These days shall not exceed eight (8) hours of training per day. Teachers shall be paid \$25 per hour for these trainings.

Teachers willing to present at summer training shall be compensated at a rate of \$50 per hr.

The District shall announce the dates of required summer trainings by the end of the last working day before April 1<sup>st</sup> of each year. The required training announcement shall include the dates, times and teachers required to attend. The teachers required to attend shall be based on the current assignment of the teacher unless a change in assignment is known by the end of the last working day before April 1<sup>st</sup>.

All required trainings shall be offered on at least two (2) separate dates during the summer that are at least three (3) weeks apart. Teachers shall indicate in writing which date they intend to attend by May 1<sup>st</sup>.

For any new curriculum, waiting to be adopted by the board, the district shall announce the dates of required summer trainings by the end of the working day before April 1<sup>st</sup> of each year. When possible, anyone affected by summer trainings for newly adopted curriculum will be notified in a timely manner. All required curriculum trainings shall have an extended enrollment date of May 1<sup>st</sup>.

If a teacher's assignment changes for the following year and the teacher can attend the training, the teacher shall be paid for the training.

The District shall provide a reasonable time for lunch or provide lunch at no cost to the teacher.

Teachers who miss these trainings may be required to attend similar trainings during the school year before or after school with no additional compensation. Teachers who miss any training dates pursuant to Article 10.01 A, B, C, D or F shall be compensated at \$25 per hour when they make up the missed training during the school year outside of the regular school day.

**B. *Voluntary Summer Training:***

The District may offer voluntary summer training at any time with or without compensation. Teachers are not required to attend these voluntary trainings.

**C. *Training for Teachers Hired After May 15<sup>th</sup>***

For teachers hired after May 15<sup>th</sup> the District may require new teachers to attend training prior to their first day of work, without additional compensation beyond the teacher's Schedule A salary.

The District may also require up to ninety-five (95) hours of after-school and summer training during the first thirty-six months of employment at no additional compensation beyond the teacher's Schedule A salary. All summer training dates shall be given to these teachers by April 1<sup>st</sup> each year.

Section 13.12 may be removed from the contract at the expiration of the agreement.

**13.13 SCHOOL IMPROVEMENT PLAN (SIP) AND SITE-BASED DECISION MAKING (SBD)**

**A. SCHOOL IMPROVEMENT PLAN (SIP)**

1. It is hereby agreed by and between the parties that with respect to the responsibility contained in P.A. 25 of 1990 (MCL 380.1277) to adopt and implement a three to five 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.
2. In the event that any provision(s) of a SIP or application thereof violates, contradicts, or is inconsistent with the collective bargaining agreement, the collective bargaining agreement shall prevail. Any provision(s) of a SIP or applications thereof affecting wages, hours, and/or other terms and conditions of employment of any bargaining unit

members must have the written approval of the Board of Education and the Association prior to being adopted and/or implemented.

3. Staff input and voluntary involvement on the School Improvement Team and various planning subcommittees and projects is encouraged.

**B. SITE-BASED DECISION MAKING (SBD)**

1. Site-based decision making is the process by which administration and teachers at the work site jointly make decisions affecting school improvement. Decisions made by the SBD committee shall not violate the Master Agreement.
2. Decisions made by the SBD committee which affect wages, hours, and/or other terms and conditions of employment of any bargaining unit member will be approved by the Board of Education and the Association prior to implementation of the decisions.

- 13.14 **CPR AND LIFE SAVING RECERTIFICATION** Physical education teachers and teachers employed by the District as coaches whose assignment requires annual CPR and Life Saving certification will be given release time to attend certification classes. The fee(s) for the class(es) will be paid by the District so long as the teacher attends the class sessions arranged by the District.

Payment to coaches for taking classes or release time afforded teachers to take classes by the District shall not be considered precedent setting in any way regarding future State teacher certification requirements. The District does not accept by fact nor implication any future responsibility to grant other teachers release time or payment for certification purposes.

- 13.15 **EMERGENCY FINANCIAL MANAGER** Section 15(7) of the Public Employment Relations Act (PERA) mandates that any contract entered into include a statement that allows an Emergency Manager appointed under the Local Government and School District Fiscal Accountability Act to reject, modify, or terminate the collective bargaining agreement as provided in the Local Government and School District Fiscal Accountability Act. This provision is intended to satisfy this requirement. No grievances may be processed contesting actions taken by an Emergency Manager.

**ARTICLE 14**  
**PROFESSIONAL COMPENSATION**

- 14.01 **SALARIES** The salaries of all individuals included in the bargaining unit covered by this Agreement are set forth in Schedule A, Schedule B, and Schedule C, which are all attached to and incorporated in this Agreement.
- 14.02 **CONTRACTS**
- A. **SCHEDULE A** Individuals included in the bargaining unit shall be placed on the salary schedule as appropriate in accordance with Schedule A of this Agreement. A contract is for a school year and for a normal school day.
- 14.03 **PRO-RATED CONTRACTS**
- A. A “teaching contract” is normally for a full school year and school day. Shorter contracts may be issued if necessary and shall be prorated.
- B. In cases where the District sets the hours per day in a full-year position, a teacher working:
1. Half-time or more receives one year of credit in the position.
  2. Less than half-time receives one-half year of credit in the position.
- C. In cases where the District determines the teacher will teach a portion of each week in a full-year position, a teacher working:
1. 2½ days or more per week receives one year of credit in the position.
  2. Less than 2½ days per week receives one-half year of credit in the position.
- D. In cases where a teacher works less than the entire year, a teacher working:
1. 138 or more days receives one year of credit.
  2. 46 - 137 days receives one-half year of credit.
  3. Less than 46 days receives no credit.
- E. As in previous years, both times worked and time on leave count, except that time on unpaid leaves under 10.02 A, B, C, and D do not count toward salary increment credit.
- 14.04 **TRANSFER TIME** Initial placement on Schedule A shall be as follows: previous years of experience within or outside the District may be accepted at full credit. Unique situations may come up where the Human Resources office may be able to offer more years of service in critical need positions to new hires, pending consultation with the Association.
- 14.05 **COLUMN ADVANCEMENT ON SCHEDULE A** Upon receipt of a written notice, prior to the third (3rd) day school is in session of the contract year, that requirements for column advancement on Schedule A have been completed, an individual’s contract shall be amended to reflect the additional compensation. If the teacher does not establish the validity of this notice within thirty (30) calendar days, or by a mutually agreed later date, the Board may, upon notice to the teacher, adjust the salary to the previous level.

- 14.06 **PART-TIME SALARY PRORATION** A part-time teacher shall be paid pro rata salary as compared with the regular school day for a full-time teacher.
- 14.07 **SALARY OPTIONS** All teachers must participate in the direct deposit option for payroll checks in accordance with procedures established by the business office. The salary of bargaining unit members shall be paid in equal installments. The equal installments will be paid in accordance with the teacher's choice of payment under Option 1, Option 2, or Option 3 as set forth in this section. If the 1<sup>st</sup> or 15<sup>th</sup> is on a weekend, holiday or non-business day, the payday will be on the preceding regular business day.
- A. **OPTION 1** - A member of the bargaining unit may request his pay to be computed and paid in twenty (20) equal installments. The pays will occur on the 1<sup>st</sup> and 15<sup>th</sup> day of each month. In case of teachers who select this option, the first installment will be paid on the first scheduled payday of the school year.
- B. **OPTION 2** - A member of the bargaining unit may request his pay to be computed and paid in twenty-four (24) equal installments. The pays will occur on the 1<sup>st</sup> and 15<sup>th</sup> day of each month. These pays will start on the first scheduled payday of the school year and continue thereafter on every other Friday until paid in full except that a teacher on this plan shall receive the balance of his salary for the school year on the first regularly scheduled payday on or after the close of the school year in June.
- For teachers on the 24-pay plan Option, the District will compute deductions for insurance and other programs through the summer on the basis of information available as of May 15 of the school year and will assume no obligation nor have any responsibility to make adjustments in case of changes in any premiums or costs for such benefits that may take place after May 15 of the school year.
- C. **OPTION 3** – A member of the bargaining unit may request his/her pay to be computed and paid in twenty-four (24) equal installments. These pays will start on the first scheduled payday of the school year and continue on every payday until paid in full. The pays will occur on the 1<sup>st</sup> and 15<sup>th</sup> day of each month.

14.08 **PAYROLL DEDUCTIONS**

- A. The District shall make such payroll deductions as required by law and other deductions as authorized by the individual for those purposes now available and any other as authorized by the Superintendent. A list of all available payroll deductions shall be available from the office of Central Administration.
- B. In case of payroll deductions for any teacher for insurance, the District will deduct such amounts as are authorized by the individuals in writing on appropriate forms and in such amounts as the insurance carrier notifies the District in writing are due from the individual. Article 15.16 shall determine the mandatory employee premium contributions made through payroll deduction. The District shall have no responsibility for the individual tax consequences associated with the failure to submit a Salary Reduction Agreement for employee premium contributions. The District shall deduct Article 15.16 premium contributions regardless of employee pre-approval.

Upon appropriate written authorization from the bargaining unit member, the District shall deduct from the salary of any such bargaining unit member and make appropriate remittance for programs jointly approved by the Association and District.

1. Any program for deductions must have a minimum of five participants to be established and remain in effect.
  2. The initial deduction or change in deduction must be delivered to the payroll office seven days prior to the effective payroll date.
  3. Amendments to annuity programs shall be effectuated on the first payday of each month, but not later than the first payday in June.
  4. The 1996-97 list of deductions shall remain in effect as long as the terms of number (1) and (2) are met.
  5. Employees may make voluntary payroll deductions to the extent allowed under Internal Revenue Service (IRS) guidelines. Employees will be responsible for all employee taxes, including any penalties arising out of deductions that exceed the limits allowed by law that are assessed against the employee.
- C. Overpayment/Underpayment – The parties agree that where an overpayment or underpayment to a bargaining unit member has been discovered, restitution will be made based upon the amount overpaid or underpaid over the past three (3) years. In the case of overpayment, the bargaining unit member shall be given the opportunity to make restitution through payroll deduction, for a period of time at least equal in length to the time period during which the overpayment was made or until the termination of employment, whichever is less.

14.09 **CERTIFICATION APPLICATION FEE** The District will pay for the renewal or reinstatement application fee for teacher certificates for all teachers who need to renew certification every five (5) years.

14.10 **STUDENT ASSESSMENTS** Elementary (K-5) classroom teachers shall, upon request, be furnished with two (2) half-day guest teachers to complete their Student Assessments/Running Records in the very best positive testing situation to provide the students a testing environment free from class distraction. Up to two (2) additional half-days may be granted upon approval by the building principal.

**ARTICLE 15**  
**FRINGE BENEFITS**

15.01 **HEALTH INSURANCE** Each teacher (other than substitutes), at or above .8 FTE, shall elect in writing one of the following options subject to the conditions listed below. The cost of Option A, B C, D or E will be paid by the Board so long as the teacher remains under its employ pursuant to the limitations in Article 15.16.

- A. **OPTION A** - MESSA Choices II with \$1,000/\$2,000 Deductible, \$20 Office Visit Copay, and Saver Rx Program.
- B. **OPTION B** - For teachers who do not elect health insurance coverage, the District will contribute \$510 per month cash in lieu of insurance.
- C. **OPTION C** - Full coverage as desired by the teacher under the MESSA ABC Plan 2 with \$2,000/\$4,000 deductible and ABC Rx program.
- D. **OPTION D** – Full coverage as desired by the teacher under the MESSA ABC Plan 2 with \$2,000/4,000 deductible, 20% Coinsurance, and ABC Rx.
- E. **OPTION E** – Full coverage as desired by the teacher under the MESSA Choices II with \$1,000/\$2,000 Deductible, \$20 Office Visit Copay, 20% Coinsurance, and Saver Rx-Mandatory Mail Program.
- F. The Board, through payroll deduction procedures, will handle payment by teachers of any costs beyond the District's contribution for the insurance coverage selected by teachers under the above choices.

The Association and District may mutually elect to change/modify MESSA medical health plans during the term of this agreement. At the end of each medical plan year, the Association may eliminate one medical plan from 15.01.A-E and substitute in its place another MESSA approved medical plan.

15.02 **DENTAL INSURANCE** The District shall provide to all bargaining unit members working at or above .8 FTE, and their eligible dependents (as defined by MESSA/Delta) the following MESSA/Delta Dental Plan:

- A. Class I, Class II, and Class III Co-pays of 90%, 90% and 90%, with \$1,500 maximum;
- B. Class IV Orthodontic Rider with Co-pay of 90%, with \$3,200 maximum;
- C. Internal and external coordination of benefits (COB);
- D. Sealants.

15.03 **LIFE INSURANCE** The District shall provide, and pay the full premium, to the bargaining unit member MESSA Negotiated Term Life Insurance protection in the amount of \$40,000, which shall be paid to the bargaining unit member's designated beneficiary. In the event of accidental death, the insurance will pay double the specified amount. The plan shall include Accidental Death and Dismemberment (AD&D) and Waiver of Premium (WOP).

- 15.04 **LONG TERM DISABILITY INSURANCE** The Board of Education shall provide, and pay the full premium, for MESSA Long Term Disability Insurance for each member of the bargaining unit. The following benefits shall be included:
- A. Benefit percentage - 66 2/3 %
  - B. Maximum monthly income benefit - \$5,000
  - C. Maximum eligible monthly salary - \$7,000
  - D. Qualifying period - 180 calendar days modified fill
  - E. Maternity coverage
  - F. Pre-existing condition waiver
  - G. Social Security freeze
  - H. Alcoholism/Drug Abuse waiver
  - I. Mental/Nervous Conditions waiver
- 15.05 **VISION INSURANCE** The District shall provide to the bargaining unit member working at or above .8 FTE, MESSA Vision Service Plan 3 for all bargaining unit members and their eligible dependents as defined by MESSA.
- 15.06 **MESSA PAK** The health, dental, life, long-term disability and vision insurance coverage described above in Sections 15.01 through 15.05 shall be put into a “MESSA PAK” for all full-time teachers. All teachers at or above 0.8 FTE must select MESSA PAK insurance, which includes dental, vision, LTD, and life insurance. They must also pay any applicable premium costs described in Sections 15.01 through 15.05. The health, dental, life, long-term disability and vision coverage described above in Sections 15.01 through 15.05 shall be purchased “a la carte” (as individual insurance plans, rather than in a MESSA PAK) for all teachers who are less than full time.
- 15.07 **ENROLLMENT PERIOD** The above option elections must be made by the teacher in writing annually during the enrollment period, or in the case of newly hired teachers within thirty (30) calendar days of the beginning of employment. Insurance coverage for such employees who enroll and otherwise qualify will become effective as the terms of the insurance policies and the regulations of the insurance carrier permit. Teachers who fail to complete the necessary paperwork during the designated enrollment period may have their coverage discontinued and forfeit their coverage, provided the District communicates all deadlines to the individuals and to the Association in writing. The open enrollment process may be done electronically at the option of the district.
- 15.08 **FULL YEAR’S BENEFITS** Any teacher working the full school year will receive the full year’s benefits. The insurance year is September 1 through August 31.
- 15.09 **PRORATION OF HEALTH BENEFITS: LESS THAN FULL-TIME** Any teacher working less than full time (except job sharers) shall be covered by the following (unless the FMLA required additional coverage) in accordance with the provider’s rules on participation. This section shall only apply to teachers working at or above .8 FTE:
- A. The teacher may elect to receive cash equal to prorated amount of the dollar amount in Option B in section 15.01 based on the percentage of time a teacher works (often referred to as the teacher’s full-time equivalency, pursuant to a Section 125 Plan; OR

- B. At the teacher's option, the District shall provide a prorated amount of the health coverage as described in Article 15.01, less the applicable employee contribution described in Article 15.16. This prorated amount shall be equal to the percentage of time a teacher works times the appropriate rate. [Example: A teacher with a .6 FTE assignment will have District-paid health insurance equal to 60% of the appropriate rate, less the applicable employee contribution described in Article 15.16.]
- C. In the event that the cost of the teacher's health coverage exceeds the amount paid by the District, the teacher's share of the cost will be deducted by payroll deduction, through a Section 125 Plan.

15.10 **PRORATION OF HEALTH BENEFITS – JOB SHARERS** Two teachers who are job sharing in a full time position shall be covered by the following:

- A. The intent of this section is that job sharing teachers will share one (1) fringe benefit package for jointly filling a full-time assignment less the applicable employee contributions described in Article 15.16.
- B. The job-sharing teachers shall elect health (or cash in lieu of health), dental, vision and life insurance coverage. The District shall pay a prorated amount of the premium for each teacher, equal to the percentage of time each teacher works. Each teacher's share of the cost will be deducted by payroll deduction, through a Section 125 Plan. Both teachers shall be provided District-paid long-term disability.
- C. These provisions shall be subject to the carrier's rules.
- D. In the event that the cost of the teacher's health coverage exceeds the amount paid by the District, the teacher's share of the cost will be deducted by payroll deduction, through a Section 125 Plan.

15.11 **PRORATION OF BENEFITS** Any teacher working less than the full school year shall be covered by the following provisions:

- A. When a teacher begins employment after the beginning of the school year, coverage shall begin the first day of the month after the teacher's first day of work under contract.
- B. When a teacher resigns before the end of the school year, and/or requests and is granted a leave of absence without pay during the school year, the benefits will terminate at the end of the last month worked.
- C. In the event a teacher's prorated share of the annual cost of the coverage paid by the District is not sufficient to cover the costs of premiums for the balance of the year until the beginning of the school year in the following fall, the teacher may continue coverage by contributing any additional amounts necessary to pay the full premium cost subject to the rules of the insurance provider.

15.12 **TEACHER BECOMES DISABLED** When a teacher becomes disabled during any school year and is unable to work, the District will continue insurance benefits through the year when paid sick

leave expires and until the teacher's benefits for the following year would resume. The District has no responsibility to provide such benefits during a school year in which no work is performed or sick leave is drawn by the teacher under the terms of this Agreement.

- 15.13 **SURVIVOR'S INSURANCE COVERAGE** In the event that a teacher dies, and the family is not eligible for state retirement survivor's health insurance, the District shall continue District-paid group insurance benefits for the surviving spouse and/or dependent children of the deceased teacher through the end of the current insurance year. This continuation shall be subject to the rules of the carrier.

15.14 **MISCELLANEOUS PROVISIONS**

- A. The liability of the District, and its agents, is limited to timely payment of the applicable premium.
- B. Changes in family status shall be reported by the employee to the business office within thirty (30) days of such change. The employee shall be responsible for any overpayment of premiums made by the Board in his/her behalf for failure to comply with this paragraph.
- C. The Board agrees to provide the above mentioned benefit programs within the Underwriting Rules and Regulations as set forth by the carrier(s) in the master contract held by the policyholder.

15.15 **SECTION 125 PLAN**

The District shall maintain its existing dependent care and medical reimbursement plans to allow participation by WOEBA bargaining unit members.

- 15.16 **EMPLOYEE PREMIUM CONTRIBUTIONS** Teachers shall contribute toward the total cost of benefits paid by the District under Article 15:

- A. The District shall pay the following percentage of the premium costs of dental and vision insurances, with each employee paying the remaining percentage of the premium cost for these ancillary benefits; 2021-22 (85%), 2022-23 (90%), 2023-24 (100%). The district shall pay the entire premium cost of life and long-term disability insurance throughout the duration of this agreement. The employee's premium contribution will be payroll deducted, from each paycheck through a qualified Section 125 Plan provided the employee completes the necessary documentation.
- B. The amount the District shall contribute annually toward medical benefits is detailed below, but under no circumstance shall it be required to pay more than the annually established Public Act 152 premium contributions amounts. The employee will be responsible to pay the remaining premium cost above the annual District contribution. These amounts are based on full-time employment at or above .8 FTE. Those working less than .8 FTE shall be entitled to premium contributions as detailed in Article 15.09.

	Calendar year 2022	Calendar year 2023	Calendar year 2024
single subscriber	6,000.00	6,250.00	6,500.00
2-person	13,500.00	14,000.00	14,500.00
full family	16,770.00	17,500.00	18,250.00

If the cost of any plan is below the District annual contribution, the employee shall receive the difference between the premium and the District annual contribution as a payment into their Health Equity Health Savings Account by January 30 of each year, so long as the plan includes an HSA. If the selected plan does not include an HSA, the teacher would have the option of receiving the difference in a Flexible Spending Account (FSA) for medical costs.

- C. Both parties agree that the above provisions must be in compliance with Public Act 152.
- D. Payroll deductions for premium contributions shall be adjusted whenever premiums change and shall reflect the employee's requirement to pay the amount stipulated in this agreement. Any changes in the Public Act 152 health benefit caps shall be reflected in the employee contribution when the premium contribution is adjusted by the carrier. For example: if the Public Act 152 caps are released in October, those cap amounts shall be reflected in employee contributions on the subsequent January 1<sup>st</sup> (assuming January 1<sup>st</sup> is the date that MESSA adjusts its premiums annually). Employee contributions shall be evenly distributed over twelve (12) months as much as possible. Employees paid over a time period less than twelve (12) months shall have their premium contributions deducted evenly over all paychecks as much as is administratively feasible.

Failure by either party to initiate payroll deductions immediately after a premium rate change shall not alter the employee's financial obligation.

- E. The monthly cost of the premium shall be determined by the applicable rate (single, two-person, family) indicated on the invoice received from the provider for each month of each year. The monthly deduction will be adjusted for any changes in familial status or size so that the employee's contributions coincide with the invoiced premium and other provider invoiced costs.
- F. Employees not returning for employment in the subsequent year will have their contributions reduced for the premiums for the July and August after their work year has concluded provided that the employee resigns or retires in writing with an effective date of June 30th and delivers the written resignation to the Superintendent or designee by March 15th. This cost will also be waived if the employee experiences an IRS qualifying event on June 30th and elects cash in lieu of insurance for the months of July and August.

Any employee leaving employment for any reason during the school year shall pay the prorated health insurance deduction based on the number of months for which benefits were received.

Employees shall make their premium contributions through a Salary Reduction Agreement and payroll deduction. Employees shall submit amended and/or additional Salary Reduction Agreements as necessary to comply with the Internal Revenue Code.

- G. As premium amounts change, the District shall deduct the appropriate amount after the changes go into effect and as soon as is administratively feasible. The District shall notify the WOEPA President of any changes in premiums or other provider invoiced costs.
- H. Employees shall reimburse the District if employment or paychecks are terminated for any reason and payroll deductions are not enough to cover the deduction required to meet the amount stated above.

**ARTICLE 16**  
**SPECIAL EDUCATION/LEAST RESTRICTIVE**  
**ENVIRONMENT/MEDICAL PROCEDURES**

- 16.01 **PLACEMENT INFORMATION** Any teacher who, as a result of an IEP placement, will be providing instruction or other services for a handicapped student in a special or regular education classroom setting will be advised of the identity of the student with special needs and provided with access to information pertaining to the student's placement available from the special education teacher and education records containing information of legitimate educational interest to the teacher.
- 16.02 **IEPC ATTENDANCE** The District shall provide written notice to any teacher who will be providing instructional or other services to a student with special needs to participate in the IEP which may initially place (or continue the placement) of the student in a regular education classroom.
- 16.03 **PROBLEMS** If any teacher to whom a student with special needs is assigned advises the District, in writing, of a reasonable basis to believe that problems exist in the implementation of the student's current IEP which negatively impact the student's educational progress and/or impede the learning progress of non-special needs students in the same classroom setting, the teacher shall have the right to request a meeting of appropriate staff to discuss the problems and possible solutions or to request the convening of another IEP meeting.
- 16.04 **TRAINING** If requested by the teacher, the District will provide in-service and/or other training to teachers regarding the instruction and behavioral management of handicapped students in general education classroom settings.
- 16.05 **MEDICAL PROCEDURES** Where clean intermittent catheterization, suctioning (nasal, oral, or deep), tracheotomy care (clean, suction, etc.), tube feeding, medication (oral, topical) related to the procedures enumerated herein, medication by gastrostomy tube, oxygen regulation or care, or similar procedures, are necessary to maintain a student in the classroom, these procedures will be performed by school support personnel or county nurse(s) who will be provided with appropriate training. Teachers will not be required to perform these procedures.

**ARTICLE 17**  
**PROBATION AND CONTINUING STATUS**  
**FOR NON-CERTIFIED TEACHERS**

- 17.01 The provisions of this Article shall apply to all bargaining unit members who are not eligible for tenure under the Michigan Teachers' Tenure Act (MCLA 38.71 *et. seq.*; MSA 15.1971 *et. seq.*).
- 17.02 A bargaining unit member may, upon initial employment with the District, be required to serve a probationary period not to exceed two (2) calendar years from his/her anniversary date of employment. If an employee works a partial school year, such periods shall be aggregated for purposes of computing the two-year probationary period if the experience has occurred within four (4) calendar years of the time when continuing status is claimed.
- 17.03 At least sixty (60) days before conclusion of the probationary period described in paragraph 18.02 above, the District shall determine whether the employee's performance is satisfactory or unsatisfactory, and shall notify the employee in writing. The determination of unsatisfactory performance shall be based on the employee's Teachers' Appraisal Form (AF 8-95). If the District determines unsatisfactory performance, it shall provide the employee with the specific reasons for the determination.
- 17.04 If the District determines that the probationary employee's performance is unsatisfactory in accordance with the above paragraphs, the employee's contract shall not be renewed.
- 17.05 For purposes of non-renewal, the employee shall be considered "probationary" under the terms of this Agreement.
- 17.06 If the District does not determine unsatisfactory performance in accordance with the above paragraphs, the employee shall be considered to be on "continuing status." The term "continuing status" shall be equated to the term "tenure" under the terms of this Agreement for bargaining unit members who are not eligible for tenure under the Michigan Teachers' Tenure Act, MCLA 38.71 *et. seq.*

**ARTICLE 18**  
**TEACHERS' FILES**

- 18.01 Before any written document is placed in a teacher's personnel file, the following shall be done. However, this provision shall not apply to any disciplinary action or any other document that is a prohibited subject of bargaining.
- A. Any document about a teacher or teachers that is to be placed in a file shall be put in writing and dated. The teacher shall be given a copy of any such document when it is put in the file. Documents that do not contain all of this information shall not be included in the teacher's file;
  - B. The teacher shall receive a copy of the written document(s) before they are placed in his/her file;
  - C. The District shall correct or expunge from all District files any information determined by the District and/or an arbitrator to be inaccurate.
- 18.02 The teacher shall have the right to submit a written response to any material placed in his/her file, and this response shall be attached to all copies of the written document, including but not limited to all copies provided to all third parties.
- 18.03 In the event that any material from a teacher's personnel files is provided to any third party, the teacher shall be notified of the name(s) of the parties that received the information, and shall, upon request, be given a copy of all information provided to the third parties.
- 18.04 If the District releases any material from a teacher's personnel file, the District shall simultaneously release the corresponding teacher's response(s) to the material.
- 18.05 In the event that the District receives a Freedom of Information Act (FOIA) request for the personnel file(s) of any teacher(s), or any portion thereof, the District shall immediately notify the teacher by telephone or FAX (or if the teacher is unavailable, by mail), and shall provide the following to the affected teacher(s) and to the Association:
- A. A copy of the FOIA request;
  - B. The name(s) of the requesting parties, and all documents and communications received by the District;
  - C. The District shall take the maximum time allowable by law to respond to a FOIA request to allow the teachers and/or Association the opportunity to take whatever legal action is available to bar disclosure of any or all of the requested document(s).
  - D. The teacher will be provided an opportunity to review the contents before the release of the information, and will, upon request, be provided with copies of all communications and documentation sent to the requesting parties by District administrators or other District agents or attorneys.

- 18.06 Upon receiving a FOIA request, the District will only divulge those items it is compelled by law to disclose, and will withhold all information it is permitted by law to withhold.
- 18.07 Each teacher shall have only one (1) “personnel file,” to be kept in the District’s central office.
- 18.08 The parties recognize that this Article is based on their best mutual understanding of the current law in this area; they agree to meet to discuss changes should further judicial proceedings or legislative action so require. The parties understand a binding interpretation by the courts supersedes this Agreement.

**ARTICLE 19**  
**TERMINATION**

- 19.01 This Agreement shall be effective as of August 30, 2021, and shall remain in effect through the last day before the first teacher day of the 2023-24 school year.

**WEST OTTAWA PUBLIC SCHOOLS**

**2021-2024**

**AGREEMENT**

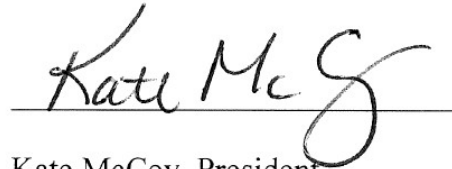
This Agreement made and entered into this 28<sup>th</sup> day of June, 2021, by and between **WEST OTTAWA PUBLIC SCHOOL DISTRICT**, Ottawa County, Michigan, hereinafter referred to as the District, and the **WEST OTTAWA EDUCATION ASSOCIATION**, hereinafter referred to as the Association.

For the Association:

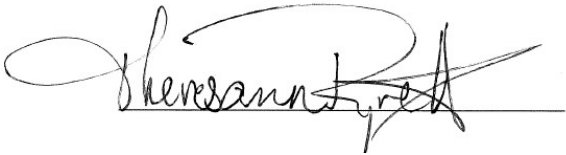
A handwritten signature in black ink, appearing to read "R. Follett", written over a horizontal line.

Robert Follett, Chief Negotiator  
West Ottawa Education Association

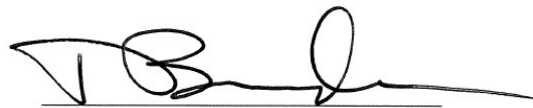
For the District:

A handwritten signature in black ink, appearing to read "Kate McCoy", written over a horizontal line.

Kate McCoy, President  
Board of Education  
West Ottawa Public Schools

A handwritten signature in black ink, appearing to read "Theresann Pyrett", written over a horizontal line.

Theresann Pyrett, President  
West Ottawa Education Association

A handwritten signature in black ink, appearing to read "Tim Bearden", written over a horizontal line.

Tim Bearden, Superintendent of Schools  
West Ottawa Public Schools

**2021-22 WOEa Salary Table**

	BA	BA+15	BA+30	MA	MA+15	MA+30	Spec/PhD
STEP	1	2	3	4	5	6	7
1	40,874	42,100	43,326	44,143	45,369	46,595	47,414
2	41,691	42,942	44,192	45,027	46,277	47,527	48,362
3	42,850	44,136	45,421	46,278	47,564	48,849	49,706
4	44,041	45,363	46,684	47,565	48,886	50,207	51,088
5	45,265	46,624	47,982	48,887	50,245	51,603	52,508
6	46,524	47,920	49,315	50,246	51,642	53,038	53,968
7	47,817	49,252	50,687	51,643	53,077	54,512	55,469
8	49,146	50,621	52,095	53,078	54,553	56,027	57,010
9	50,513	52,028	53,544	54,554	56,069	57,585	58,595
10	50,513	53,475	55,032	56,071	57,628	59,186	60,224
11	51,917	54,961	56,562	57,630	59,221	60,831	61,898
12	52,462	56,489	58,134	59,232	60,877	62,522	63,619
13	52,462	58,060	59,751	60,878	62,569	64,260	65,388
14	52,462	59,673	61,412	62,570	64,309	66,047	67,206
15	52,462	61,333	63,119	64,310	66,097	67,883	69,074
16	52,462	63,037	64,874	66,098	67,934	69,769	70,994
17	52,462	63,037	66,677	67,935	69,823	71,710	72,968
18	52,462	63,037	66,677	69,824	71,763	73,703	74,996
19	52,462	63,037	66,677	71,765	73,759	75,752	77,081
20	52,462	63,037	66,677	73,760	75,810	77,858	79,223
21	52,462	63,037	66,677	75,788	77,893	79,999	81,403
22	52,462	63,037	66,677	77,873	80,035	82,199	83,641
23	52,462	63,037	66,677	79,235	81,437	83,637	85,105
24	52,462	63,037	66,677	80,622	82,861	85,101	86,595
25	52,462	63,037	66,677	82,033	84,311	86,590	88,109
26	52,462	63,037	66,677	83,468	85,787	88,106	89,652
27	52,462	63,037	66,677	85,136	87,501	89,866	91,443
28	52,462	63,037	66,677	87,690	90,126	92,561	94,185

2022-23 WOE Salary Table							
	BA	BA+15	BA+30	MA	MA+15	MA+30	Spec/PhD
STEP	1	2	3	4	5	6	7
1	41,385	42,626	43,868	44,695	45,936	47,178	48,007
2	42,212	43,478	44,745	45,589	46,855	48,122	48,966
3	43,386	44,688	45,989	46,857	48,158	49,460	50,327
4	44,592	45,930	47,267	48,159	49,497	50,834	51,726
5	45,831	47,207	48,582	49,498	50,873	52,248	53,164
6	47,106	48,519	49,931	50,874	52,287	53,701	54,642
7	48,415	49,868	51,320	52,288	53,741	55,194	56,162
8	49,761	51,253	52,746	53,742	55,234	56,727	57,723
9	51,145	52,679	54,213	55,236	56,770	58,305	59,327
10	51,145	54,144	55,720	56,771	58,348	59,926	60,977
11	52,566	55,648	57,269	58,350	59,961	61,592	62,672
12	53,118	57,195	58,861	59,972	61,638	63,304	64,414
13	53,118	58,786	60,498	61,639	63,351	65,063	66,205
14	53,118	60,419	62,180	63,352	65,113	66,872	68,046
15	53,118	62,099	63,908	65,114	66,923	68,732	69,938
16	53,118	63,825	65,685	66,924	68,783	70,642	71,882
17	53,118	63,825	67,511	68,784	70,695	72,606	73,880
18	53,118	63,825	67,511	70,696	72,660	74,625	75,934
19	53,118	63,825	67,511	72,662	74,681	76,699	78,045
20	53,118	63,825	67,511	74,682	76,757	78,831	80,214
21	53,118	63,825	67,511	76,736	78,867	80,999	82,420
22	53,118	63,825	67,511	78,847	81,036	83,226	84,687
23	53,118	63,825	67,511	80,225	82,455	84,683	86,169
24	53,118	63,825	67,511	81,630	83,897	86,165	87,677
25	53,118	63,825	67,511	83,059	85,365	87,673	89,211
26	53,118	63,825	67,511	84,512	86,859	89,207	90,772
27	53,118	63,825	67,511	86,200	88,595	90,990	92,586
28	53,118	63,825	67,511	88,786	91,253	93,718	95,363

**2023-24 WOEa Salary Table**

	BA	BA+15	BA+30	MA	MA+15	MA+30	Spec/PhD
STEP	1	2	3	4	5	6	7
1	42,006	43,266	44,526	45,366	46,626	47,886	48,727
2	42,846	44,131	45,416	46,273	47,558	48,843	49,701
3	44,037	45,358	46,679	47,559	48,880	50,202	51,082
4	45,261	46,619	47,976	48,882	50,240	51,597	52,502
5	46,519	47,915	49,310	50,241	51,636	53,031	53,962
6	47,812	49,247	50,680	51,637	53,072	54,506	55,462
7	49,141	50,616	52,090	53,073	54,547	56,022	57,004
8	50,507	52,022	53,538	54,548	56,063	57,578	58,588
9	51,912	53,469	55,027	56,064	57,622	59,180	60,217
10	51,912	54,956	56,556	57,623	59,223	60,825	61,892
11	53,354	56,483	58,128	59,226	60,861	62,516	63,612
12	53,915	58,053	59,744	60,872	62,563	64,254	65,380
13	53,915	59,667	61,405	62,564	64,302	66,039	67,198
14	53,915	61,326	63,112	64,303	66,090	67,875	69,067
15	53,915	63,031	64,867	66,091	67,927	69,763	70,987
16	53,915	64,783	66,670	67,928	69,815	71,701	72,960
17	53,915	64,783	68,523	69,816	71,756	73,695	74,988
18	53,915	64,783	68,523	71,757	73,750	75,744	77,073
19	53,915	64,783	68,523	73,752	75,801	77,850	79,215
20	53,915	64,783	68,523	75,802	77,908	80,014	81,417
21	53,915	64,783	68,523	77,887	80,050	82,214	83,657
22	53,915	64,783	68,523	80,029	82,251	84,475	85,957
23	53,915	64,783	68,523	81,429	83,691	85,953	87,462
24	53,915	64,783	68,523	82,855	85,155	87,457	88,992
25	53,915	64,783	68,523	84,305	86,646	88,988	90,549
26	53,915	64,783	68,523	85,779	88,162	90,546	92,134
27	53,915	64,783	68,523	87,493	89,924	92,354	93,974
28	53,915	64,783	68,523	90,118	92,622	95,124	96,793

## Supplement to Schedule A

2021-22 for Certain Employees *				2022-23 for Certain Employees *			
STEP	BA	BA+15	BA+30	STEP	BA	BA+15	BA+30
10	-	67,456	69,397	10	-	68,131	70,091
11	-	69,612	71,553	11	-	70,308	72,269
12	-	73,063	75,005	12	-	73,794	75,755
13	-	73,063	75,005	13	-	73,794	75,755
14	-	-	75,005	14	-	-	75,755
15	-	76,514	-	15	-	77,279	-
16	-	-	78,454	16	-	-	79,239
17	-	76,514	78,454	17	-	77,279	79,239
18	78,196	80,138	82,121	18	78,978	80,939	82,943

2023-24 for Certain Employees *			
STEP	BA	BA+15	BA+30
10	-	68,812	70,792
11	-	71,011	72,991
12	-	74,531	76,512
13	-	74,531	76,512
14	-	-	76,512
15	-	78,051	-
16	-	-	80,031
17	-	78,051	80,031
18	79,768	81,749	83,772

\* Based on step and lane placement in September 2013, some bargaining members will be paid the salaries listed above because the new salary schedule would result in a pay reduction. Employees paid these salaries shall not move up any further on the step schedule until they move to the MA column. The step shown is based on the salary schedule in place in the 2012-13 contract.

This salary listing ceases to exist as soon as all employees paid one of these salaries have left employment with the District. No employees shall be allowed to move on to this listing nor shall any new employees be paid these salaries.

All employees on the "Supplemental to Schedule A" scale at the start of the 2021-22 school year, will receive a one-time, off-schedule, supplemental payment of \$500. This supplemental payment will be a one-time payment issued on December 1<sup>st</sup>, 2021 and will only occur during the 2021-22 school year.

## Schedule A

## 2021-22 Daily Salary Schedule\*

Step	BA 1	BA+15 2	BA+30 3	MA 4	MA+15** 5	MA+30** 6	Spec/PhD 7
1	1.000	1.030	1.060	1.080	1.110	1.140	1.160
2	222.75	229.43	236.11	240.56	247.24	253.93	258.39
3	1.020	1.051	1.081	1.102	1.132	1.163	1.183
4	227.20	234.01	240.83	245.38	252.19	259.01	263.55
5	1.048	1.080	1.111	1.132	1.164	1.195	1.216
6	233.52	240.52	247.53	252.20	259.20	266.21	270.88
7	1.077	1.110	1.142	1.164	1.196	1.228	1.250
8	240.01	247.21	254.41	259.21	266.41	273.61	278.41
9	1.107	1.141	1.174	1.196	1.229	1.262	1.285
10	246.68	254.08	261.48	266.42	273.81	281.21	286.15
11	1.138	1.172	1.207	1.229	1.263	1.298	1.320
12	253.54	261.15	268.75	273.82	281.43	289.03	294.10
13	1.170	1.205	1.240	1.263	1.299	1.334	1.357
14	260.58	268.41	276.22	281.43	289.25	297.07	302.28
15	1.202	1.238	1.275	1.299	1.335	1.371	1.395
16	267.83	275.86	283.90	289.25	297.29	305.32	310.68
17	1.236	1.273	1.310	1.335	1.372	1.409	1.434
18	275.28	283.53	291.79	297.30	305.56	313.82	319.32
19	1.236	1.308	1.346	1.372	1.410	1.448	1.473
20	275.28	291.42	299.90	305.56	314.05	322.54	328.20
21	1.284	1.382	1.422	1.449	1.489	1.530	1.556
22	285.90	307.84	316.81	322.79	331.76	340.72	346.70
23	1.284	1.382	1.422	1.449	1.489	1.530	1.556
24	285.90	307.84	316.81	322.79	331.76	340.72	346.70
25	1.284	1.420	1.462	1.489	1.531	1.572	1.600
26	285.90	316.40	325.62	331.76	340.98	350.19	356.34
27	1.284	1.460	1.502	1.531	1.573	1.616	1.644
28	285.90	325.20	334.67	340.98	350.46	359.93	366.24
29	1.284	1.501	1.544	1.573	1.617	1.661	1.690
30	285.90	334.24	343.97	350.46	360.20	369.94	376.43
31	1.284	1.542	1.587	1.617	1.662	1.707	1.737
32	285.90	343.53	353.54	360.21	370.21	380.22	386.89
33	1.284	1.542	1.631	1.662	1.708	1.754	1.785
34	285.90	343.53	363.36	370.22	380.50	390.79	397.64
35	1.284	1.542	1.631	1.708	1.756	1.803	1.835
36	285.90	343.53	363.36	380.51	391.08	401.65	408.70
37	1.284	1.542	1.631	1.756	1.805	1.853	1.886
38	285.90	343.53	363.36	391.09	401.95	412.82	420.06
39	1.284	1.542	1.631	1.805	1.855	1.905	1.938
40	285.90	343.53	363.36	401.96	413.13	424.30	431.73
41	1.284	1.542	1.631	1.854	1.906	1.957	1.992
42	285.90	343.53	363.36	413.02	424.49	435.96	443.61
43	1.284	1.542	1.631	1.905	1.958	2.011	2.046
44	285.90	343.53	363.36	424.38	436.16	447.95	455.81
45	1.284	1.542	1.631	1.939	1.992	2.046	2.082
46	285.90	343.53	363.36	431.80	443.80	455.79	463.79
47	1.284	1.542	1.631	1.972	2.027	2.082	2.119
48	285.90	343.53	363.36	439.36	451.56	463.77	471.91
49	1.284	1.542	1.631	2.007	2.063	2.118	2.156
50	285.90	343.53	363.36	447.05	459.46	471.88	480.16
51	1.284	1.542	1.631	2.042	2.099	2.156	2.193
52	285.90	343.53	363.36	454.87	467.50	480.14	488.57
53	1.284	1.542	1.631	2.083	2.141	2.199	2.237
54	285.90	343.53	363.36	463.96	476.85	489.73	498.32
55	1.284	1.542	1.631	2.145	2.205	2.265	2.304
56	285.90	343.53	363.36	477.87	491.15	504.42	513.27

## Schedule A

## 2022-23 Daily Salary Schedule\*

Step	BA 1	BA+15 2	BA+30 3	MA 4	MA+15** 5	MA+30** 6	Spec/PhD 7
1	1.000	1.030	1.060	1.080	1.110	1.140	1.160
2	225.53	232.30	239.06	243.57	250.34	257.10	261.62
3	1.020	1.064	1.095	1.115	1.146	1.177	1.198
4	230.04	236.94	243.84	248.44	255.34	262.24	266.85
5	1.048	1.093	1.125	1.146	1.178	1.210	1.231
6	236.44	243.53	250.62	255.35	262.44	269.53	274.26
7	1.077	1.124	1.156	1.178	1.211	1.244	1.266
8	243.01	250.30	257.59	262.45	269.74	277.03	281.89
9	1.121	1.155	1.189	1.211	1.245	1.278	1.301
10	249.76	257.26	264.75	269.75	277.24	284.73	289.72
11	1.152	1.187	1.222	1.245	1.279	1.314	1.337
12	256.71	264.41	272.11	277.24	284.95	292.65	297.78
13	1.184	1.220	1.256	1.279	1.315	1.350	1.374
14	263.84	271.76	279.67	284.95	292.86	300.78	306.06
15	1.217	1.254	1.290	1.315	1.351	1.388	1.412
16	271.17	279.31	287.45	292.87	301.01	309.14	314.56
17	1.251	1.289	1.326	1.351	1.389	1.426	1.451
18	278.72	287.08	295.44	301.01	309.38	317.74	323.31
19	1.251	1.325	1.363	1.389	1.428	1.466	1.492
20	278.72	295.06	303.65	309.38	317.97	326.57	332.30
21	1.300	1.399	1.440	1.467	1.508	1.549	1.576
22	289.47	311.69	320.77	326.82	335.90	344.98	351.03
23	1.300	1.399	1.440	1.467	1.508	1.549	1.576
24	289.47	311.69	320.77	326.82	335.90	344.98	351.03
25	1.300	1.438	1.480	1.508	1.550	1.592	1.620
26	289.47	320.36	329.69	335.91	345.24	354.57	360.79
27	1.300	1.478	1.521	1.550	1.593	1.636	1.665
28	289.47	329.26	338.85	345.24	354.84	364.43	370.82
29	1.300	1.519	1.564	1.593	1.637	1.682	1.711
30	289.47	338.42	348.27	354.84	364.70	374.56	381.13
31	1.300	1.562	1.607	1.637	1.683	1.728	1.759
32	289.47	347.82	357.95	364.71	374.84	384.97	391.73
33	1.300	1.562	1.652	1.683	1.730	1.776	1.808
34	289.47	347.82	367.91	374.85	385.26	395.67	402.62
35	1.300	1.562	1.652	1.730	1.778	1.826	1.858
36	289.47	347.82	367.91	385.27	395.97	406.67	413.81
37	1.300	1.562	1.652	1.778	1.827	1.876	1.909
38	289.47	347.82	367.91	395.98	406.98	417.98	425.31
39	1.300	1.562	1.652	1.827	1.878	1.929	1.962
40	289.47	347.82	367.91	406.98	418.30	429.60	437.13
41	1.300	1.562	1.652	1.877	1.930	1.982	2.016
42	289.47	347.82	367.91	418.18	429.79	441.41	449.16
43	1.300	1.562	1.652	1.929	1.983	2.036	2.072
44	289.47	347.82	367.91	429.68	441.61	453.55	461.51
45	1.300	1.562	1.652	1.963	2.017	2.072	2.108
46	289.47	347.82	367.91	437.20	449.34	461.49	469.59
47	1.300	1.562	1.652	1.997	2.053	2.108	2.145
48	289.47	347.82	367.91	444.85	457.20	469.56	477.80
49	1.300	1.562	1.652	2.032	2.089	2.145	2.183
50	289.47	347.82	367.91	452.64	465.21	477.78	486.16
51	1.300	1.562	1.652	2.068	2.125	2.183	2.221
52	289.47	347.82	367.91	460.55	473.35	486.14	494.67
53	1.300	1.562	1.652	2.109	2.168	2.226	2.265
54	289.47	347.82	367.91	469.76	482.81	495.86	504.55
55	1.300	1.562	1.652	2.172	2.233	2.293	2.333
56	289.47	347.82	367.91	483.85	497.29	510.73	519.69

## Schedule A

## 2023-24 Daily Salary Schedule\*

Step	BA 1	BA+15 2	BA+30 3	MA 4	MA+15** 5	MA+30** 6	Spec/PhD 7
1	1.000	1.030	1.060	1.080	1.110	1.140	1.160
2	228.91	235.78	242.65	247.22	254.09	260.96	265.54
3	1.020	1.080	1.111	1.132	1.164	1.195	1.216
4	233.49	240.49	247.50	252.17	259.17	266.18	270.85
5	1.048	1.110	1.142	1.164	1.196	1.228	1.250
6	239.98	247.18	254.38	259.18	266.38	273.58	278.38
7	1.077	1.141	1.174	1.196	1.229	1.262	1.284
8	246.65	254.05	261.45	266.38	273.79	281.18	286.12
9	1.138	1.172	1.206	1.229	1.263	1.297	1.320
10	253.51	261.12	268.72	273.79	281.40	289.00	294.07
11	1.170	1.205	1.240	1.263	1.298	1.334	1.357
12	260.56	268.38	276.19	281.40	289.22	297.04	302.24
13	1.202	1.238	1.274	1.298	1.335	1.371	1.395
14	267.80	275.84	283.87	289.23	297.26	305.29	310.65
15	1.236	1.273	1.310	1.335	1.372	1.409	1.433
16	275.24	283.50	291.76	297.26	305.52	313.78	319.28
17	1.270	1.308	1.346	1.372	1.410	1.448	1.473
18	282.90	291.38	299.87	305.53	314.02	322.51	328.16
19	1.270	1.345	1.384	1.410	1.449	1.488	1.514
20	282.90	299.49	308.21	314.02	322.74	331.47	337.28
21	1.319	1.420	1.462	1.489	1.531	1.572	1.600
22	293.81	316.36	325.58	331.73	340.94	350.16	356.30
23	1.319	1.420	1.462	1.489	1.531	1.572	1.600
24	293.81	316.36	325.58	331.73	340.94	350.16	356.30
25	1.319	1.460	1.502	1.531	1.573	1.616	1.644
26	293.81	325.16	334.63	340.95	350.42	359.89	366.20
27	1.319	1.500	1.544	1.573	1.617	1.661	1.690
28	293.81	334.20	343.94	350.42	360.16	369.89	376.39
29	1.319	1.542	1.587	1.617	1.662	1.707	1.737
30	293.81	343.49	353.50	360.17	370.17	380.18	386.85
31	1.319	1.585	1.631	1.662	1.708	1.754	1.785
32	293.81	353.04	363.32	370.18	380.46	390.74	397.60
33	1.319	1.585	1.676	1.708	1.756	1.803	1.835
34	293.81	353.04	373.42	380.47	391.04	401.61	408.65
35	1.319	1.585	1.676	1.756	1.804	1.853	1.886
36	293.81	353.04	373.42	391.05	401.91	412.77	420.02
37	1.319	1.585	1.676	1.804	1.855	1.905	1.938
38	293.81	353.04	373.42	401.92	413.08	424.25	431.69
39	1.319	1.585	1.676	1.855	1.906	1.958	1.992
40	293.81	353.04	373.42	413.09	424.57	436.04	443.69
41	1.319	1.585	1.676	1.906	1.958	2.011	2.047
42	293.81	353.04	373.42	424.45	436.24	448.03	455.89
43	1.319	1.585	1.676	1.958	2.012	2.067	2.103
44	293.81	353.04	373.42	436.13	448.24	460.35	468.43
45	1.319	1.585	1.676	1.992	2.048	2.103	2.140
46	293.81	353.04	373.42	443.75	456.08	468.41	476.63
47	1.319	1.585	1.676	2.027	2.083	2.140	2.177
48	293.81	353.04	373.42	451.52	464.06	476.61	484.97
49	1.319	1.585	1.676	2.063	2.120	2.177	2.215
50	293.81	353.04	373.42	459.43	472.18	484.95	493.45
51	1.319	1.585	1.676	2.099	2.157	2.215	2.254
52	293.81	353.04	373.42	467.46	480.45	493.44	502.09
53	1.319	1.585	1.676	2.141	2.200	2.259	2.299
54	293.81	353.04	373.42	476.80	490.05	503.29	512.12
55	1.319	1.585	1.676	2.205	2.266	2.327	2.368
56	293.81	353.04	373.42	491.11	504.75	518.39	527.48

## **SCHEDULE B**

1. Existing positions, new positions, and any significant modifications of positions, proposed by the Administration or by the Association, will be discussed during each contract negotiation. If agreed to, and ratified, by the negotiation committees of both the Board and the Association then these modifications will be included in the new Master Agreement.
2. All Schedule B positions shall be directly tied to an accepted job description for that position. Copies of each job description will be filed each with the Administration and the Association. Any change in compensation from that time on shall come about only through a change in the corresponding job description and process listed above.

### **A. SCHEDULE B POSITIONS**

1. District-wide Schedule B job openings will be posted district-wide in each building, and the application shall be made directly to the Assistant Superintendent for Human Resources or a designee.
2. Schedule B job openings which apply to a particular building or buildings and can only be filled by a teacher in that building or buildings shall still be posted district-wide for information purposes, and the application shall be made directly to the Assistant Superintendent for Human Resources or a designee.

- B. **SCHEDULE B CONTRACT** Individuals performing services identified on Schedule B shall receive a Special Services Contract indicating the rate of pay for said service. No teacher will be expected to provide special services without a Special Services Contract. Before a Special Services Contract can be offered, a job description for that position must be on file and accepted, according to the provisions of the Master Agreement.

- C. **SCHEDULE B PAY** It is understood the payment for Schedule B compensation shall be made by payment of one-half (1/2) of the total amount mid-way through the Schedule B activity period and payment of one-half (1/2) of the total amount at the end of the Schedule B activity, if inventory and billing are complete. The success of a team in the MHSAA tournament will not delay payment. The schedule for such payments will be provided to the Association by September 1<sup>st</sup> each year.

**APPENDIX B****2021-2024 Extra Curricular Position Salary Schedule**

Step 1	\$ 40,874
Step 2	\$ 41,691
Step 3	\$ 42,850
Step 4	\$ 44,041
Step 5	\$ 45,265
Step 6	\$ 46,524
Step 7	\$ 47,817

Appendix B Salary Based on % of Extra-Curricular Position Salary Table. Compensation is based on years of position experience and is limited to seven (7) steps.

**Athletics**

Fall	Girls	Cheerleading - Sideline	Junior Varsity	Head Coach	5.50%
Fall	Girls	Cheerleading - Sideline	Varsity	Head Coach	8.04%
Fall	Boys	Cross Country	7th & 8th Grade	Head Coach	3.38%
Fall	Girls	Cross Country	7th & 8th Grade	Head Coach	3.38%
Fall	Boys	Cross Country	Varsity	Head Coach	12.69%
Fall	Girls	Cross Country	Varsity	Head Coach	12.69%
Fall	Boys	Cross Country	Varsity	Assistant Coach	3.81%
Fall	Girls	Cross Country	Varsity	Assistant Coach	3.81%
Fall	Boys	Football	7th Grade	Assistant Coach	7.19%
Fall	Boys	Football	7th Grade	Head Coach	8.88%
Fall	Boys	Football	8th grade	Assistant Coach	7.19%
Fall	Boys	Football	8th grade	Head Coach	8.88%
Fall	Boys	Football	Freshman	Assistant Coach	13.11%
Fall	Boys	Football	Freshman	Head Coach	13.96%
Fall	Boys	Football	Junior Varsity	Assistant Coach	13.11%
Fall	Boys	Football	Junior Varsity	Head Coach	13.96%
Fall	Boys	Football	Varsity	Assistant Coach	13.54%
Fall	Boys	Football	Varsity	Head Coach	17.77%
Fall	Girls	Golf	Junior Varsity	Head Coach	8.46%
Fall	Girls	Golf	Varsity	Head Coach	10.58%

Fall	Boys & Girls	Physical Conditioning & Weight Training		Supervisor	2.54%
Fall	Boys	Soccer	7th Grade	Head Coach	5.08%
Fall	Boys	Soccer	8th grade	Head Coach	5.08%
Fall	Boys	Soccer	Freshman	Head Coach	9.73%
Fall	Boys	Soccer	Junior Varsity	Head Coach	9.73%
Fall	Boys	Soccer	Varsity	Head Coach	11.84%
Fall	Girls	Dive Head Coach & Swim Assistant Coach	Varsity		11.00%
Fall	Girls	Swim	Varsity	Assistant Coach	9.50%
Fall	Girls	Swim	Varsity	Head Coach	14.81%
Fall	Girls	Tennis	7th & 8th Grade	Head Coach	5.08%
Fall	Boys	Tennis	Junior Varsity	Head Coach	8.46%
Fall	Boys	Tennis	Varsity	Head Coach	11.42%
Fall	Girls	Volleyball	7th Grade	Head Coach	5.08%
Fall	Girls	Volleyball	8th grade	Head Coach	5.08%
Fall	Girls	Volleyball	Freshman	Head Coach	11.00%
Fall	Girls	Volleyball	Junior Varsity	Head Coach	11.00%
Fall	Girls	Volleyball	Varsity	Head Coach	14.38%
Fall	Boys	Water Polo	Varsity	Head Coach	11.42%
Winter	Boys	Basketball	7th Grade	Head Coach	7.19%
Winter	Girls	Basketball	7th Grade	Head Coach	7.19%
Winter	Boys	Basketball	8th Grade	Head Coach	7.19%
Winter	Girls	Basketball	8th Grade	Head Coach	7.19%
Winter	Boys	Basketball	Freshman	Head Coach	13.96%
Winter	Girls	Basketball	Freshman	Head Coach	13.96%
Winter	Boys	Basketball	Junior Varsity	Head Coach	14.38%
Winter	Girls	Basketball	Junior Varsity	Head Coach	14.38%
Winter	Boys	Basketball	Varsity	Head Coach	18.19%
Winter	Girls	Basketball	Varsity	Head Coach	18.19%
Winter	Girls	Cheerleading - Competitive	7th Grade	Head Coach	5.50%
Winter	Girls	Cheerleading - Competitive	8th Grade	Head Coach	5.50%
Winter	Girls	Cheerleading - Competitive	Junior Varsity	Head Coach	12.27%

Winter	Girls	Cheerleading - Competitive & Sideline	Varsity	Head Coach	15.65%
Winter	Girls	Competitive Dance	Varsity	Head Coach	7.61%
Winter	Boys	Hockey	Varsity	Head Coach	15.65%
Winter	Boys & Girls	Intramural		Director	2.96%
Winter	Boys & Girls	Physical Conditioning & Weight Training		Supervisor	2.54%
Winter	Boys	Swim & Dive	7th & 8th Grade	Assistant Coach	5.92%
Winter	Girls	Swim & Dive	7th & 8th Grade	Assistant Coach	5.92%
Winter	Boys	Swim	7th & 8th Grade	Head Coach	5.92%
Winter	Girls	Swim	7th & 8th Grade	Head Coach	5.92%
Winter	Boys & Girls	Swim	7th & 8th Grade	Head Coach	5.92%
Winter	Boys	Dive Head Coach & Swim Assistant Coach	Varsity		11.00%
Winter	Boys	Swim	Varsity	Assistant Coach	9.50%
Winter	Boys	Swim	Varsity	Head Coach	14.38%
Winter	Boys	Wrestling	7th & 8th Grade	Assistant Coach	4.23%
Winter	Boys	Wrestling	7th & 8th Grade	Head Coach	6.77%
Winter	Boys	Wrestling	Junior Varsity	Head Coach	11.84%
Winter	Boys	Wrestling	Varsity	Head Coach	15.23%
Spring	Boys	Baseball	Freshman	Head Coach	9.73%
Spring	Boys	Baseball	Junior Varsity	Head Coach	9.73%
Spring	Boys	Baseball	Varsity	Head Coach	12.69%
Spring	Boys	Golf	Junior Varsity	Head Coach	8.46%
Spring	Boys	Golf	Varsity	Head Coach	10.58%

Spring	Boys & Girls	Intramural		Director	2.96%
Spring	Boys	Lacrosse	Varsity	Head Coach	11.84%
Spring	Girls	Lacrosse	Varsity	Head Coach	11.84%
Spring	Boys	Lacrosse	Junior Varsity	Head Coach	8.04%
Spring	Girls	Lacrosse	Junior Varsity	Head Coach	8.04%
Spring	Boys & Girls	Physical Conditioning & Weight Training		Supervisor	2.54%
Spring	Girls	Soccer	7th Grade	Head Coach	5.08%
Spring	Girls	Soccer	8th Grade	Head Coach	5.08%
Spring	Girls	Soccer	Freshman	Head Coach	9.73%
Spring	Girls	Soccer	Junior Varsity	Head Coach	9.73%
Spring	Girls	Soccer	Varsity	Head Coach	11.84%
Spring	Girls	Softball	Junior Varsity	Head Coach	9.73%
Spring	Girls	Softball	Varsity	Head Coach	12.69%
Spring	Boys	Tennis	7th & 8th Grade	Head Coach	5.08%
Spring	Girls	Tennis	Junior Varsity	Head Coach	8.46%
Spring	Girls	Tennis	Varsity	Head Coach	11.42%
Spring	Boys	Track & Field	7th & 8th Grade	Assistant Coach	4.23%
Spring	Girls	Track & Field	7th & 8th Grade	Assistant Coach	4.23%
Spring	Boys	Track & Field	7th & 8th Grade	Head Coach	5.50%
Spring	Girls	Track & Field	7th & 8th Grade	Head Coach	5.50%
Spring	Boys	Track & Field	Varsity	Assistant Coach	7.19%
Spring	Girls	Track & Field	Varsity	Assistant Coach	7.19%
Spring	Boys & Girls	Track & Field	Varsity	Assistant Throwing Coach	6.77%
Spring	Boys	Track & Field	Varsity	Head Coach	12.69%
Spring	Girls	Track & Field	Varsity	Head Coach	12.69%
Spring	Girls	Water Polo	Varsity	Head Coach	11.42%
Summer	Boys &	Physical Conditioning &		Supervisor	2.54%

## Girls Weight Training

Academic

Band Director	Harbor Lights	8.88%
Band Director	Macatawa Bay	5.92%
Band Director	10th - 12th Grade	13.54%
Band Director	9th Grade	4.23%
Band Director Assistant	6th Grade	0.42%
Band Director High School Assistant	High School	3.81%
Calling All Colors Advisor	Middle School	2.54%
Choral Director	10th - 12th Grade	6.35%
Choral Director	9th Grade	1.69%
Choral Director	Middle School	5.92%
Class Sponsor	10th Grade	1.69%
Class Sponsor	11th Grade	4.65%
Class Sponsor	12th Grade	3.81%
Class Sponsor	9th Grade	1.69%
Conflict Manager Advisor	Elementary	2.96%
Curriculum Department Chairperson - Art	6th - 12th Grade	8.04%
Curriculum Department Chairperson - Business	6th - 12th Grade	8.04%
Curriculum Department Chairperson - English Language Arts	6th - 8th Grade	7.61%
Curriculum Department Chairperson - English Language Arts	9th - 12th Grade	8.88%
Curriculum Department Chairperson - Family & Consumer Sciences	6th - 12th Grade	8.04%
Curriculum Department Chairperson - Foreign Language	6th - 12th Grade	8.04%
Curriculum Department Chairperson - Guidance	9th - 12th Grade	8.88%
Curriculum Department Chairperson - Industrial Technology	6th - 12th Grade	8.04%
Curriculum Department Chairperson - Math	6th - 8th Grade	7.61%
Curriculum Department Chairperson - Math	9th - 12th Grade	8.88%
Curriculum Department Chairperson - Music	6th - 12th Grade	8.04%
Curriculum Department Chairperson - Physical Wellness	6th - 12th Grade	8.04%
Curriculum Department Chairperson - Science	6th - 8th Grade	7.61%
Curriculum Department Chairperson - Science	9th - 12th Grade	8.88%
Curriculum Department Chairperson - Social Studies	6th - 8th Grade	7.61%
Curriculum Department Chairperson - Social Studies	9th - 12th Grade	8.88%
Curriculum Department Chairperson - Special Education	6th - 8th Grade	7.61%
Curriculum Department Chairperson - Special Education	9th - 12th Grade	8.88%
Debate Coach	Varsity	6.77%
DECA Advisor	9th - 12th Grade	2.96%
Director of Theater	High School	1.69%
Drama Club Advisor	High School	1.27%

Dutch Dance Costume Director	High School	6.35%
Dutch Dance Director	High School	10.15%
Elementary Special Ed. Chairperson (K-5), 2 positions	Elementary	
Elementary Grade Level Chairperson (K-5), 6 positions	Elementary	7.00%
FIRST Robotics Advisor	High School	11.84%
FIRST Robotics Advisor, Assistant	High School	3.38%
Forensics Coach	High School	4.65%
Job Squad Advisor	Elementary	2.54%
Language Club Advisor - French	High School	1.69%
Language Club Advisor - Spanish	High School	1.69%
Model United Nations Advisor	High School	5.92%
National Academic Honor Society Advisor	High School	5.08%
National Art Honor Society Advisor	High School	1.27%
Newspaper Advisor	High School	6.35%
Orchestra Director	10th - 12th Grade	5.92%
Orchestra Director	9th Grade	1.69%
Orchestra Director	Middle School	4.23%
Renaissance Advisor	9th - 12th Grade	2.12%
Safety Patrol Director	Elementary	4.27%
School Improvement Chair	Elementary	5.50%
Science Olympiad Assistant Coach	High School	6.77%
Science Olympiad Assistant Coach	Middle School	5.08%
Science Olympiad Coach	High School	10.15%
Science Olympiad Coach	Middle School	5.08%
Science Olympiad Part-Time Flex Assistant Coach	Middle School	2.54%
Ski Club Advisor	High School	2.54%
Ski Club Advisor	Middle School	2.96%
Student Activities Coordinator	High School	7.61%
Student Government Advisor	Elementary	1.27%
Student Government Advisor	Middle School	2.54%
Theater Caravan Production Coach	High School	4.65%
WOBV Advisor (with release hour)	High School	5.08%
Yearbook Advisor (ICON Staff)	High School	11.00%

### Theater

Fall	Choreographer	High School Musical	4.23%
Fall	Costumes Director	High School Musical	4.23%
Fall	Director	High School Musical	7.61%
Fall	Front of House Advisor	High School Musical	1.69%
Fall	Make-up Advisor	High School Musical	0.85%
Fall	Orchestra Director	High School Musical	5.08%
Fall	Patron & Publicity Advisor	High School Musical	2.12%
Fall	Pianist	High School Musical	2.96%
Fall	Program Advisor	High School Musical	1.27%

Fall	Properties Director	High School Musical	1.69%
Fall	Set Design & Construction Advisor	High School Musical	2.96%
Fall	Stage Manager & Assistant Director	High School Musical	4.23%
Fall	Technical Director	High School Musical	3.38%
Fall	Vocal Director	High School Musical	5.08%
Winter	Costumes Director	High School Play	3.38%
Winter	Front of House Advisor	High School Play	1.27%
Winter	Make-up Advisor	High School Play	1.27%
Winter	Patron & Publicity Advisor	High School Play	2.12%
Winter	Production Director	High School Play	6.77%
Winter	Program Advisor	High School Play	1.27%
Winter	Properties Director	High School Play	2.12%
Winter	Set Design & Construction Advisor	High School Play	2.96%
Winter	Stage Manager & Assistant Director	High School Play	4.23%
Winter	Technical Director	High School Play	2.96%
Spring	Costumes Director	Middle School Musical	3.81%
Spring	Director	Middle School Musical	5.08%
Spring	Production Coordinator	Middle School Musical	3.38%
Spring	Properties Director	Middle School Musical	1.69%
Spring	Technical Director	Middle School Musical	2.54%
Spring	Vocal Director	Middle School Musical	3.38%
Spring	Costumes Director	Theatre Caravan Production	2.54%
Spring	Director	Theatre Caravan Production	5.08%
Spring	Set Design & Construction Advisor	Theatre Caravan Production	2.54%
Spring	Stage Manager & Assistant Director	Theatre Caravan Production	3.81%

\* All current Schedule B positions will be held harmless transitioning from the 2020-21 pay scale to the new pay scale listed above. It is the district's intent for no one to have a pay reduction transitioning to the new schedule. Any errors in contract need to be resolved with the district during the duration of the individual's schedule B contract during the 2021-22 academic year.

**SCHEDULE C**

- A. The Schedule C hourly rate shall be used for programs paid on an hourly basis, including but not limited to driver's education, adult education (non-recreation), special services, summer institute, in-service training, teacher option days, etc. The Schedule C hourly rate for the term of this agreement is listed below and is calculated by  $.0008 \times \text{Schedule A step BA 1}$ .

Year		Rate
2021-22		\$ 32.70
2022-23		\$ 33.11
2023-24		\$ 33.60

**SCHEDULE D**  
**2021-2024**  
**REGULAR CALENDARS**

- A. Inclement weather days will be made up only if make-up days are needed to meet the state-required minimum number of days and/or hours, and if the District determines to make up the days.
- B. Only the days and/or hours necessary to meet the minimum number of days and hours required by the state will be made up.
- C. Make up days will be scheduled for regular week days at the end of the school calendar.
- D. If the state law is amended or appealed so that no loss of state aid occurs for Act of God days, the District and Association will meet to revise the calendar as needed.
- E. If the district can secure an early start waiver from the Michigan Department of Education or other appropriate regulatory body to begin school before Labor Day in 2021-22, the district will follow the calendar for 2021-22 and the subsequent years of this agreement. If the district is not able to secure an early start waiver, then the administration and association will revise the calendar to comply with the state-required minimum number of days and/or hours.

Schedule D - 2021-22 West Ottawa Public Schools K-5 Calendar A

		Teacher Days	Student Days
Aug. 30-31	Professional Development	2	2
Sept. 1-2	Full Days of School	2	2
Sept. 3-6	No School - Labor Day Recess	0	0
Sept. 7-Sept. 23	Full Days of School	13	13
Sept. 24	Half Day for Students - Half Day Professional Development	1	1
Sept. 27-Oct. 20	Full Days of School	18	18
Oct. 21	Students Half day of School, P/T Conf. 1-4 and 5-8 p.m.	1.5	1
Oct. 22-Oct. 25	Full Days of School	2	2
Oct. 26	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Oct. 27-Oct. 28	Full Days of School	2	2
Oct. 29	Last Day of 1st Quarter Half Day for Students - Half Day Professional Development Report Cards due Nov. 3 at 4:30 p.m.	1	1
	<b>Quarterly Totals</b>	<b>44</b>	<b>43</b>
Nov. 1-11	Full Days of School	9	9
Nov. 12	Half Day for Students - Half Day Professional Development	1	1
Nov. 15-23	Full Days of School	7	7
Nov. 24-26	No School - Thanksgiving Recess	0	0
Nov. 29-Dec. 17	Full Days of School	15	15
Dec. 20-Dec. 31	No School - Holiday Recess	0	0
Jan. 3-20	Full Days of School	14	14
Jan. 21	Last Day of Semester Half Day of School, .5 Records Day Report Cards Due Jan. 26 at 4:30 p.m.	1	1
	<b>Quarterly Totals</b>	<b>47</b>	<b>47</b>
	<b>Semester Totals</b>	<b>91</b>	<b>90</b>
Jan. 24-Feb. 10	Full Days of School	14	14
Feb. 11	Half Day for Students - Half Day Professional Development	1	1
Feb. 14	Mid-Winter Recess	0	0
Feb. 15-Mar. 7	Full Days of School	15	15
Mar. 8	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Mar. 9	Full Day of School	1	1
Mar. 10	Students Half day of School, P/T Conf. 1-4 p.m. and 5-8 p.m.	1.5	1
Mar. 11-Mar. 24	Full Days of School	10	10
Mar. 25	Last Day of 3rd Quarter Half Day for Students - Half Day Professional Development Report Cards Due Mar. 30 at 4:30 p.m.	1	1
	<b>Quarterly Totals</b>	<b>45</b>	<b>44</b>
Mar. 28-Mar. 31	Full Days of School	4	4
Apr. 1-8	Spring Recess	0	0
Apr. 11-Apr. 21	Full Days of School	9	9
Apr. 22	Half Day for Students - Half Day Professional Development	1	1
Apr. 25-May 11	Full Days of School	13	13
May 12	Half Day of School, Tulip Time	0.5	1
May 13-May 26	Full Days of School	10	10
May 27	Half Day for Students - Half Day Professional Development	1	1
May 30	No School - Memorial Day	0	0
May 31-June 9	Full Days of School	8	8
June 10	End of Semester Half Day of School, .5 Records Day Report Cards Due June 15 at 4:30 p.m.	1	1
	<b>Quarterly Totals</b>	<b>47.5</b>	<b>48</b>
	<b>Semester Totals</b>	<b>92.5</b>	<b>92</b>
	<b>Yearly Total</b>	<b>183.5</b>	<b>182</b>
- *Classroom teachers responsible for report cards.			
- The expectation for conferences is that all teachers will meet with parents. For teachers not meeting with parents during conference or scheduled makeup time, this time will be unpaid.			
- Student Count Days: October 6 and February 9			

Schedule D - 2021-22 West Ottawa Public Schools 6-8 Calendar A

		Teacher Days	Student Days
Aug. 30-31	Professional Development	2	2
Sept. 1-2	Full Days of School	2	2
Sept. 3-6	No School - Labor Day Recess	0	0
Sept. 7-Sept. 23	Full Days of School	13	13
Sept. 24	Half Day for Students - Half Day Professional Development	1	1
Sept. 27-Oct. 15	Full Days of School	15	15
Oct. 18	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Oct. 19	Full Days of School	1	1
Oct. 20	Students Half day of School, P/T Conf. 1-4 p.m.	1	1
Oct. 21-25	Full Days of School	3	3
Oct. 26	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Oct. 27-28	Full Day of School	2	2
Oct. 29	Last Day of 1st Quarter Half Day for Students - Half Day Professional Development Report Cards due Nov. 3 at 4:30 p.m.	1	1
	<b>Quarterly Totals</b>	<b>44</b>	<b>43</b>
Nov. 1-11	Full Days of School	9	9
Nov. 12	Half Day for Students - Half Day Professional Development	1	1
Nov. 15-23	Full Days of School	7	7
Nov. 24-26	No School - Thanksgiving Recess	0	0
Nov. 29-Dec. 17	Full Days of School	15	15
Dec. 20-Dec. 31	No School - Holiday Recess	0	0
Jan. 3-20	Full Days of School	14	14
Jan. 21	Last Day of Semester Half Day of School, .5 Records Day Report Cards Due Jan. 26 at 4:30 p.m.	1	1
	<b>Quarterly Totals</b>	<b>47</b>	<b>47</b>
	<b>Semester Totals</b>	<b>91</b>	<b>90</b>
Jan. 24-Feb. 10	Full Days of School	14	14
Feb. 11	Half Day for Students - Half Day Professional Development	1	1
Feb. 14	Mid-Winter Recess	0	0
Feb. 15-Mar. 7	Full Days of School	15	15
Mar. 8	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Mar. 9	Full Day of School	1	1
Mar. 10	Students Half day of School, P/T Conf. 1-4 p.m. and 5-8 p.m.	1.5	1
Mar. 11-Mar. 24	Full Days of School	10	10
Mar. 25	Last Day of 3rd Quarter Half Day for Students - Half Day Professional Development Report Cards Due Mar. 30 at 4:30 p.m.	1	1
	<b>Quarterly Totals</b>	<b>45</b>	<b>44</b>
Mar. 28-Mar. 31	Full Days of School	4	4
Apr. 1-8	Spring Recess	0	0
Apr. 11-Apr. 21	Full Days of School	9	9
Apr. 22	Half Day for Students - Half Day Professional Development	1	1
Apr. 25-May 11	Full Days of School	13	13
May 12	Half Day of School, Tulip Time	0.5	1
May 13-May 26	Full Days of School	10	10
May 27	Half Day for Students - Half Day Professional Development	1	1
May 30	No School - Memorial Day	0	0
May 31-June 9	Full Days of School	8	8
June 10	End of Semester Half Day of School, .5 Records Day Report Cards Due June 15 at 4:30 p.m.	1	1
	<b>Quarterly Totals</b>	<b>47.5</b>	<b>48</b>
	<b>Semester Totals</b>	<b>92.5</b>	<b>92</b>
	<b>Yearly Total</b>	<b>183.5</b>	<b>182</b>
- *Classroom teachers responsible for report cards.			
- The expectation for conferences is that all teachers will meet with parents. For teachers not meeting with parents during conference or scheduled makeup time, this time will be unpaid.			
- Student Count Days: October 6 and February 9			

Schedule D - 2021-22 West Ottawa Public Schools 9-12 Calendar A

		Teacher Days	Student Days
Aug. 30-31	Professional Development	2	2
Sept. 1-2	Full Days of School	2	2
Sept. 3-6	No School - Labor Day Recess	0	0
Sept. 7-Sept. 23	Full Days of School	13	13
Sept. 24	Half Day for Students - Half Day Professional Development	1	1
Sept. 27-Oct. 20	Full Days of School	18	18
Oct. 21	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Oct. 22-25	Full Days of School	2	2
Oct. 26	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Oct. 27-28	Full Days of School	2	2
Oct. 29	Half Day for Students - Half Day Professional Development Last Day of 1st Quarter Report Cards due Nov. 3 at 4:30 p.m.	1	1
	<b>Quarterly Totals</b>	<b>44</b>	<b>43</b>
Nov. 1-11	Full Days of School	9	9
Nov. 12	Half Day for Students - Half Day Professional Development	1	1
Nov. 15-23	Full Days of School	7	7
Nov. 24-26	No School - Thanksgiving Recess	0	0
Nov. 29-Dec. 17	Full Days of School	15	15
Dec. 20-Dec. 31	No School - Holiday Recess	0	0
Jan. 3-20	Full Days of School	14	14
Jan. 21	Last Day of Semester Half Day of School, .5 Records Day Report Cards Due Jan. 26 at 4:30 p.m.	1	1
	<b>Quarterly Totals</b>	<b>47</b>	<b>47</b>
	<b>Semester Totals</b>	<b>91</b>	<b>90</b>
Jan. 24-Feb. 10	Full Days of School	14	14
Feb. 11	Half Day for Students - Half Day Professional Development	1	1
Feb. 14	Mid-Winter Recess	0	0
Feb. 15-Mar. 7	Full Days of School	15	15
Mar. 8	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Mar. 9	Full Day of School	1	1
Mar. 10	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Mar. 11-Mar. 24	Full Days of School	10	10
Mar. 25	Last Day of 3rd Quarter Half Day for Students - Half Day Professional Development Report Cards Due Mar. 30 at 4:30 p.m.	1	1
	<b>Quarterly Totals</b>	<b>45</b>	<b>44</b>
Mar. 28-Mar. 31	Full Days of School	4	4
Apr. 1-8	Spring Recess	0	0
Apr. 11-Apr. 21	Full Days of School	9	9
Apr. 22	Half Day for Students - Half Day Professional Development	1	1
Apr. 25-May 11	Full Days of School	13	13
May 12	Half Day of School, Tulip Time	0.5	1
May 13-May 26	Full Days of School	10	10
May 27	Half Day for Students - Half Day Professional Development	1	1
May 30	No School - Memorial Day	0	0
May 31-June 9	Full Days of School	8	8
June 10	End of Semester Half Day of School, .5 Records Day Report Cards Due June 15 at 4:30 p.m.	1	1
	<b>Quarterly Totals</b>	<b>47.5</b>	<b>48</b>
	<b>Semester Totals</b>	<b>92.5</b>	<b>92</b>
	<b>Yearly Total</b>	<b>183.5</b>	<b>182</b>
- *Classroom teachers responsible for report cards.			
- The expectation for conferences is that all teachers will meet with parents. For teachers not meeting with parents during conferences or scheduled makeup time, this time will be unpaid.			
- Student Count Days: October 6 and February 9			
- MME Testing: To be announced 1st or 2nd week in March			

Schedule D - 2022-23 West Ottawa Public Schools K-5 Calendar A

		Teacher Days	Student Days
Aug. 29-Aug. 30	Professional Development	2	2
Aug. 31-Sept. 1	Full Days of School	2	2
Sept. 2-5	No School - Labor Day Recess	0	0
Sept. 6-Sept. 22	Full Days of School	13	13
Sept. 23	Half Day for Students - Half Day Professional Development	1	1
Sept. 26-Oct. 19	Full Days of School	18	18
Oct. 20	Students Half Day of School, P/T Conf. 1-4 and 5-8 p.m.	1.5	1
Oct. 21-24	Full Days of School	2	2
Oct. 25	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Oct. 26-Oct. 27	Full Days of School	2	2
Oct. 28	Last Day of 1st Quarter Half Day for Students - Half Day Professional Development Report Cards due Nov. 2 at 4:30 p.m.	1	1
	<b>Quarterly Totals</b>	<b>44</b>	<b>43</b>
Oct. 31-Nov. 10	Full Days of School	9	9
Nov. 11	Half Day for Students - Half Day Professional Development	1	1
Nov. 14-Nov. 22	Full Days of School	7	7
Nov. 23-25	No School - Thanksgiving Recess	0	0
Nov. 28-Dec. 20	Full Days of School	17	17
Dec. 21-Jan. 3	No School - Holiday Recess	0	0
Jan. 4-19	Full Days of School	12	12
Jan. 20	Last Day of Semester Half Day of School, .5 Records Day Report Cards Due Jan. 25 at 4:30 p.m.	1	1
	<b>Quarterly Totals</b>	<b>47</b>	<b>47</b>
	<b>Semester Totals</b>	<b>91</b>	<b>90</b>
Jan. 23-Feb. 9	Full Days of School	14	14
Feb. 10	Half Day for Students - Half Day Professional Development	1	1
Feb. 13	Mid-Winter Recess	0	0
Feb. 14-Mar. 6	Full Days of School	15	15
Mar. 7	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Mar. 8	Full Day of School	1	1
Mar. 9	Students Half day of School, P/T Conf. 1-4 p.m. and 5-8 p.m.	1.5	1
Mar. 10-Mar. 23	Full Days of School	10	10
Mar. 24	Last Day of 3rd Quarter Half Day for Students - Half Day Professional Development Report Cards Due Mar. 29 at 4:30 p.m.	1	1
	<b>Quarterly Totals</b>	<b>45</b>	<b>44</b>
Mar. 27-Mar. 30	Full Days of School	4	4
Mar. 31-Apr. 7	Spring Recess	0	0
Apr. 10-Apr. 20	Full Days of School	9	9
Apr. 21	Half Day for Students - Half Day Professional Development	1	1
Apr. 24-May 3	Full Days of School	8	8
May 11	Half Day of School, Tulip Time	0.5	1
May 5-May 25	Full Days of School	15	15
May 26	Half Day for Students - Half Day Professional Development	1	1
May 29	No School - Memorial Day	0	0
May 30-June 8	Full Days of School	8	8
June 9	End of Semester Half Day of School, .5 Records Day Report Cards Due June 14 at 4:30 p.m.	1	1
	<b>Quarterly Totals</b>	<b>47.5</b>	<b>48</b>
	<b>Semester Totals</b>	<b>92.5</b>	<b>92</b>
	<b>Yearly Total</b>	<b>183.5</b>	<b>182</b>
- *Classroom teachers responsible for report cards.			
- The expectation for conferences is that all teachers will meet with parents. For teachers not meeting with parents during conference or scheduled makeup time, this time will be unpaid.			
- Student Count Days: October 5 and February 8			

Schedule D - 2022-23 West Ottawa Public Schools 6-8 Calendar A

		Teacher Days	Student Days
Aug. 29-Aug. 30	Professional Development	2	2
Aug. 31-Sept. 1	Full Days of School	2	2
Sept. 2-5	No School - Labor Day Recess	0	0
Sept. 6-Sept. 22	Full Days of School	13	13
Sept. 23	Half Day for Students - Half Day Professional Development	1	1
Sept. 26-Oct. 14	Full Days of School	15	15
Oct. 17	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Oct. 18	Full Days of School	1	1
Oct. 19	Students Half day of School, P/T Conf. 1-4 p.m.	1	1
Oct. 20-24	Full Days of School	3	3
Oct. 25	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Oct. 26-27	Full Day of School	2	2
Oct. 28	Last Day of 1st Quarter Half Day for Students - Half Day Professional Development Report Cards due Nov. 2 at 4:30 p.m.	1	1
	<b>Quarterly Totals</b>	<b>44</b>	<b>43</b>
Oct. 31-Nov. 10	Full Days of School	9	9
Nov. 11	Half Day for Students - Half Day Professional Development	1	1
Nov. 14-Nov. 22	Full Days of School	7	7
Nov. 23-25	No School - Thanksgiving Recess	0	0
Nov. 28-Dec. 20	Full Days of School	17	17
Dec. 21-Jan. 3	No School - Holiday Recess	0	0
Jan. 4-19	Full Days of School	12	12
Jan. 20	Last Day of Semester Half Day of School, .5 Records Day Report Cards Due Jan. 25 at 4:30 p.m.	1	1
	<b>Quarterly Totals</b>	<b>47</b>	<b>47</b>
	<b>Semester Totals</b>	<b>91</b>	<b>90</b>
Jan. 23-Feb. 9	Full Days of School	14	14
Feb. 10	Half Day for Students - Half Day Professional Development	1	1
Feb. 13	Mid-Winter Recess	0	0
Feb. 14-Mar. 6	Full Days of School	15	15
Mar. 7	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Mar. 8	Full Day of School	1	1
Mar. 9	Students Half day of School, P/T Conf. 1-4 p.m. and 5-8 p.m.	1.5	1
Mar. 10-Mar. 23	Full Days of School	10	10
Mar. 24	Last Day of 3rd Quarter Half Day for Students - Half Day Professional Development Report Cards Due Mar. 29 at 4:30 p.m.	1	1
	<b>Quarterly Totals</b>	<b>45</b>	<b>44</b>
Mar. 27-Mar. 30	Full Days of School	4	4
Mar. 31-Apr. 7	Spring Recess	0	0
Apr. 10-Apr. 20	Full Days of School	9	9
Apr. 21	Half Day for Students - Half Day Professional Development	1	1
Apr. 24-May 10	Full Days of School	13	13
May 11	Half Day of School, Tulip Time	0.5	1
May 12-May 25	Full Days of School	10	10
May 26	Half Day for Students - Half Day Professional Development	1	1
May 29	No School - Memorial Day	0	0
May 30-June 8	Full Days of School	8	8
June 9	End of Semester Half Day of School, .5 Records Day Report Cards Due June 14 at 4:30 p.m.	1	1
	<b>Quarterly Totals</b>	<b>47.5</b>	<b>48</b>
	<b>Semester Totals</b>	<b>92.5</b>	<b>92</b>
	<b>Yearly Total</b>	<b>183.5</b>	<b>182</b>
- * Classroom teachers responsible for report cards.			
- The expectation for conferences is that all teachers will meet with parents. For teachers not meeting with parents during conference or scheduled makeup time, this time will be unpaid.			
- Student Count Days: October 5 and February 8			

Schedule D - 2022-23 West Ottawa Public Schools 9-12 Calendar A

		Teacher Days	Student Days
Aug. 29-Aug. 30	Professional Development	2	2
Aug. 31-Sept. 1	Full Days of School	2	2
Sept. 2-5	No School - Labor Day Recess	0	0
Sept. 6-Sept. 22	Full Days of School	13	13
Sept. 23	Half Day for Students - Half Day Professional Development	1	1
Sept. 26-Oct. 19	Full Days of School	18	18
Oct. 20	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Oct. 21-24	Full Days of School	2	2
Oct. 25	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Oct. 26-Oct. 27	Full Days of School	2	2
Oct. 28	Last Day of 1st Quarter Half Day for Students - Half Day Professional Development Report Cards due Nov. 4 at 4:30 p.m.	1	1
	<b>Quarterly Totals</b>	<b>44</b>	<b>43</b>
Oct. 31-Nov. 10	Full Days of School	9	9
Nov. 11	Half Day for Students - Half Day Professional Development	1	1
Nov. 14-Nov. 22	Full Days of School	7	7
Nov. 23-25	No School - Thanksgiving Recess	0	0
Nov. 28-Dec. 20	Full Days of School	17	17
Dec. 21-Jan. 3	No School - Holiday Recess	0	0
Jan. 4-19	Full Days of School	12	12
Jan. 20	Last Day of Semester Half Day of School, .5 Records Day Report Cards Due Jan. 25 at 4:30 p.m.	1	1
	<b>Quarterly Totals</b>	<b>47</b>	<b>47</b>
	<b>Semester Totals</b>	<b>91</b>	<b>90</b>
Jan. 23-Feb. 9	Full Days of School	14	14
Feb. 10	Half Day for Students - Half Day Professional Development	1	1
Feb. 13	Mid-Winter Recess	0	0
Feb. 14-Mar. 6	Full Days of School	15	15
Mar. 7	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Mar. 8	Full Day of School	1	1
Mar. 9	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Mar. 10-23	Full Days of School	10	10
Mar. 24	Last Day of 3rd Quarter Half Day for Students - Half Day Professional Development Report Cards Due Mar. 29 at 4:30 p.m.	1	1
	<b>Quarterly Totals</b>	<b>45</b>	<b>44</b>
Mar. 27-Mar. 30	Full Days of School	4	4
Mar. 31-Apr. 7	Spring Recess	0	0
Apr. 10-Apr. 20	Full Days of School	9	9
Apr. 21	Half Day for Students - Half Day Professional Development	1	1
Apr. 24-May 3	Full Days of School	8	8
May 11	Half Day of School, Tulip Time	0.5	1
May 5-May 25	Full Days of School	15	15
May 26	Half Day for Students - Half Day Professional Development	1	1
May 29	No School - Memorial Day	0	0
May 30-June 8	Full Days of School	8	8
June 9	End of Semester Half Day of School, .5 Records Day Report Cards Due June 14 at 4:30 p.m.	1	1
	<b>Quarterly Totals</b>	<b>47.5</b>	<b>48</b>
	<b>Semester Totals</b>	<b>92.5</b>	<b>92</b>
	<b>Yearly Total</b>	<b>183.5</b>	<b>182</b>
- *Classroom teachers responsible for report cards.			
- The expectation for conferences is that all teachers will meet with parents. For teachers not meeting with parents during conferences or scheduled makeup time, this time will be unpaid.			
- Student Count Days: October 5 and February 8			
- MME Testing: To be announced 1st or 2nd week in March			

Schedule D - 2023-24 West Ottawa Public Schools K-5 Calendar A

		Teacher Days	Student Days
Aug. 28-Aug. 29	Professional Development	2	2
Aug. 30-Aug. 31	Full Days of School	2	2
Sept. 1-Sept. 4	No School - Labor Day Recess	0	0
Sept. 5-Sept. 21	Full Days of School	13	13
Sept. 22	Half Day for Students - Half Day Professional Development	1	1
Sept. 25-Oct. 18	Full Days of School	18	18
Oct. 19	Students Half Day of School, P/T Conf. 1-4 and 5-8 p.m.	1.5	1
Oct. 20-Oct. 23	Full Days of School	2	2
Oct. 24	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Oct. 25-Oct. 26	Full Days of School	2	2
Oct. 27	Last Day of 1st Quarter Half Day for Students - Half Day Professional Development Report Cards due Nov. 1 at 4:30 p.m.	1	1
	<b>Quarterly Totals</b>	<b>44</b>	<b>43</b>
Oct. 30-Nov. 9	Full Days of School	9	9
Nov. 10	Half Day for Students - Half Day Professional Development	1	1
Nov. 13-Nov. 21	Full Days of School	7	7
Nov. 22-24	No School - Thanksgiving Recess	0	0
Nov. 27-Dec. 22	Full Days of School	20	20
Dec. 25-Jan. 5	No School - Holiday Recess	0	0
Jan. 8-Jan. 18	Full Days of School	9	9
Jan. 19	Last Day of Semester Half Day of School, .5 Records Day Report Cards Due Jan. 24 at 4:30 p.m.	1	1
	<b>Quarterly Totals</b>	<b>47</b>	<b>47</b>
	<b>Semester Totals</b>	<b>91</b>	<b>90</b>
Jan. 22-Feb. 8	Full Days of School	14	14
Feb. 9	Half Day for Students - Half Day Professional Development	1	1
Feb. 12	Mid-Winter Recess	0	0
Feb. 13-Mar. 4	Full Days of School	15	15
Mar. 5	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Mar. 6	Full Days of School	1	1
Mar. 7	Students Half day of School, P/T Conf. 1-4 p.m. and 5-8 p.m.	1.5	1
Mar. 8-Mar. 21	Full Days of School	10	10
Mar. 22	Last Day of 3rd Quarter Half Day for Students - Half Day Professional Development Report Cards Due Mar. 27 at 4:30 p.m.	1	1
	<b>Quarterly Totals</b>	<b>45</b>	<b>44</b>
Mar. 25-Mar. 28	Full Days of School	4	4
Mar. 29-Apr. 5	Spring Recess	0	0
Apr. 8-Apr. 18	Full Days of School	9	9
Apr. 19	Half Day for Students - Half Day Professional Development	1	1
Apr. 22-May 1	Full Days of School	8	8
May 9	Half Day of School, Tulip Time	0.5	1
May 3-May 23	Full Days of School	15	15
May 24	Half Day for Students - Half Day Professional Development	1	1
May 27	No School - Memorial Day	0	0
May 28-June 6	Full Days of School	8	8
June 7	End of Semester Half Day of School, .5 Records Day Report Cards Due June 12 at 4:30 p.m.	1	1
	<b>Quarterly Totals</b>	<b>47.5</b>	<b>48</b>
	<b>Semester Totals</b>	<b>92.5</b>	<b>92</b>
	<b>Yearly Total</b>	<b>183.5</b>	<b>182</b>
- *Classroom teachers responsible for report cards.			
- The expectation for conferences is that all teachers will meet with parents. For teachers not meeting with parents during conference or scheduled makeup time, this time will be unpaid.			
- Student Count Days: October 5 and February 8			

Schedule D - 2023-24 West Ottawa Public Schools 6-8 Calendar A

		Teacher Days	Student Days
Aug. 28-Aug. 29	Professional Development	2	2
Aug. 30-Aug. 31	Full Days of School	2	2
Sept. 1-Sept. 4	No School - Labor Day Recess	0	0
Sept. 5-Sept. 21	Full Days of School	13	13
Sept. 22	Half Day for Students - Half Day Professional Development	1	1
Sept. 25-Oct. 13	Full Days of School	15	15
Oct. 16	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Oct. 17	Full Days of School	1	1
Oct. 18	Students Half day of School, P/T Conf. 1-4 p.m.	1	1
Oct. 19-23	Full Days of School	3	3
Oct. 24	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Oct. 25-26	Full Day of School	2	2
Oct. 27	Last Day of 1st Quarter Half Day for Students - Half Day Professional Development Report Cards due Nov. 1 at 4:30 p.m.	1	1
	<b>Quarterly Totals</b>	<b>44</b>	<b>43</b>
Oct. 30-Nov. 9	Full Days of School	9	9
Nov. 10	Half Day for Students - Half Day Professional Development	1	1
Nov. 13-Nov. 21	Full Days of School	7	7
Nov. 22-24	No School - Thanksgiving Recess	0	0
Nov. 27-Dec. 22	Full Days of School	20	20
Dec. 25-Jan. 5	No School - Holiday Recess	0	0
Jan. 8-Jan. 18	Full Days of School	9	9
Jan. 19	Last Day of Semester Half Day of School, .5 Records Day Report Cards Due Jan. 24 at 4:30 p.m.	1	1
	<b>Quarterly Totals</b>	<b>47</b>	<b>47</b>
	<b>Semester Totals</b>	<b>91</b>	<b>90</b>
Jan. 22-Feb. 8	Full Days of School	14	14
Feb. 9	Half Day for Students - Half Day Professional Development	1	1
Feb. 12	Mid-Winter Recess	0	0
Feb. 13-Mar. 4	Full Days of School	15	15
Mar. 5	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Mar. 6	Full Days of School	1	1
Mar. 7	Students Half day of School, P/T Conf. 1-4 p.m. and 5-8 p.m.	1.5	1
Mar. 8-Mar. 21	Full Days of School	10	10
Mar. 22	Last Day of 3rd Quarter Half Day for Students - Half Day Professional Development Report Cards Due Mar. 27 at 4:30 p.m.	1	1
	<b>Quarterly Totals</b>	<b>45</b>	<b>44</b>
Mar. 25-Mar. 28	Full Days of School	4	4
Mar. 29-Apr. 5	Spring Recess	0	0
Apr. 8-Apr. 18	Full Days of School	9	9
Apr. 19	Half Day for Students - Half Day Professional Development	1	1
Apr. 22-May 8	Full Days of School	13	13
May 9	Half Day of School, Tulip Time	0.5	1
May 10-May 23	Full Days of School	10	10
May 24	Half Day for Students - Half Day Professional Development	1	1
May 27	No School - Memorial Day	0	0
May 28-June 6	Full Days of School	8	8
June 7	End of Semester Half Day of School, .5 Records Day Report Cards Due June 12 at 4:30 p.m.	1	1
	<b>Quarterly Totals</b>	<b>47.5</b>	<b>48</b>
	<b>Semester Totals</b>	<b>92.5</b>	<b>92</b>
	<b>Yearly Total</b>	<b>183.5</b>	<b>182</b>
- *Classroom teachers responsible for report cards.			
- The expectation for conferences is that all teachers will meet with parents. For teachers not meeting with parents during conference or scheduled makeup time, this time will be unpaid.			
- Student Count Days: October 5 and February 8			

Schedule D - 2023-24 West Ottawa Public Schools 9-12 Calendar A

		Teacher Days	Student Days
Aug. 28-Aug. 29	Professional Development	2	2
Aug. 30-Aug. 31	Full Days of School	2	2
Sept. 1-Sept. 4	No School - Labor Day Recess	0	0
Sept. 5-Sept. 21	Full Days of School	13	13
Sept. 22	Half Day for Students - Half Day Professional Development	1	1
Sept. 25-Oct. 18	Full Days of School	18	18
Oct. 19	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Oct. 20-Oct. 23	Full Days of School	2	2
Oct. 24	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Oct. 25-Oct. 26	Full Days of School	2	2
Oct. 27	Last Day of 1st Quarter Half Day for Students - Half Day Professional Development Report Cards due Nov. 1 at 4:30 p.m.	1	1
	<b>Quarterly Totals</b>	<b>44</b>	<b>43</b>
Oct. 30-Nov. 9	Full Days of School	9	9
Nov. 10	Half Day for Students - Half Day Professional Development	1	1
Nov. 13-Nov. 21	Full Days of School	7	7
Nov. 22-24	No School - Thanksgiving Recess	0	0
Nov. 27-Dec. 22	Full Days of School	20	20
Dec. 25-Jan. 5	No School - Holiday Recess	0	0
Jan. 8-Jan. 18	Full Days of School	9	9
Jan. 19	Last Day of Semester Half Day of School, .5 Records Day Report Cards Due Jan. 24 at 4:30 p.m.	1	1
	<b>Quarterly Totals</b>	<b>47</b>	<b>47</b>
	<b>Semester Totals</b>	<b>91</b>	<b>90</b>
Jan. 22-Feb. 8	Full Days of School	14	14
Feb. 9	Half Day for Students - Half Day Professional Development	1	1
Feb. 12	Mid-Winter Recess	0	0
Feb. 13-Mar. 4	Full Days of School	15	15
Mar. 5	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Mar. 6	Full Days of School	1	1
Mar. 7	Full Day of School, P/T Conf. 5-8 p.m.	1.5	1
Mar. 8-21	Full Days of School	10	10
Mar. 22	Last Day of 3rd Quarter Half Day for Students - Half Day Professional Development Report Cards Due Mar. 27 at 4:30 p.m.	1	1
	<b>Quarterly Totals</b>	<b>45</b>	<b>44</b>
Mar. 25-Mar. 28	Full Days of School	4	4
Mar. 29-Apr. 5	Spring Recess	0	0
Apr. 8-Apr. 18	Full Days of School	9	9
Apr. 19	Half Day for Students - Half Day Professional Development	1	1
Apr. 22-May 1	Full Days of School	8	8
May 9	Half Day of School, Tulip Time	0.5	1
May 3-May 23	Full Days of School	15	15
May 24	Half Day for Students - Half Day Professional Development	1	1
May 27	No School - Memorial Day	0	0
May 28-June 6	Full Days of School	8	8
June 7	End of Semester Half Day of School, .5 Records Day Report Cards Due June 12 at 4:30 p.m.	1	1
	<b>Quarterly Totals</b>	<b>47.5</b>	<b>48</b>
	<b>Semester Totals</b>	<b>92.5</b>	<b>92</b>
	<b>Yearly Total</b>	<b>183.5</b>	<b>182</b>
- *Classroom teachers responsible for report cards.			
- The expectation for conferences is that all teachers will meet with parents. For teachers not meeting with parents during conferences or scheduled makeup time, this time will be unpaid.			
- Student Count Days: October 5 and February 8			
- MME Testing: To be announced 1st or 2nd week in March			

**SCHEDULE E**  
**Professional Development Attendance Policy and**  
**Required After-School Duties**

1. August or September: One (1) evening open house – maximum 2½ hours. The date and time will be determined by August 5<sup>th</sup> each year.
2. All staff will participate in a West Ottawa Showcase event for a maximum of ninety (90) minutes. The date and time of this event will be established or determined by May of the prior year.
3. In an effort to comply with the State School Aid Act (MCL 388.1701) and the Pupil Accounting Manual, any pre-arranged absences, sick or personal days scheduled for professional development days are subject to review and approval by the Assistant Superintendent of Human Resources.
4. The afternoon of the half-day records day at the end of first semester can be used at the certified staff member's discretion as on-site or off-site worktime.
5. Any half day professional development list on the Schedule D calendars are Schedule A contract days. These days will follow the outlined times on Schedule G.

**SCHEDULE F**  
**Calendar for Half Days**  
**2021-2024**

**Half Day Starting and Ending Times**

**Grades K-5 = 3 hours, 17 minutes**

- |   |                 |                              |
|---|-----------------|------------------------------|
| • Great Lakes, Lakeshore, Lakewood,<br>Pine Creek, Waukazoo, Woodside | 8:35-11:52 a.m. | Teacher Day, 8:30-12:05 p.m. |
| • North Holland, Sheldon Woods  | 8:50-12:07 a.m. | Teacher Day, 8:45-12:20 p.m. |

**Grades 6-8 = 3 hours, 17 minutes**

- |                               |                 |                              |
|-------------------------------|-----------------|------------------------------|
| • Harbor Lights, Macatawa Bay | 7:50-11:07 a.m. | Teacher Day, 7:35-11:15 a.m. |
|-------------------------------|-----------------|------------------------------|

**Grades 9-12 = 3 hours, 12 minutes**

- |                   |                 |                              |
|-------------------|-----------------|------------------------------|
| • North and South | 7:45-10:57 a.m. | Teacher Day, 7:35-11:15 a.m. |
|-------------------|-----------------|------------------------------|

**SCHEDULE G**  
**School Day Starting and Ending Times 2021-2024**

<b>Building</b>	<b>Student Instructional Day</b>	<b>Teacher Day</b>	<b>Teacher Time</b>
<b>Half-Day Kindergarten</b>			
Great Lakes, Woodside, Lakeshore, Lakewood, Pine Creek, Waukazoo	8:35-11:52 a.m.	8:30-12:09 p.m.	3 hours 39 minutes
North Holland Sheldon Woods	8:50-12:07 p.m.	8:45-12:24 p.m.	3 hours 39 minutes

**All Day, Every Day Kindergarten**  
**First-Fifth Grades**

Great Lakes, Woodside Lakeshore, Lakewood Pine Creek, Waukazoo	8:35-3:38 p.m.	8:30-3:48 p.m.	7 hours 18 minutes
North Holland Sheldon Woods	8:50-3:53 p.m.	8:45-4:03 p.m.	7 hours 18 minutes

**Secondary**

Harbor Lights	7:50-2:43 p.m. 30 minute lunch	7:35-2:53 p.m.	7 hours 18 minutes
Macatawa Bay	7:50-2:43 p.m. 30 minute lunch	7:35-2:53 p.m.	7 hours 18 minutes
High School	7:45-2:43 p.m. 30 minute lunch	7:35-2:53 p.m.	7 hours 18 minutes

## Appendix A

# EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

## LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

## BENEFITS & PROTECTIONS

## ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;\* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

\*Special "hours of service" requirements apply to airline flight crew employees.

## REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

## EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

## ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

**1-866-4-USWAGE**

(1-866-487-9243) TTY: 1-877-889-5627

**www.dol.gov/whd**

U.S. Department of Labor | Wage and Hour Division

