

**Agreement Between  
The  
Genesee Intermediate School District  
Board of Education  
And the  
Genesee Intermediate Education Association**

*2015 – 2016*

*2016 – 2017*

*2017 – 2018*



**Genesee Intermediate  
School District**

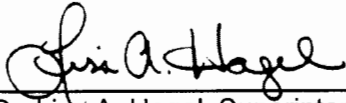


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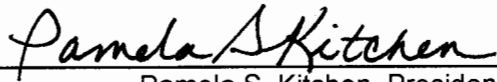
The Genesee Intermediate School District Board of Education and the Genesee Intermediate Education Association take pride in the continued Win-Win spirit utilized in negotiating this Agreement. This Agreement represents a commitment to excellence in education for the students and the constituent school districts in our service area.

As we continue to move forward, we recognize the many hours of personal time that have been devoted by the members of the Association and the Board team. We look forward to continuing our positive working relationship through the Contract Administration and Problem Solving Committee that is charged with the responsibility of effectively implementing this Agreement. A special thank you is extended to the employees and all of the Win-Win negotiations team members for an excellent job.

We jointly salute the district administrators and members of the Genesee Intermediate Education Association for their competence, diligence, and dedication to meeting the mission and goals of the Genesee Intermediate School District.



Dr. Lisa A. Hagel, Superintendent  
Genesee Intermediate School District



Pamela S. Kitchen, President  
Genesee Intermediate School District

**Genesee Intermediate School District  
Board of Education**

Jerry G. Ragsdale, President  
Cindy A. Gansen, Vice President  
Paul D. Newman, Secretary  
Dale A. Green, Treasurer  
Lawrence P. Ford, Trustee

Dr. Lisa A. Hagel, Superintendent

<b>Board/GIEA Negotiation Team Members</b>
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**Genesee Intermediate School District  
Board of Education**

Jeffrey D. Adams  
Director of Human Resources

Cynthia A. McCain  
Assistant Superintendent  
Business Services

Dr. Keely P. Mounger  
Deputy Superintendent

Susan M. O'Brien  
Principal, Marion D. Crouse Instructional  
Center

James M. Ply  
Principal, Genesee Career Institute

Matthew A. Stark  
Technical Services Administrator

Cherie A. Wager  
Assistant Superintendent, Special Services

**Genesee Intermediate Education  
Association**

Judy A. Green  
Teacher of Students with Cognitive  
Impairment

Pamela S. Kitchen  
Adaptive Physical Education Teacher

Veronica A. Long  
Teacher of Students with Cognitive  
Impairment

Rondy Murray  
MEA UniServ Director

Charles D. Richards  
Teacher Consultant, Students with Disabilities

Dean M. Roberts  
Instructor, Computer Systems Networking

Ruth M. Rosenberger  
School Social Worker

Eric L. Wood  
Mott Middle College Teacher

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**Agreement Between the  
Genesee Intermediate School District Board of Education and the  
Genesee Intermediate Education Association**

This Agreement entered into this 12th day of May 2015 by and between the Board of Education of the Genesee Intermediate School District in the County of Genesee, Michigan, hereinafter called the "Board", and the Genesee Intermediate Education Association, hereinafter called the "Association."

**WITNESSETH**

WHEREAS the Board and the Association recognize and declare that providing a quality education for the students of the Genesee Intermediate School District is their mutual aim and that the character of such education depends predominantly upon the quality and morale of all parties concerned, and

WHEREAS the members of the teaching profession are particularly qualified to assist in formulating policies and programs designed to improve educational standards, and

WHEREAS the Board and the Association have statutory obligations, pursuant to Act 379 of the Michigan Public Acts of 1965, to bargain in good faith with respect to hours, wages, terms and conditions of employment, and

WHEREAS the parties, following extended and deliberate professional negotiations, have reached certain understandings which they desire to memorialize,

In consideration of the following mutual covenants, it is hereby agreed:

## Article I

### Recognition

- A. The Board hereby recognizes the Association as the exclusive bargaining representative for all certificated, state approved, and/or licensed personnel under contract or on leave including, but not limited to:

Adaptive Physical Education Teachers  
Consultants (both subject and service area)  
Coordinators, Curriculum and Instruction  
Genesee Career Institute Instructors  
Genesee Career Institute Counselors  
Genesee Career Institute Placement Specialists  
Genesee Early College Counselors  
Genesee Early College Teachers  
Mott Middle College Counselors  
Mott Middle College Curriculum Coordinator/Teachers  
Mott Middle College Dean of Students  
Mott Middle College Teachers  
Music Therapists  
Occupational Therapists  
Orientation and Mobility Specialists  
Physical Therapists  
School Nurses  
School Psychologists  
School Social Workers  
Teacher Consultants  
Teachers, Early Childhood Special Education  
Teachers for the Deaf and Hard of Hearing  
Teachers of Students with Autism Spectrum Disorders  
Teachers of Students with Cognitive Impairments  
Teachers of Students with Emotional Impairment  
Teachers of Students with Visual Impairments  
Teachers of Students with Severe Multiple Impairments  
Teachers of Students with Severe Cognitive Impairments  
Teachers of the Speech and Language Impaired  
Transition Coordinators

Such representation shall cover personnel assigned to these existing and newly created positions, excluding per diem, supervisory, and administrative personnel. The term "employee" when used hereinafter in the Agreement, shall refer to all personnel represented by the Association in the bargaining unit as defined above.

- B. The Board agrees not to negotiate with any employee organization other than the Association for the duration of this agreement.
- C. Nothing contained herein shall be construed to deny or restrict the rights of any employee under the Michigan or Federal laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.



- D. Temporary, limited duration grant-funded, and/or consortium-funded positions which the Genesee Intermediate School District develops after March 1, 1995 may be placed in the Association with all rights and privileges under job classifications in Section A above, or the Board may post the position outside the bargaining unit.
- E. Positions posted outside the bargaining unit as specified in Section D above will be periodically reviewed by the Contract Administration and Problem Solving Committee to determine the following:
  - 1. Whether or not the position should be placed in the unit within an existing job classification or a new job classification with all rights and privileges as specified in the master Agreement.
  - 2. Whether or not the position should be placed in the unit within an existing job classification or a new job classification with partial rights and privileges, such as a different salary schedule, work year, fringe benefits, sick and personal leave provision, etc.
  - 3. Whether or not the position should continue to remain outside the unit.
- F. The Board and Association agree that the language developed under Sections D and E above is developed as a means for the Board and Association to work together to address the changing role of Genesee Intermediate School District. Participation in the process shall neither expressly nor by implication be deemed to be a waiver of either party's rights pursuant to the provisions of the Public Employment Relations Act.

## Article II

### Responsibilities and Rights

- A. The Association recognizes that the Board has the responsibility and authority to manage and direct, in behalf of the public, all the operations and activities of the school district to the full extent authorized by law, subject to the provisions of this Agreement.
- B. Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that every employee of the Board shall have the right to freely organize, join, and support the Association for the purpose of engaging in collective bargaining and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under the law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by Act 379 or other laws of Michigan or the Constitutions of Michigan and the United States, that it will not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of membership in the Association, participation in any activities of the Association or collective bargaining with the Board, or the institution of any grievance, complaint, or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.
- C. The Association and its members shall have the privilege of using Genesee Intermediate School District building facilities during business hours by arrangement with the Superintendent or representative, subject to the Board policy of building utilization. No employee shall be prevented from wearing insignia, pins, or other identification of membership in the Association either on or off district premises. A bulletin board of approximately 3 feet by 4 feet shall be made available in each building for the use of the Association and its members.
- D. In response to reasonable written requests, the Board agrees to provide to the Association copies of existing reports concerning the financial status of the district and may charge a cost of eight (8) cents per page.
- E. The Board recognizes that para-educators are an integral part of the programs at, but not limited to, the Elmer A. Knopf Learning Center, Marion D. Crouse Instructional Center, Day Treatment Program, Early Childhood Programs and Services, Transition Center, and Project CHOICE classrooms; therefore, whenever a para-educator is absent, the Board will make every effort to provide a replacement.

## **Article III**

### **Professional Compensation**

- A. The salaries of employees covered by this Agreement are set forth in the salary schedules which are attached to and incorporated in this Agreement as Schedule B.
- B. The salary schedules are based upon a 185-day base work year and a 7.0-hour workday.
- C. Employees working less than 35 hours per week (part-time employees) shall be paid in accordance with Schedule B, Salary Schedules, prorated to the time worked unless otherwise specified under Article I, Sections D and E, of this Agreement.
- D. Employee work schedules will be developed in accordance with Schedule A, Calendar Guidelines, and in accordance with Article VI, Employee Hours and Calendar, of this Agreement.
- E. Designated employees, when required by the Board to negotiate during the school day on behalf of the Association with any representative of the Board or to participate in any grievance or grievance arbitration, shall be released from regular duties without loss of salary.
- F. Employees who use privately owned automobiles in pursuit of their duties shall be reimbursed at the current rate allowed by the Internal Revenue Service.
- G. In order to receive mileage reimbursement, the employee shall submit a current copy of the employee's automobile insurance certificate to Business Services.
- H. All employees are required to use direct deposit for pay.

## **Article IV**

### **Negotiation Procedures**

- A. This Agreement incorporates the entire understanding of the parties on all issues which were or could have been subject to negotiation. During the term of this Agreement, neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement nor whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.
- B. At least sixty (60) days prior to the expiration of this Agreement, the parties will begin negotiations for a new agreement covering wages, hours, terms, and conditions of employment for represented employees.
- C. In any negotiations described in this Article, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party. Each party may select its representatives from within or outside the school district.
- D. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board and the membership of the Association, but the parties mutually pledge that representatives selected by each shall have all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations or bargaining, subject only to such ultimate ratification by both parties.

## Article V

### Grievance Procedure

- A. Any employee, or group of employees, believing that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement or any existing rule, order or regulation of the Board, except a statute specifically establishing a procedure for redress, relating to wages, hours, terms or conditions of employment, may individually or through the Association file a written grievance with the Board or its designated representative unless prohibited by law. Such grievance shall specify the remedy desired, the specific section of the contract or policy that has been violated, and must be signed by the employee or the Association representative in the case of a grievance which pertains to general contract interpretation.
- B. A grievance must be filed within thirty (30) days of the occurrence or reasonable knowledge thereof.
- C. The primary purpose of this procedure is to secure, at the lowest level possible, equitable solutions to the problems of the parties. Nothing contained herein shall be construed to prevent any individual employee from presenting a grievance and having the grievance adjusted without intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement, provided that the Association has been given opportunity to be present at such adjustment.
- D. **Level One**  
An employee with a grievance shall submit it in writing to his immediate supervisor, principal, or other designated administrator, individually, together with his Association representative or through the Association representative if authorized by the employee. The supervisor and the grievant shall have ten (10) days to meet and resolve the grievance. If the grievance is not resolved, the supervisor shall have ten (10) days to answer the grievance in writing.
- E. **Level Two**  
In the event the grievance is not satisfactorily resolved at Level One, written notice of intent to proceed to Level Two shall be given to the Superintendent or designee within ten (10) days of receipt of the written decision at Level One.  
If the Association gives notice to proceed with the grievance, a meeting shall be held between a representative, the Association and the Superintendent or designee, within ten (10) days of receipt of notification that the grievance is being pursued.  
A written answer shall be returned to the Association within ten (10) days of said meeting.
- F. **Level Three**  
In the event the grievance is not satisfactorily resolved at Level Two, written notice of intent to proceed to Level Three shall be given to the Board within ten (10) days of receipt of the written decision at Level Two.  
Within fifteen (15) working days from receipt of the grievance, the Board shall pass upon the grievance. The Board may hold a hearing thereon, may designate one or more of its members to hold a hearing thereon, or otherwise investigate the grievance, or prescribe such procedure as it may deem appropriate for consideration of the grievance provided; however, that in no event, except with express written consent of the Association, shall final

determination of the grievance be made by the Board more than twenty-five (25) days after its submission to the Board.

G. Level Four

If the decision of the Board is not satisfactory to the Association, the grievance may be submitted to arbitration within thirty (30) working days of the receipt of the written answer at Level Three. Said letter of intent to proceed to arbitration shall be submitted to the Superintendent.

The parties will attempt to select an arbitrator by mutual agreement. If they cannot agree on an arbitrator within five (5) days after notice is given, the Association shall submit the grievance to the American Arbitration Association and the arbitrator shall be selected by the American Arbitration Association in accordance with its rules which shall likewise govern the arbitration hearing. Neither party shall be permitted to assert in such arbitration proceedings any charge or rely on any evidence not previously disclosed to the other party. The arbitrator shall have no power to alter, add to or subtract from the terms of this Agreement. Both parties agree to be bound by the award of the arbitrator.

The dismissal of a probationary employee shall not be subject to arbitration.

- H. The fees and expenses of the arbitrator under this Article shall be jointly shared by the Board and the Association. Any other expenses, such as costs involved in presenting witnesses, etc., shall be borne by the party incurring such expenses.
- I. If a grievance arises from an action of authority higher than the supervisor or involves more than one program, the Association may present such grievance at Level Two of the grievance procedure. The Superintendent or his designated representative may request that said grievance be returned to Level One for disposition.
- J. For administrative convenience, the Board may cause complaints which may be the subject of grievances under this Article first to be presented to a department director, or other designated administrative employee, for informal processing, in an effort to reduce the number of formal grievances handled under the professional grievance procedure herein established. The parties shall mutually work out procedures for such informal processing upon request, but exhaustion of such informal procedures shall not be required as a condition precedent to invoking the grievance procedure, nor shall the participation of department directors, principals, assistant principals, or other employees in such informal procedures be deemed to be a supervisory or executive function.
- K. If any employee for whom a grievance is sustained shall be found to have been unjustly discharged, the employee shall be reinstated with reimbursement of compensation lost. If the employee shall have been found to have been improperly deprived of any compensation or advantage, the same or its equivalent in money shall be paid to the employee.
- L. All days are working days unless otherwise indicated. During the summer break working days will be considered as days other than Saturdays, Sundays, and holidays.

## Article VI

### Employee Hours and Calendar

#### A. Employee Hours

1. Full-time employees will work 35 hours per week. Part-time employees are those employees working less than 35 hours per week.
2. Specific working hours and starting and ending times for employees shall be primarily determined by the nature and demands of the position to which the employee is assigned.
3. Flexibility to accommodate varied work schedules and the needs of the constituent school districts may be granted under the supervision of the Superintendent/designee.
4. Employees with classroom assignments, including those employees assigned to least restrictive environment classrooms located in other school districts or facilities, shall have a daily work schedule which includes the following whenever possible:
  - a. Daily student contact time/schedule will be determined by the program administrator and will, at a minimum, conform to state requirements.
  - b. Five hours (5.0) per week of planning/nonstudent contact time.
5. Project CHOICE or other non-center student hours of attendance shall be coterminous with the host school district student hours, whenever possible.
6. Certificated Genesee Career Institute Instructors are required to attend/participate in the following activities without additional compensation:
  - Plan and facilitate a minimum of two advisory committee meetings per year.
  - Genesee Career Institute Open House.
  - Student recognition events.

#### B. Lunch Schedule

1. Employees assigned as classroom teachers will have a working (paid) lunch, unless modified by paragraphs 2, 3 or 4 below.
2. If employees at Project CHOICE locations are required to have a duty-free (unpaid) lunch, then a minimum of thirty (30) consecutive minutes will be provided for district employees.
3. Employees assigned to Mott Middle College, Genesee Early College, and Genesee Career Institute will have an uninterrupted thirty (30) minute duty-free (unpaid) lunch.
4. All other employees shall submit an annual daily schedule to be approved by the program administrator. Within two (2) weeks of the program starting date, the schedule will be submitted on a form provided by the administrator and shall include:

- a. Starting and ending times.
- b. Lunch [working, duty-free thirty (30) minutes, or sixty (60) minutes unpaid] to be determined by program needs and administrative approval.
- c. Location of service.

### C. Calendars

1. Annual district calendars for employees assigned to a specific program shall adhere to the following:
  - a. Be developed with staff involvement and submitted to program staff by the program administrator by April 1 of the preceding year.
  - b. Be consistent with Schedule A, Calendar Guidelines, and in accordance with the Genesee County Schools Common Calendar.
  - c. Consist of a minimum of 185 workdays.
2. Annual calendars for employees assigned to local districts or Project CHOICE classrooms will follow the local district calendar as closely as possible but shall include a minimum of 185 workdays.
3. Employees who provide services to local districts and are not assigned to classrooms shall submit an individual annual calendar for approval by the program administrator and department director (and assistant superintendent when applicable). The calendar shall include a minimum of 185 workdays for the school year. Coordinators assigned to the Office of Education and Learning shall have an annual calendar that has no less than 185 workdays and no greater than 210 workdays.
4. Employees scheduled to work beyond their approved calendar will be scheduled and compensated in accordance with Section D below.
5. Every effort will be made to develop a mutually agreed upon work calendar. Disagreements on calendars shall be submitted to the Contract Administration and Problem Solving Committee (CAPSC) for resolution.
6. The Contract Administration and Problem Solving Committee (CAPSC) will meet and review the calendar and hours and may make adjustments in the calendar and student/teacher hours if necessary to comply with the school law.
7. The parties agree to meet and discuss changes in the calendars if state funding is provided for professional development days in such a way that changing the calendars would increase funding to the district.
8. Starting in the 2016-2017 school year, the district may implement a balanced school calendar for any or all programs.



D. Extended Schedules

1. Bargaining unit employees working extended schedules will be compensated using the following guidelines:
    - a. Work beyond the approved hours and calendar in a position identified in Article I, Recognition, will be paid at the employee's current contract hourly rate.
    - b. The Board will compensate bargaining unit employees at the classification BA, Step 1, on the current contract year salary schedule for curriculum development on nonworkdays (summer, weekends, or recess periods, i.e., winter and spring).
  2. All extended schedule assignments are voluntary.
  3. Beginning July 1, 2016, employees working the mandatory calendar at the Marion D. Crouse Instructional Center (MCIC) will receive two (2) paid time off (PTO) days annually. If unused, these PTO days will accumulate as sick days at a 1:1 ratio in the following school year for employees at MCIC.
  4. Employees working an extended schedule will be able to use accumulated sick and personal business time in accordance with this Agreement, board policy, and district administrative guidelines.
  5. Employees working an extended schedule who take a scheduled day without pay shall not be charged the cost of fringe benefits for that day.
  6. New employees hired for extended schedule assignments will not receive fringe benefits as provided in Article VIII, Insurance Protection, or seniority as provided in Article X, Miscellaneous Provisions.
- E. It is the policy of the Board to grant compensatory time or flex time in accordance with administrative guidelines with the requirement that requests to work beyond the normal workday or work year be approved by the department director prior to the request.
- F. All employees of the Genesee Intermediate School District are expected to serve the constituent districts with dedication and energy.

## Article VII

### Absences and Leaves

A. Sick leave shall be defined as the absence of an employee from work because of personal illness or disability. Sick leave may be taken because of personal illness or disability of an employee and/or illness or disability of an employee's immediate family member, as defined in Section B of this Article, which necessitates the presence of the employee. Sick leave days may be used up to the maximum accumulated in accordance with the following provisions:

1. On the first day of the contract year each employee shall be credited with sick leave allowance for absences caused by illness or physical disability of the employee, based on the employee's program year as follows:

<u>Workdays</u>	<u>Sick Leave</u>
185 – 199	13 days
200 – 219	14 days
220 +	15 days

2. Employees working the mandatory calendar at the Marion D. Crouse Instructional Center (MCIC) shall have additional eligible sick days beyond 13 days posted on the first day of the following contract year. No additional sick days shall be posted for other extended schedule work.
3. If the employee resigns or leaves the Genesee Intermediate School District prior to fulfillment of that employee's individual contract year, the sick leave entitlement will be prorated only for the portion of the year worked. Days utilized beyond the prorated sick leave shall be billed back to the individual.
4. Three (3) of the posted sick leave days above may be used for personal business provided that if a personal business day is requested for the day immediately preceding or following a nonworkday or a recess period, a reason must be given. Personal business days may not be used to extend a recess period or for other employment.
5. Employees working less than 35 hours per week (part-time employees) shall have their sick and personal business time posted in proportion to the time worked unless otherwise specified under Article I, Sections D and E, of this Agreement.
6. Effective September 1, 1980, sick leave days may be cumulative not to exceed ninety (90) days. Sick leave days do not accumulate while an employee is on long-term disability.
7. Reimbursement for eligible sick leave days:
  - a. Sick leave days in excess of 90 through 105 shall be automatically reimbursed in the last pay of June at a rate of \$100 per day.
  - b. Sick leave days in excess of 60 through 90 may be traded for reimbursement at a rate of \$50.00 per day. To be eligible, the employee must notify Human Resources and Operations in writing or e-mail by June 1 of each year of the number of sick leave days to be traded for reimbursement.

- c. Upon retirement, employees will be automatically reimbursed in their last pay for eligible sick leave days in excess of 60 through 90 at \$50.00 per day and \$100 per day for eligible days in excess of 90.
  - d. Employees retiring with 30 years of service time with the Genesee Intermediate School District, will automatically be reimbursed in their last pay for eligible sick leave days in excess of 60 at the rate of \$100 per day.
8. Sick leave days in excess of 90 days may be converted at the rate of two (2) sick days for one (1) paid time off (PTO) day, not to exceed three (3) PTO days per year. PTO days must be posted before use. Unused PTO days will automatically convert back to sick days at the end of the fiscal year.

Beginning July 1, 2016, employees working the mandatory calendar at the Marion D. Crouse Instructional Center (MCIC) will receive two (2) paid time off (PTO) days annually. If unused, these PTO days will accumulate as sick days at a 1:1 ratio in the following school year for employees at MCIC.

9. New employees shall become eligible for leave benefits after the employee has completed one (1) full day of employment. Sick leave days shall be prorated from the date of hire.
10. The Board and the Association recognize that chronic absenteeism should not be condoned with respect to the parties' obligations and responsibility to the work place.
11. Employees are responsible for reporting absences in a timely fashion pursuant to building/program/department procedures.
12. When the district requests/requires an employee to seek medical attention due to work-related accident/injury/communicable disease, such as scabies or head lice, the employee will not be charged sick time in the following instances:
- a. For the balance of the day on which the initial visit occurred.
  - b. For time spent at the clinic for follow-up visits as directed by representatives from the District or clinic, including occupational therapy, physical therapy, and other medical services.
  - c. For time spent at the clinic to obtain permission to return to work.

All other time missed will be charged to the employee's sick time.

Guidelines for work-related injury documentation and reporting procedures are outlined in Appendix A.

13. Any employee whose personal illness extends beyond the period compensated under Section A may be granted a leave of absence without pay for such time as is necessary for complete recovery from such illness. Insurance premiums will be paid in accordance with Article VIII, Insurance Protection, Section L, and in accordance with administrative guidelines. Upon return from an authorized leave, the employee shall be assigned to the same position or a substantially equivalent position with regard to pay, responsibility, and status.

B. Annual and accumulated leave days may be used as follows:

1. For illness or disability in the immediate family. Immediate family is defined as:
  - a. Spouse
  - b. Child, including foster child and stepchild
  - c. Brother or brother of spouse (including step)
  - d. Sister or sister of spouse (including step)
  - e. Parent or parent of spouse (including step)
  - f. Grandparent or grandparent of spouse (including step)
  - g. Son-in-law
  - h. Daughter-in-law
  - i. Grandchild (including step)
2. A doctor's statement will be submitted to Human Resources and Operations when an immediate family member's illness or disability requires the employee's presence for five (5) or more consecutive workdays.
3. A maximum of five (5) days may be used as emergency days for death of an immediate family member as defined in number 1 above. The Superintendent may approve the use of more than five (5) days of annual accumulated leave days for death of an immediate family member.

C. Unpaid Leaves of Absence

1. Employees may be granted short-term/long-term unpaid leaves of absence. Short-term unpaid leaves will be for more than one (1) day but less than twenty (20) working days. In extenuating circumstances, short-term leaves may be extended five (5) additional days. Long-term leaves will be for more than twenty (20) working days.
2. The Superintendent will review and act on short-term leaves. Long-term leaves will be reviewed and forwarded to the Board for action. One (1) day or less may be approved by the department director/program administrator.
3. Employees on unpaid leaves will not receive pay. However, employees on unpaid leave less than twenty-five (25) working days shall have their fringe benefits paid by the Board in accordance with the annual *Compensation Reduction Agreement* signed by the employee (see Article VIII, Insurance Protection, Section A).
4. Employees on unpaid leave in excess of twenty-five (25) working days may elect to maintain their insurance coverage within the provisions of the district carrier at their own expense.
5. In considering leave requests, the following criteria will be reviewed:
  - a. Leave of absence does not reduce ability of the district/department to accomplish its mission.
  - b. Satisfactory substitute can be obtained if necessary.
  - c. Leave will not cause the district additional expense.
  - d. Attendance and work performance of the employee are satisfactory.

6. Long-term leaves may be granted for a period of up to one year. The district may, at its discretion, extend the leave for one additional year upon request. No seniority will accrue during this period.
7. Employees will:
  - a. Make application in writing to their immediate supervisor/program administrator for short-term leave and complete the *Request for Unpaid Leave of Absence* form at least five (5) workdays prior to the commencement of the leave, except in case of emergency.
  - b. Make application for long-term leave in writing at least sixty (60) calendar days prior to commencement of leave, except in case of emergency.
  - c. Notify Human Resources and Operations in writing or electronically sixty (60) calendar days prior to returning to work from a long-term leave.
  - d. Report to Human Resources and Operations upon return from long-term leave to review/update payroll/benefits information.

D. Child Care Leave

1. A leave of absence up to one (1) year without pay shall be granted to any employee for the purpose of child care. The child of the leave must be a newborn infant, or a newly adopted child.
2. Request for such leave shall be made in writing, with written verification of pregnancy from a physician or verification of custody from the appropriate agency or court.
3. The Superintendent may approve the use of three (3) additional days in Section A, number 4, above to be used as personal business for adoption. Personal business days for adoption may be approved for use immediately before or after a recess period.
4. In order to provide continuity of program, the employee shall notify the Superintendent in writing at least three (3) months in advance of the anticipated leave date or as soon thereafter as the employee is aware of such need.
5. The specific beginning and ending leave date shall be determined by mutual agreement of the employee and the Superintendent, at least thirty (30) days prior to the anticipated commencement of the leave with primary consideration given to the written medical statement provided by the employee's physician, which may be supplemented as provided in Section K of this Article.
6. The employee may renew said child care leave beyond the term allowed in number 1 above up to an additional year. The employee shall notify the Superintendent in writing at least sixty (60) days prior to the termination of said leave.
7. An employee may make written or electronic application to the Superintendent for reinstatement prior to the expiration of the leave; however, accelerated return from leave shall be at the discretion of the Board.

8. The employee shall be given credit on the salary schedule for a full semester for the semester in which the leave was taken, provided over one-half (1/2) the semester was worked. Upon return from leave, the employee shall be restored to the appropriate position on the salary schedule.

F. Released time for Association business, not including negotiations or grievance processing, shall be provided in the amount of six (6) days during the school year. The Association will pay substitute cost. Application for released time shall be made on forms provided by the District.

The Superintendent may approve additional days for employees to attend MEA-sponsored conferences such as Win-Win training, leadership training, and summer conferences. The Board and Association agree that requests and documentation for such conference participation will be approved by the Association President and reviewed with the Deputy Superintendent prior to submitting the request to the Superintendent.

G. A military leave of absence shall be granted to any employee who shall be inducted or shall enlist for military service in any branch of the armed forces of the United States. Employees on military leave shall be given the benefit of any annual salary increments and sick leave allowances which would have been credited to them had they remained in active service to the District. Employees on military leave of absence shall return to work in accordance with applicable state and federal laws.

H. The Board shall grant a leave of absence without pay and benefits to any employee to campaign for or serve in a public office. Said leave shall be granted for up to two (2) years. Any extension beyond two (2) years will be at the discretion of the Board. Employees on a leave of absence for the purpose of campaigning for or serving in a public office shall not be given benefit of any salary increments, sick time, or seniority credit. Employees shall return from a leave of absence for the purpose of campaigning for or serving in a public office.

I. Religious holidays other than specified in the calendars will be granted to employees. Prior arrangement must be made with the Superintendent. Such days may be covered by the following:

1. Personal business leave.

2. Work on days that office is open when instructional staff is on recess.

J. Upon receipt of a notice to report for jury duty, the employee will submit a copy of their jury summons along with a completed *Report of Absence* form to their immediate supervisor prior to the commencement of jury duty. A paid leave of absence shall be granted for such duty.

If the employee is temporarily excused from jury services for a period of one-half (1/2) day or more, the employee shall report to work during such periods.

It is the responsibility of the employee to collect compensation from the judicial system for court services and travel expenses. Upon receipt of money earned as a juror, the employee shall retain the amount paid for travel and submit a check or cash to the business office for the compensation received while providing jury/court services.

For a court appearance as a subpoenaed witness in any case connected with the employee's employment with the Genesee Intermediate School District, the employee shall be granted a leave of absence with pay for the time required for such court appearance.

- K. The Board may grant full pay to an employee for approved visitation to any other school or for attending educational conferences or conventions. All employees, regardless of assignment, shall be considered for conference attendance.
- L. The Board may require that an employee have and report the results of a physical or mental examination by an appropriate specialist selected by the Board at the Board's expense if probable cause exists. On the basis of the results of such examination, the Board may require that the employee take a leave of absence without pay or increment for a period not to exceed one (1) year.

An employee has the privilege of engaging a specialist at the employee's expense to conduct a physical or mental examination on behalf of the employee. If the specialists do not concur, a third specialist, mutually acceptable to both parties, will be consulted with fees to be divided between the Board and the employee.

## Article VIII

### Insurance Protection

Pursuant to the authority set forth in Section 632 of the School Code of 1976 as amended, the Board agrees to furnish to all employees the following insurance protection unless otherwise specified under Article I, Sections D and E, and Article VIII, Insurance Protection, Sections N and S, of this Agreement.

Effective July 1, 1996, the Board and the Association agreed that options for employees through the development of a Section 125 Plan in accordance with the Internal Revenue Service Code may be advantageous for the employees and the District. Therefore, the Board and the Association implemented a Section 125 Plan with an effective date of September 1, 1996 that allows employees to elect health insurance or a cash option. GIEA/Board Contract Administration and Problem Solving Committee (CAPSC) will continue to explore other options. The Section 125 Plan may be expanded to include dependent care, medical reimbursement accounts, and/or other programs as allowed under the IRS Code. Any future expansion of the Section 125 Plan must be recommended by the CAPSC and approved by the GIEA Governing Board and the GISD Board of Education prior to implementation.

On August 12, 2010, a joint subcommittee of the GIEA and GIESPA Contract Administration and Problem Solving Committees (CAPSC) with representatives from all departments was formed to review and discuss the problem of declining revenues. The Joint CAPSC Budget Subcommittee compiled a list of 103 cost saving suggestions which were categorized and prioritized by the potential financial impact they would have on the District.

GIEA and administration will work together annually to adjust the current health insurance plan offerings to benefit the employees and the District whenever possible using the Win-Win process.

- A. Effective July 1, 2015, the Board will pay the health benefit premiums for the duration of this Agreement up to the annually adjusted hard cap as defined in the Publicly Funded Health Insurance Contribution Act (P. A. 152). For 2015-2016 the Board will pay \$5,992.30 for single coverage, \$12,531.75 for two-person coverage, and \$16,342.66 for full-family coverage. The annual amounts of the hard cap for single, two-person and full-family coverage for 2016-2017 and 2017-2018 will be adjusted.

The employee is responsible for the balance of the health benefit premium over the limits described above and will be paid through payroll deduction with pre-tax dollars from the second pay in September through June 30 of each year. Employees will sign a *Compensation Reduction Agreement* annually as part of open enrollment to qualify for pre-tax payments of health premiums above the cost of the Board-paid hard cap.

- B. Effective July 1, 2015, health insurance options are as follows:

**Blue Cross Blue Shield of Michigan – PPO - \$500/\$1000 deductible**, 20% coinsurance and co-pays, or

**Blue Cross Blue Shield of Michigan – PPO - \$1300/\$2600 deductible**, 0% coinsurance and co-pays (HSA), or

**Blue Care Network – HMO - \$500/\$1000 deductible**, 0% coinsurance and co-pays, or

**Blue Care Network – HMO - \$1300/\$2600 deductible**, 20% coinsurance and co-pays (HSA).



- C. Employees not electing health insurance coverage under Section A above shall receive a cash payment in 2015-2016, 2016-2017 and/or 2017-2018 in the amount of \$3,200 payable in 10 payments September through June at \$320 per month.

The cash option is available to the employee upon receipt of a Fringe Benefit Waiver when covered by other medical insurance outside the District and is subject to applicable federal, state, local, and social security (FICA) taxes.

- D. The Board shall provide all employees group term life insurance protection in the amount of \$40,000 effective January 1, 2010 with double indemnity for accidental death and dismemberment.
- E. The Board shall provide all employees for the duration of this contract (subject to the limitations of the carrier) Delta Dental insurance, co-pay Class I/II/III/IV, 90/90/90/90, or internal/external coordination of benefits, co-pay Class I/II/III/IV, 50/50/50/50, effective January 1, 2010. The benefit period is July 1 through June 30 of each year, and the annual maximum benefit is \$2,000 per person. The orthodontic life time maximum benefit for eligible dependents 19 years of age or less is \$1,500.
- F. Effective September 1, 2010, the Board shall provide all employees (subject to the limitations of the carrier) MESSA VSP-3 Plus Platinum vision insurance. The benefit period is July 1 through June 30 of each year.
- G. The premium cost for dental and vision insurance will be paid in full by the Board.
- H. Employees are responsible for submitting the necessary documentation to Human Resources and Operations for the selection of health insurance or the cash option, life, dental, and vision insurance within 30 days of initial employment or during the annual open enrollment period in the month of May of each school year, provided such enrollment does not result in dual enrollment for health insurance as it applies in Section A above.

The annual open enrollment period will be held in May for the following school year. The board shall post a notice each year for the May open enrollment period. The open enrollment period will remain unchanged unless a special open enrollment is scheduled if new options for benefits are developed.

Employees with changes in marital/dependent status or other changes that affect their health insurance/cash option, life, dental, or vision insurance coverage must notify Human Resources and Operations within 30 calendar days of the occurrence, providing appropriate evidence, if necessary, and document the changes. Any other changes may be made during the normal open enrollment period, which is during the month of May for the following school year.

Employees who do not meet the deadlines (within 30 calendar days of occurrence/initial employment or month of May open enrollment period) forfeit their right to change/add their coverage until the next May open enrollment period.

- I. The premium year for fringe benefit coverage shall be July 1 through June 30.

- J. The Board and the Association agree that all parties will work together annually through the CAPSC process to explore other health care options to reduce the overall cost of benefits to the Board and to the employees.
- K. Employees shall be eligible to elect salary reduction for an approved annuity of their choice. The employee is responsible for contacting a representative from an approved investment company and submitting the necessary documentation to Human Resources and Operations. Forms and guidelines for salary reduction are available in Human Resources and Operations or Business Services.
- L. Disability insurance protection (subject to the limitations of the carrier) will be provided each employee as outlined.

- 1. Coverage will commence on the thirty-first (31st) calendar day after beginning of disability or upon exhaustion of the employee's accumulated sick leave, whichever is later, subject to the discretion of the employee.
- 2. Coverage equals sixty-six and two-thirds (66-2/3) percent of the employee's salary per diem rate for the first (1st) year and sixty-six and two-thirds (66-2/3) percent of the annual rate thereafter.
- 3. Payments continue until termination of disability or up to a maximum of five (5) years for employees with less than three (3) consecutive years of service.
- 4. Disability benefits will continue for those employees who have been employed full time for a period of over three (3) consecutive years according to the following schedule:

<b><i>Age on Date the Period of Disability Commences</i></b>	<b><i>Maximum Benefit Period</i></b>
Less than 60 years old	To age 65, but not less than five years
At least 60 years old but less than 65 years of age	Five years of benefits
At least 65 years old but less than 70 years of age	To age 70 but not less than one year of benefits
Seventy years of age or older	One year of benefits

- 5. Disability payments shall be limited to a maximum of sixty-six and two-thirds (66-2/3) of the employee's monthly salary and shall include a social security freeze.
- M. Effective September 1, 2004, the Board will provide flexible spending accounts for medical reimbursement and dependent care expenses. Funds designated for an employee's flexible spending account are pre-tax dollars. The maximum annual contribution and reimbursement will comply with Internal Revenue Service guidelines. The plan year will be July 1 through June 30 each year.
- N. Insurance benefits become effective after the employee has completed one (1) full day of work.

- O. Employees on medical/disability/worker's compensation leave shall be eligible for board-paid health, dental, vision, life, and disability insurance through the end of the current contract year or a minimum of six (6) months, whichever is longer.
  - 1. The six (6) month count date shall begin on the first day the employee is unable to work.
  - 2. At the end of six (6) months, no contractual benefits shall accrue except for payments as provided by the disability/worker's compensation insurance carrier.
  - 3. The employees may elect to maintain their health, dental and/or vision insurance coverage within the provisions of the district carrier(s) at their own expense as provided by the Consolidated Omnibus Budget Reconciliation Act (COBRA).
- P. Prior to returning to active status, an employee who has been receiving medical/disability/worker's compensation benefits shall be required to provide the District with a doctor's statement, which may be supplemented as provided in Article VII, Absences and Leaves, Section K, of this Agreement.
- Q. For employees who become unable to work during the standard summer recess and are eligible for medical/disability/worker's compensation leave, the six (6)-month count for board-paid health, dental, vision, life, and disability insurance begins on September 1 of the next contract year. Thereafter, the employees may elect to maintain their insurance coverage within the provisions of the district carrier(s) at their own expense.
- R. Insurance benefits terminate when the employee resigns or leaves the Genesee Intermediate School District prior to fulfillment of that employee's current contract year.
- S. Health insurance benefits provided in Section B, above, shall be available to all employees unless they are covered by another program. Employees, spouses, and dependents may not be dual enrolled in health insurance.
- T. Employees working more than one-half (1/2) time but less than full time shall receive fringe benefits in relation to time worked. The employee's portion of the premiums shall be paid through payroll deduction in accordance with a signed *Compensation Reduction Agreement*. Employees who take a voluntary reduction in their workday in order to prevent or reduce layoffs shall be entitled to full fringe benefits. The above provisions are subject to the provisions of the various requirements of insurance carriers.
- U. The Board and the Association agree that the cost of providing worker's compensation coverage for employees has increased over the last several years. The parties agree that during the term of this Agreement, employee assistance/work-related injury committees will be maintained in each program area under the direction and guidelines determined by the Contract Administration and Problem Solving Committee to study work-related injuries and implement programs to reduce on-the-job injuries.
- v. The Board and the Association agree that during the term of the Agreement, the Contract Administration and Problem Solving Committee will maintain a GIEA/Board Finance Committee to address the rising cost of health insurance and explore options for controlling or reducing health insurance costs in the future.

## **Article IX**

### **Contract Administration and Problem Solving Committee**

- A. The Board and the Association support the concept of Win-Win Negotiations and will work as a team to resolve mutual concerns and problems.
- B. In order to facilitate communications between the Board and the Association, a Contract Administration and Problem Solving Committee (CAPSC) comprised of representatives from the Association and the Board will meet on a regular basis, usually monthly, to discuss topics and resolve issues and problems.
- C. The CAPSC will attempt to resolve issues and problems prior to implementing the grievance procedure or referring them to the negotiations process. However, an issue or problem may be referred by the CAPSC, the Association, the Board, or an employee to the grievance procedure or negotiations process if it is deemed that the CAPSC is not the appropriate committee to meet and resolve the issue or problem.
- D. A problem may be taken through the grievance procedure and/or through the CAPSC at the same time or separately.
- E. Employees, immediate supervisors/administrators, and building representatives should share their problems and concerns at the program/building level so that the problem or concern can be researched, discussed, and resolved at the lowest possible level.
- F. Problems and concerns that cannot be resolved at the program/building level may be referred to the CAPSC by the employee, Association representative, and/or immediate supervisor.
- G. Nothing in this Article shall be construed to prevent the employee or the Association from filing a grievance, or to prevent either party from making a negotiations proposal. However, the 30-day grievance filing deadline in Article V, Section B, of this Agreement is delayed whenever a contract issue or problem is being addressed by the CAPSC.
- H. It is the responsibility of the Board and the Association to select representatives to serve on the CAPSC. The number of representatives may vary depending on the topics, issues, and problems on the agenda.
- I. A representative from the Association or the Board will be identified at the beginning of each meeting to summarize the minutes of the meeting and distribute the minutes and tentative agenda for the next meeting to the members of the CAPSC.
- J. The Association President and the Deputy Superintendent are responsible for the distribution of information to the individuals they represent regarding the activities of the CAPSC.
- K. The CAPSC shall review and discuss activities related to the development and implementation of least restrictive environment programs. The Board shall assure that the Association will be a participant in the planning process relating to the review and revision of the Genesee Intermediate School District Special Education Mandatory Plan. Such participation shall neither expressly nor by implication be deemed to be a waiver of either party's right to bargain any working condition.

- L. The parties agree that representatives of the Board will continue to work together with GIEA representatives to utilize the Win-Win collaborative model to solve problems and address concerns. GIEA CAPSC will continue to train GIEA employees in the utilization of the Win-Win collaborative model.

**Article X**  
**Miscellaneous Provisions**

- A. No polygraph or lie detector device shall be used in any investigation of any individual.
- B. This Agreement shall supersede any rules, regulations or practices of the Board, which shall be contrary to or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual employee contracts heretofore in effect.

All future individual employee contracts shall be made expressly subject to the terms of this Agreement or any subsequent agreement covering the same school year as the individual employee contracts designate. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.

- C. In accordance with Board Policy #3122, Nondiscrimination and Equal Employment Opportunity, the Genesee Intermediate School District (GISD) does not discriminate on the basis of race, color, religion, national origin, gender, disability, age, height, weight, marital status, or any other legally protected characteristic, in its programs and activities, including hiring, promotion, and retention. The person designated to handle inquiries regarding the nondiscrimination policies of GISD or to address any complaint of discrimination is the Title IX Coordinator, Human Resources and Operations, 2413 West Maple Avenue, Flint, Michigan 48507-3493.
- D. Copies of this Agreement shall be available in electronic or printed format at the expense of the Board and presented to all employees covered hereby now employed or hereafter employed by the Board.
- E. If any provisions of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- F. Employees in the Mott Middle College, Genesee Early College, Genesee Career Institute, and other non-special education job classifications shall be paid in either twenty-one (21) or twenty-six (26) equal pays. Once the twenty-one (21) or twenty-six (26) pay schedule has been selected it may not be changed for that contract year, except that an employee electing twenty-six (26) pays may request the balance of the twenty-six (26) pays in a final check the second pay in June provided the request is made in writing by May 15 to the Superintendent, and the employee has completed all workdays in their calendar before the second pay in June.

The Board and the Association recognize that utilizing a twenty-one (21)/twenty-six (26) pay cycle may result in employees being paid for a full biweekly pay when they have actually worked two (2) or three (3) days during a pay period. When this is expected to occur, CAPSC will review pay cycles; and the employees paid in 21/26 pays will be notified electronically by June 1 that the district will utilize a twenty-two (22)/twenty-seven (27) pay cycle for the following school year.

Special education employees working in a program subject to a balanced calendar in 2016-2017 shall not have the option for a 21- or 26-pay schedule in 2015-2016. Employees in special education programs shall be paid only on a 22-pay schedule in 2015-2016 and a 26-pay schedule in 2016-2017 and 2017-2018.

G. When an employee completes a program for state certification or graduate course work that entitles that employee to a higher rate of pay according to the schedule, the employee's pay shall be adjusted as follows:

1. When an employee completes course work prior to September 1 of the contract year, pay will be at the higher rate for the full year if evidence of such achievement is submitted within sixty (60) days.
2. Course work completed after September 1 and prior to February 1 will entitle the employee to be paid at the higher rate from February 1 of the contract year, providing evidence of achievement is submitted sixty (60) days after course work completion.
3. An employee that completes course work by September 1, but does not submit evidence of completion within the sixty (60) day period, will be paid at the new rate effective February 1 of the next year.
4. An employee working on the less than BA salary schedule at Genesee Career Institute that completes the course work for the BA degree may apply for reclassification immediately upon completion of the degree. When official proof of degree conferment is provided to the district, the employee will be compensated at the new rate effective the date of submission upon verification by the district.

H. Longevity

Effective with the 2015-2016 school year through the 2017-2018 school year, eligible employees on the BA, BA+18, MA, MA+15, and MA+30 classifications of the salary schedule will receive longevity as follows for their years of experience in the bargaining unit at the Genesee Intermediate School District:

<b>School Year</b>	<b>15 Years</b>	<b>20 Years</b>	<b>25 Years</b>	<b>30 Years</b>
2015-2016	\$2,000	\$2,700	\$3,400	\$4,100
2016-2017	\$2,000	\$2,700	\$3,400	\$4,100
2017-2018	\$2,000	\$2,700	\$3,400	\$4,100

- I. An employee's daily rate shall be determined by dividing his/her contractual salary (without longevity) by 185 workdays; the hourly rate shall be determined by dividing the daily rate by 7.0 hours. Legal holidays are not to be considered paid holidays. Extra work beyond 185 workdays will be paid at the employee's hourly rate subject to Article VI, Employee Hours and Calendar, Section D, Extended Schedules.
- J. Salary deductions for unpaid days will include a prorated fringe benefit cost unless said day would qualify for payment under Article VII, Absences and Leaves. Employees working an extended schedule (Article VI, Section D) who take a scheduled day without pay shall not be charged the cost of fringe benefits for that day.
- K. A seniority list shall be prepared by the Board and verified by the Association.
  1. Last date of hire shall be defined as that date which the employee commences the employment obligation.

2. Employees working less than full time will be granted seniority in proportion to time worked.
  3. An employee who first worked in the bargaining unit and then became an administrator in the Genesee Intermediate School District shall retain any seniority accrued as an employee upon return to the bargaining unit.
  4. Leaves of absence shall not be considered as terminations; however, seniority shall not accrue during said leave unless so specified.
  5. Seniority shall accrue on a semester basis. One semester seniority credit shall be earned provided over one-half (1/2) the semester is worked in the employee's scheduled work year. Employees who take a voluntary reduction in their workday in order to prevent or reduce layoff shall receive full seniority credit.
  6. SMI instructional supervisors placed in the bargaining unit as Teachers of the Mentally Impaired as of August 29, 1988 have been credited with full seniority, longevity, and sick time for their years of employment with the Genesee Intermediate School District and are entitled to all rights and privileges as defined in this Agreement.
- L. A vacancy shall be defined as a vacated position which will be continued or a new position created which is covered under this Agreement.
1. Whenever a vacancy arises, an electronic notice of a vacancy shall be sent to all bargaining unit employees. A copy of the notice shall also be sent electronically to the Association President.
  2. Whenever vacancies occur during the normal summer months, the following procedure shall be followed:
    - a. Employees with specific interests in possible vacancies will notify Human Resources and Operations by electronic mail at [hrmail@geneseeisd.org](mailto:hrmail@geneseeisd.org) of their interest during the last regular week of school and shall include a summer e-mail address.
    - b. Should a vacancy occur, the employees who have expressed an interest in said position shall be notified electronically of the vacancy at the time of the posting.
    - c. The employees so notified shall have the responsibility of completing an online internal application form, indicating their interest in said position prior to the posting deadline.
- M. As a condition of employment, each employee must submit evidence of freedom from communicable tuberculosis to Human Resources and Operations.
- N. Employees are expected to maintain a current address and telephone number with Human Resources and Operations.
- O. The Board may reimburse an employee who suffers damage to personal property caused by the actions of a student, providing there is no negligence on the part of the employee. The employee shall provide the Superintendent proof to substantiate the employee's loss.



- P. Employees will generally be notified at least twenty-four (24) hours in advance of all staff meetings.

**Schedule A: Calendar Guidelines**

School year calendars are developed with employees in accordance with Article VI, Employee Hours and Calendar, of this Agreement and in accordance with the Genesee County Schools Common Calendar adopted by the Board pursuant to Section 1284a of the Revised School Code. The basic work year is 185 workdays and a seven (7.0)-hour workday. The 185-workday annual school calendar for classroom employees may include a total of 7.0 hours outside the regular school day.

Department directors/program administrators are responsible for working with employees who are in positions that require a valid Michigan teacher certificate to ensure that these employees are involved in staff development and training activities in accordance with state law. The following excerpts from the Genesee County Schools Common Calendar will be utilized in the development of employee, building and/or program calendars.

A. Students report to school on Tuesday following Labor Day in accordance with Michigan law.

	<u>Labor Day</u>	<u>First Student Day</u>
2015-2016	Monday, September 7, 2015	Tuesday, September 8, 2015
2016-2017	Monday, September 5, 2016	Tuesday, September 6, 2016
2017-2018	Monday, September 4, 2017	Tuesday, September 5, 2017

B. Winter Break:

	<u>Winter Break Begins</u>	<u>Classes Resume</u>
2015-2016	Wednesday, December 23, 2015	Monday, January 4, 2016
2016-2017	Friday, December 23, 2016	Tuesday, January 3, 2017
2017-2018	Monday, December 25, 2017	Wednesday, January 3, 2018

C. Martin Luther King Day (third Monday in January) no students and optional duty day for staff:

2015-2016	January 18, 2016
2016-2017	January 16, 2017
2017-2018	January 15, 2018

D. President’s Day (third Monday in February). If a four-day weekend is planned, it is recommended that the Friday before President’s Day be the additional day off.

	<u>Friday</u>	<u>Monday, President’s Day</u>
2015-2016	February 12, 2016	February 15, 2016
2016-2017	February 17, 2017	February 20, 2017
2017-2018	February 16, 2018	February 19, 2018

E. Spring Break begins on the Monday of the first full week in April.

	<u>Spring Break Begins/Thru</u>	<u>Classes Resume</u>	<u>Good Friday**</u>
2015-2016	April 4 through April 8, 2016	Monday, April 11, 2016	March 25, 2016
2016-2017	April 3 through April 7, 2017	Monday, April 10, 2017	April 14, 2017
2017-2018	April 2 through April 6, 2018	Monday, April 9, 2018	March 30, 2018

\*\*Good Friday is a non-workday when it falls outside of Spring Break.

Marking period and semester end dates identified in the Genesee County Schools Common Calendar (available on the GISD website at [www.geneseeisd.org](http://www.geneseeisd.org)) may be utilized by the department directors/program administrators/employees as calendars are developed for each year.

**Schedule B: Salary Schedules**

The salary schedules are based on 185 workdays and a seven (7.0)-hour workday. Any days worked beyond the 185 days will be paid at the employee’s daily rate (but subject to Project CHOICE guidelines developed by CAPSC and in accordance with Article VI, Employee Hours and Calendar, Section D, 1a-b). Reclassifications based on completion of educational requirements will remain in place through the entire life of the contract, i.e., advancing from <BA to BA, BA to BA+18, BA+18 to MA, and so forth (see Article X, Miscellaneous Provisions, Section G, 1-4).

Salary schedules will increase ½% in 2015-2016, 1% in 2016-2017, and 1% in 2017-2018.

**2015-2016 – ½% increase**

Step	< BA (GCI Only)	BA	BA+18	MA	MA+15	MA+30
1	31,991	38,716	40,730	42,845	45,077	47,424
2	33,170	40,216	42,185	44,425	46,739	49,172
3	34,398	41,775	43,691	46,063	48,463	50,985
4	35,671	43,394	45,252	47,762	50,249	52,865
5	36,995	45,076	46,869	49,523	52,102	54,814
6	38,366	46,823	48,543	51,350	54,023	56,835
7	39,791	48,638	50,277	53,243	56,015	58,930
8		50,523	52,073	55,207	58,080	61,103
9		52,481	53,933	57,243	60,222	63,356
10			55,859	59,354	62,442	65,691
11			57,855	61,542	64,744	68,113
12			59,921	63,812	67,131	70,625
13			62,062	66,165	69,606	73,228
14			64,279	68,605	72,173	75,928
15				71,135	74,834	78,727

Instructors employed at the Genesee Career Institute in 2014-2015 at BA/step 7\* (\$55,279) remain on this pay schedule for two years (2014-2015 and 2015-2016) to allow time to meet the BA+18 education requirement. Contract language relative to reclassification (Article X, Miscellaneous Provisions, Section G, 1-4) will be followed when changes occur during the year as a result of meeting the education requirement. These employees moving from BA to BA+18 in 2015-2016 will move to BA+18/step 8 on the 2014-2015 salary schedule and then follow the progression schedule for 2015-2016. If BA+18 is not achieved, they revert back to BA/step 7 on the 2014-2015 salary schedule and then follow the progression schedule for 2015-2016.

No employee will step off the schedule during the three years of the agreement (e.g., an employee at MA+30/step 11 in 2014-2015 will advance to MA+30/step 15 in 2015-2016 but will remain at MA+30/step 15 in 2016-2017 and 2017-2018). Employees will progress from their 2014-2015 step to their 2015-2016 step and beyond according to the tables below.

**< BA**

14-15 Step	15-16 Step	16-17 Step	17-18 Step
1	2	3	4
2	3	4	5
3	4	5	6
4	5	6	7
5	6	7	7
6	7	7	7
7	7	7	7

**BA**

14-15 Step	15-16 Step	16-17 Step	17-18 Step
1	2	3	4
2	3	4	5
3	4	5	6
4	6	7	8
5	7	8	9
6	8	9	9
7	9	9	9

**BA+18**

14-15 Step	15-16 Step	16-17 Step	17-18 Step
1	2	3	4
2	3	4	5
3	4	5	6
4	6	7	8
5	7	8	9
6	9	10	11
7	10	11	12
8	12	13	14
9	13	14	14
10	14	14	14

MA			
14-15 Step	15-16 Step	16-17 Step	17-18 Step
1	2	3	4
2	3	4	5
3	4	5	6
4	6	7	8
5	7	8	9
6	9	10	11
7	10	11	12
8	11	12	13
9	13	14	15
10	14	15	15
11	15	15	15

MA+15			
14-15 Step	15-16 Step	16-17 Step	17-18 Step
1	2	3	4
2	3	4	5
3	4	5	6
4	6	7	8
5	7	8	9
6	9	10	11
7	10	11	12
8	11	12	13
9	13	14	15
10	14	15	15
11	15	15	15

MA+30			
14-15 Step	15-16 Step	16-17 Step	17-18 Step
1	2	3	4
2	3	4	5
3	4	5	6
4	6	7	8
5	7	8	9
6	9	10	11
7	10	11	12
8	11	12	13
9	13	14	15
10	14	15	15
11	15	15	15

In 2015-2016 only, employees on the following levels and steps will receive an additional payment included in their total contract amount so as to equalize minimum pay increases in 2015-2016.

Level	Step	Amount
BA	9	439
BA+18	4	301
BA+18	7	64
BA+18	14	380
MA	4	126
MA	15	346
MA+15	4	92
MA+15	15	328
MA+30	4	55
MA+30	15	309

**2016-2017 – 1% increase**

Step	< BA (GCI Only)	BA	BA+18	MA	MA+15	MA+30
1	32,311	39,103	41,137	43,274	45,528	47,898
2	33,502	40,618	42,606	44,869	47,207	49,664
3	34,742	42,193	44,128	46,524	48,947	51,495
4	36,028	43,828	45,705	48,240	50,752	53,394
5	37,365	45,527	47,337	50,019	52,623	55,362
6	38,750	47,292	49,028	51,863	54,563	57,403
7	40,189	49,125	50,780	53,776	56,575	59,520
8		51,029	52,593	55,759	58,661	61,714
9		53,006	54,472	57,815	60,824	63,989
10			56,418	59,947	63,066	66,348
11			58,433	62,158	65,392	68,795
12			60,520	64,450	67,803	71,331
13			62,682	66,827	70,302	73,961
14			64,921	69,291	72,895	76,687
15				71,846	75,582	79,515

**2017-2018 – 1% increase**

Step	< BA (GCI Only)	BA	BA+18	MA	MA+15	MA+30
1	32,634	39,494	41,548	43,706	45,983	48,377
2	33,837	41,025	43,032	45,318	47,679	50,161
3	35,090	42,615	44,570	46,989	49,437	52,010
4	36,388	44,266	46,162	48,722	51,259	53,928
5	37,739	45,982	47,811	50,519	53,149	55,916
6	39,137	47,764	49,518	52,382	55,109	57,977
7	40,591	49,616	51,287	54,314	57,141	60,115
8		51,539	53,119	56,316	59,248	62,331
9		53,536	55,017	58,393	61,432	64,629
10			56,982	60,547	63,697	67,012
11			59,018	62,779	66,046	69,482
12			61,126	65,094	68,481	72,044
13			63,309	67,495	71,006	74,700
14			65,571	69,984	73,623	77,454
15				72,565	76,338	80,310

Employees who reached the maximum steps in the pay classifications BA+18, MA, MA+15, and MA+30 and stepped off the salary schedule prior to or in the 2014-2015 year, remain at the same non-stepping salary step that they reached in 2014-2015 for 2015-2016, 2016-2017, and 2017-2018. The salary schedules for non-stepping employees increase ½% in 2015-2016, 1% in 2016-2017, and 1% in 2017-2018 as follows:

**2015-2016 – ½% increase**

14-15 Step	BA+18	MA	MA+15	MA+30
11	64,599	0	0	0
12	64,923	71,491	75,208	79,122
13	65,248	71,848	75,584	79,517
14	65,574	72,207	75,963	79,915
15	65,902	72,568	76,343	80,315
16	0	72,931	76,725	80,716

**2016-2017 – 1% increase**

15-16 Step	BA+18	MA	MA+15	MA+30
11	65,245	0	0	0
12	65,572	72,206	75,960	79,913
13	65,900	72,567	76,340	80,312
14	66,230	72,929	76,723	80,714
15	66,561	73,294	77,106	81,118
16	0	73,660	77,492	81,523

**2017-2018 – 1% increase**

16-17 Step	BA+18	MA	MA+15	MA+30
11	65,898	0	0	0
12	66,228	72,928	76,720	80,712
13	66,559	73,293	77,103	81,115
14	66,892	73,659	77,490	81,521
15	67,226	74,027	77,877	81,929
16	0	74,397	78,267	82,338

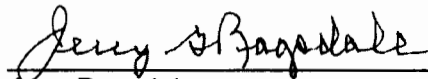
**Article XI**

**Duration of Agreement**

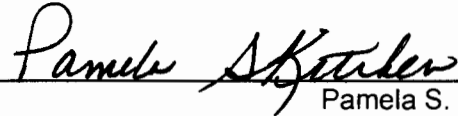
This Agreement for 2015-2016, 2016-2017, and 2017-2018 as ratified by the Genesee Intermediate School District Board of Education on May 12, 2015 shall be effective for the period of September 1, 2015 through June 30, 2018. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.

**Genesee Intermediate School District  
Board of Education**

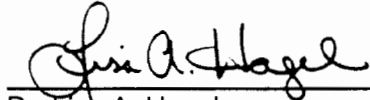
**Genesee Intermediate  
Education Association**



Jerry Ragsdale  
President



Pamela S. Kitchen  
President



Dr. Lisa A. Hagel  
Superintendent



MEA UniServ Director



**Work-Related Injury Documentation and Reporting Procedure**

**Purpose:** To establish a procedure for employees and administrators to follow when employees seek medical treatment for a work-related accident/injury/communicable disease. Worker's compensation cases are technical. Individual employees and administrators need to proceed carefully and in full communication with Human Resources and Operations staff.

**Procedure:**

**Employees will:**

1. Coordinate or seek approval for all clinic/medical visits from their immediate supervisor/administrator/designee.
2. Advise the doctor of their work schedule and, whenever possible, schedule follow-up visits during non-student contact time.
3. Notify their immediate supervisor/administrator/designee as soon as they are aware of their follow-up appointment time.
4. Whenever possible, schedule physical therapy during non-student contact time or before/after the employee's regular workday.
5. Continue recommended treatment unless there is a problem, in which case the employee is to contact Human Resources and Operations staff before seeking other medical services or treatment.

**Employees with return-to-work information (Physician Visit Reports) will:**

1. Submit the doctor's statement to their immediate supervisor/administrator/designee immediately following their visit to the clinic doctor.
2. Immediately notify their immediate supervisor/administrator/designee to advise them of any work restrictions, if applicable.

**Employees unable to return to work will:**

1. Immediately notify their immediate supervisor/administrator/designee and submit the doctor's statement that puts them off work.
2. Continue to advise their immediate supervisor/administrator/designee of their status and provide them with updated doctor statements immediately after each return visit to the clinic or doctor.

**Immediate Supervisor/Administrator/Designee will:**

1. Initial and date all doctor statements and Physician Visit Reports to acknowledge receipt.
2. Notify Human Resources and Operations staff via email when work restrictions have been indicated (Administrative Guideline 3122).
3. Forward all originals immediately to Human Resources and Operations to avoid any delay in processing with district insurance carriers.
4. Immediately notify Human Resources and Operations when an employee is placed off work. Fax the statement to Human Resources and Operations and forward the original through interoffice mail.
5. Continue to keep Human Resources and Operations staff advised (via email) of the employee's work status.

**Memorandum of Understanding  
Between the  
Genesee Intermediate Education Association  
And the  
Genesee Intermediate School District Board of Education**


**Meals/Beverages at Meetings  
July 26, 2006**

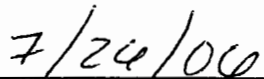
School funds may be expended on food and/or beverages for activities only when there is clear "public purpose". In collective bargaining agreements, there is a need for reference to the purpose for any food and/or beverages being provided by the Board for employees at various activities. Activities may include beginning-of-school-year/end-of-school-year meetings and instructional-related staff development.

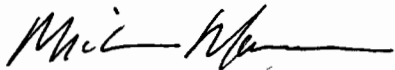
Following a review by the Contract Administration and Problem Solving Committee on July 26, 2006, the parties agree to the following:

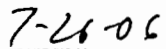
1. The Board may provide coffee, tea and water for staff during designated hours during the workday to enhance the work environment and increase productivity.
2. The Board agrees to provide coffee, tea, water and meals for staff at beginning-of-school-year/end-of-school-year meetings. Staff will attend these functions unless excused by their immediate supervisor.
3. The Board may provide coffee, tea and water for assigned staff development training and school improvement activities where goals support the GISD *Teaching, Learning and Service Plan*. If these meetings are held during traditional meal times and staff are not given adequate time to have a meal on their own, the Board may provide an appropriate meal.

This memorandum of understanding was reviewed and approved by the Genesee Intermediate Education Association Contract and Administration and Problem Solving Committee on July 26, 2006.

  
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 Pamela S. Kitchen, President  
 Genesee Intermediate Education Association

  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Michael R. Moorman, Deputy Superintendent  
 Human Resources and Operations

  
 \_\_\_\_\_  
 Date

MRM:dsm 7-26-06



**Memorandum of Understanding  
Between the  
Genesee Intermediate Education Association  
And the  
Genesee Intermediate School District Board of Education**

**Alignment of Sick and Personal Business to the Workday  
May 17, 2007**

On April 17, 2007, a subcommittee of the Contract Administration and Problem Solving Committee (CAPSC) presented a report to CAPSC addressing the following problem statement: **The contract does not provide for the prorating of sick and personal business time for extended schedules.** The subcommittee included Jan Russell, assistant superintendent; Pam Kitchen, GIEA president; Ruth Rosenberger, school social worker; Dr. Mary Lavengood, assistant superintendent; Barb Whitman, teacher consultant; Mike Moorman, deputy superintendent; and Cindy McCain, executive director for finance. The issue was brought to CAPSC as a result of the change in workday in the 2006-2007 calendars for Day Treatment classrooms operated in the local districts. The workday for staff in these classrooms is 7.5 hours per day instead of the customary 7.0 hours per day. The following summary of the payroll and attendance procedures for classroom employees describes the basis for the problem statement.

- ✓ Article VII, Employee Hours and Calendar, allows that full-time employees work 35 hours per week and a minimum of 185 workdays. A teacher's contract is calculated and projected for the entire year. Example:
  - Teacher A is employed for 185 days, 7.0 hours per day, at BA/Step 1: \$37,578; pay is divided over 21 or 26 pays.
  - Teacher B is employed for 185 days in a classroom requiring an additional .5 hour per day at BA/Step 1 and paid in accordance with Article VII, Section D.1. Calculated contract is 185 days x 7.5 hours = 1,387.5 hours x \$29.02 hourly = \$40,265.25; pay is divided over 21 or 26 pays.
  
- ✓ Sick time was posted in accordance with Article X, Absences and Leaves, at the beginning of the contract year for both Teacher A and Teacher B at 13 days leave allowance (13 x 7.0 = 91.0 hours) with three (3) of the days (3 x 7.0 = 21.0 hours) posted for personal business use.
  
- ✓ Attendance is recorded for Teacher A at 7.0 hours per day and for Teacher B at 7.5 hours per day.
  - When Teacher A is absent a full day, sick time is charged at 7.0 hours.  
When Teacher B is absent a full day, sick time is charged at 7.5 hours.
  - When Teacher A is absent 3.5 hours, sick time is charged at 3.5 hours, at work 3.5 hours.  
When Teacher B is absent 3.5 hours, sick time is charged at 3.5 hours, at work 4.0 hours.

The subcommittee recommends that sick and personal business time be aligned with the actual length of the workday in specific situations with the following conditions:


1. As per the contract, there would be an agreed calendar in place at the start of the year/beginning of the program.
2. This memorandum applies only to annual calendars, not temporary changes in schedules.
3. Alignment applies only to the hours per day, not extended days in a calendar. No teacher will have more than 13 days leave allowance posted for the year. Teacher A in a 7.0-hour workday has 70.0 hours sick time and 21.0 hours personal business time posted (13 days total). Teacher B in a 7.5-hour workday has 75.0 hours sick time and 22.5 hours personal business time posted (13 days total).

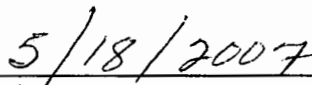
4. The alignment of the day applies to sick time, personal business time, time taken without pay, benefits reductions, long-term disability and other payroll calculations.

The subcommittee further recommends that this memorandum of understanding include the agreement that the CAPSC process will be used to assess other unique situations involving extended schedules.

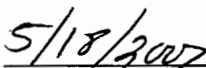
Agreement on the concept of this memorandum of understanding was reached on April 17, 2007.

This memorandum of understanding was reviewed and approved by the Genesee Intermediate Education Association Contract Administration and Problem Solving Committee after the meeting on May 14, 2007. It was also agreed that Day Treatment employees impacted by misalignment of sick and personal business time with their workday in the 2006-2007 calendar shall have their sick and personal business time adjusted in accordance with this memorandum of understanding prior to the last pay in June 2007.

  
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Pamela S. Kitchen, President  
Genesee Intermediate Education Association

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Michael R. Moorman, Deputy Superintendent  
Human Resources and Operations

  
\_\_\_\_\_  
Date

MRM:dsm 5-17-07

**Memorandum of Understanding  
Between the  
Genesee Intermediate Education Association  
And the  
Genesee Intermediate School District Board of Education**

**Career-Technical Education Center Agreement**  
**August 6, 2013**

Whereas, the Board of Education of the Genesee Intermediate School District has assumed operational responsibility for the Genesee Area Skill Center and the Career-Technical Education programs offered to students enrolled at local high schools within Genesee County; and

Whereas, students from the twenty-one (21) local school districts within Genesee County have enrolled in Career-Technical Education programs existing at the Genesee Area Skill Center for the 2013-14 school year beginning September 3, 2013; and

Whereas, a certified, highly qualified teaching and counseling staff is necessary to offer quality Career-Technical Education programs and services at the Genesee Area Skill Center, hereinafter referenced as the Career-Technical Education Center; and

Whereas, additional time will be necessary to evaluate Career-Technical Education programs offered at the Career-Technical Education Center and the demand for these programs by employers in Genesee County; and

Whereas, the District and the Genesee Intermediate Education Association worked collaboratively to reach agreement on the following issues affecting both parties,

It is understood that:

1. Certificated, state approved (annually authorized where necessary) Teachers of Career Technical Education (CTE) Programs (to be named), CTE Counselors, CTE Placement Specialists, and Teachers of Academic Subjects at the Career-Technical Education Center (C-TEC) shall be recognized under Article I of the Agreement between the Genesee Intermediate School District Board of Education and the Genesee Intermediate Education Association effective August 26, 2013.
2. Aforementioned employees shall be entitled to full protection and rights under the collective bargaining agreement, including establishment of a Contract Administration and Problem Solving (CAPSC) C-TEC subcommittee, to be formed collaboratively with administration members representing the Board of Education, the Association and Association members employed at the C-TEC.
3. The Association and the Board agree that the first year (2013-2014) of operation of the C-TEC shall be a pilot year. Teachers who were tenured at Flint Community Schools and/or other school districts and who are hired by the District will serve probationary periods in accordance with the Teacher Tenure Act. Decisions to continue existing CTE programs after the pilot year will be made on the basis of program enrollments, related job placements, and Department of Labor statistics regarding demand for employees

with skills taught by the CTE program, this decision to be made prior to slotting for the 2014-2015 school year.

4. The C-TEC workday for teachers is 7.0 hours, schedule to be determined by the administration. Due to lower student contact time at C-TEC, the salary schedule from Flint Community Schools will continue to be used for Teachers of CTE Programs, C-TEC Teachers of Academic Subjects, and CTE Placement Specialists, and will be based upon 185 paid days per school year. The District maintains its right of assignment for employees and the right to determine their placement on said salary schedule. Those Teachers of CTE Programs, C-TEC Teachers of Academic Subjects and CTE Placement Specialists hired by the District from Flint Community Schools bring no seniority or accruals to the assigned position.

Teachers of CTE Programs, C-TEC Teachers of Academic Subjects, and CTE Placement Specialists Salary Schedule\*\*

	<BA	BA	BA+15	MA	MA+15	MA+30	PhD
0	26,061	32,386	33,999	35,692	37,470	39,336	39,633
1	27,035	33,999	35,692	37,470	39,336	41,296	41,593
2	28,052	35,692	37,470	39,336	41,296	43,353	43,650
3	29,102	37,470	39,336	41,296	43,353	45,513	45,810
4	30,199	39,336	41,296	43,353	45,513	47,779	48,076
5	31,332	41,296	43,353	45,513	47,779	50,160	50,457
6	32,505	43,353	45,513	47,779	50,160	52,658	52,955
7	33,727	45,513	47,779	50,160	52,658	55,279	55,576
8	34,994	47,779	50,160	52,658	55,279	58,034	58,331
9	36,311	50,160	52,658	55,279	58,034	60,925	61,222
10	37,675	52,658	55,279	58,034	60,925	63,959	64,256
11	39,091	55,279	58,034	60,925	63,959	67,145	67,442


\*\*Teachers of CTE programs who teach three sections shall be paid an additional \$2,500 per semester for preparing for, and teaching, the third section, to be paid at the end of each semester.

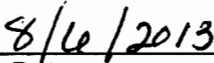
5. The Association and the District recognize the importance for students, employees, and community that the Career-Technical Education Center be successful. Service, program safety, order and cleanliness, collaboration, program management, student-centered instruction, and student achievement are the highest priorities.


6. Each Teacher of a CTE program is expected to develop, maintain and update their program course of study, syllabus, lesson plan, and curriculum map and keep them current in accordance with CTE and C-TEC requirements. Lesson plans will be utilized in daily instruction and made available to the administration upon request.
7. Certificated C-TEC staff are required to attend/participate in the following activities without additional compensation:
  - Plan and facilitate a minimum of two advisory committee meetings per year
  - C-TEC Open House
  - Student recognition events
8. Teachers of CTE Programs and C-TEC Teachers of Academic Subjects shall have a daily work schedule which includes the following whenever possible:
  - Daily student contact time/schedule will be determined by the program administrator and will, at a minimum, conform to state requirements.
  - Five hours (5.0) per week of planning/nonstudent contact time.

Activities will include: curriculum and assessment development, School Improvement committee work, lesson planning (daily lesson plans made available to the administration upon request), data analysis, program certifications, CIP self-review, etc.).

This memorandum is made with the understanding that the District and the Association will continue to work together in a Win-Win format to resolve any issues and problems that arise as a result of its operation of the Career-Technical Education Program.

  
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Pamela S. Kitchen, President  
Genesee Intermediate Education Association

  
\_\_\_\_\_  
Date

  
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Michael R. Moorman, Deputy Superintendent  
Genesee Intermediate School District

  
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Date

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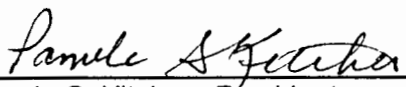
**Memorandum of Understanding  
Between the  
Genesee Intermediate Education Association  
And the  
Genesee Intermediate School District Board of Education  
Career-Technical Education Center Agreement Extension  
June 13, 2014**

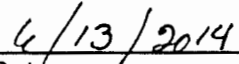
On August 6, 2013, representatives of the Genesee Intermediate Education Association (GIEA) and representatives of the Board of Education of the Genesee Intermediate School District reached agreement on the addition of teachers of Career-Technical Education (CTE) programs to the GIEA master agreement effective August 26, 2013. The memorandum of understanding signed on August 6, 2013 defined the first year, 2013-2014, as a pilot year. Decisions relative to continuing existing CTE programs after the pilot year would be made on the basis of program enrollments, related job placements and Department of Labor statistics regarding demand for employees with skills taught by the CTE program. This decision would be made prior to slotting for the 2014-2015 school year.

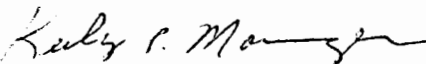
As of the closing of the 2013-2014 school year, there are no anticipated changes in the course offerings for 2014-2015. However, the Contract Administration and Problem Solving Committee (CAPSC) opened discussion regarding the salary schedule in the pilot year, which was a carryover from the schedule utilized by the Flint Community Schools. CTE teachers in the pilot year were not included in the GIEA salary schedule because of the lower student contact time for CTE classes.

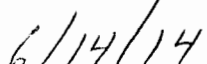
CAPSC representatives working through a CTE Subcommittee are reviewing the salary schedule for 2014-2015. To allow for completion of this process prior to the first day with students in 2014-2015, the Career-Technical Education Center Agreement in the current format is extended to August 29, 2014.

This memorandum was reviewed and approved by representatives of the GIEA Contract Administration and Problem Solving Committee on June 13, 2014.

  
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Pamela S. Kitchen, President  
Genesee Intermediate Education Association

  
\_\_\_\_\_  
Date

  
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Keely P. Mounger, Ed. D., Deputy Superintendent  
Genesee Intermediate School District

  
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Date

KPM:dsm

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**Memorandum of Understanding  
Between the  
Genesee Intermediate Education Association  
And the  
Genesee Intermediate School District Board of Education  
Career-Technical Education Center Agreement Amended  
August 21, 2014**


In 2013-2014 Genesee Intermediate School District purchased the Genesee Area Skill Center (GASC). On August 6, 2013, The Genesee Intermediate Education Association (GIEA) entered into a memorandum of understanding with the Board of Education agreeing that the GASC salary schedule utilized by the Flint Community Schools would be used during the pilot year of 2013-2014. During the course of the year, a committee was formed and information was shared as GIEA President Pamela Kitchen and Assistant Superintendent Cindy McCain worked to develop a fair and equitable plan to transition the GASC staff members to a new schedule for 2014-2015 that would be comparable to what other GIEA members would be receiving, while at the same time not to create a significant budget increase for the organization in 2014-2015. The following recommendations were made for the transition of staff members at GASC onto the GIEA salary schedule:

1. For 2014-2015, the GIEA salary schedule will be expanded for degree tracks BA, BA+18, MA, MA+15, and MA+30 to include half steps to facilitate moving the GASC staff members onto the salary schedule. In general, GASC staff members will be placed, commensurate to their 2014-2015 pay step on the GASC schedule, at half steps on the new 2014-2015 schedule. In 2015-2016 they will move a half step to the next full step. The half step will be removed from the schedule in 2015-2016. Exceptions to this process are listed below.
2. The GASC salary schedule utilized by Flint Community Schools recognized a track for employees with less than a BA degree, steps 0 through 11. The GIEA salary schedule does not recognize less than a BA degree. The GASC <BA track will be added to the GIEA schedule for 2014-2015. Steps 0 through 4 of the GASC schedule will be eliminated and the new <BA track will use steps 5 through 11 as new steps 1 through 7, with a range of \$31,332 to \$39,091. GASC employees with less than a BA degree will remain on this pay schedule for two (2) years to allow time to meet the BA education requirement.


Individuals with less than a BA degree will move a full step during the duration of the two-year process. When they complete their move from the <BA track to the BA track, their placement on the schedule will be commensurate with their pay step at that time. For example, if the employee is currently at <BA, step 7, at \$39,091, the move to the BA track will place the employee at BA, step 3, \$42,632. The current contract language will be followed when changes occur during the year as a result of meeting the education requirement in accordance with the master agreement. If an employee does not complete the education requirement of the memorandum, the step may no longer exist based on negotiations. Employees who continue with less than a BA degree can be retained only if they continue to be eligible for the District to apply for annual occupational authorization, at a minimum.

3. The GASC salary schedule utilized by Flint Community Schools recognized a BA track with 11 steps; the GIEA salary schedule at BA has 7 steps. Steps 8 through 11 of the GASC schedule will be eliminated and employees will remain at the same rate of pay for 2014-2015. Also, the GIEA schedule at BA will have a step 7\* for those employees who are paid higher than the current GIEA BA step 7 amount. Individuals on the GASC schedule at BA step 11 will move to a BA step 7\*. Employees will remain on this pay schedule for 2 years to allow time to meet the BA+18 education requirement. The current contract language will be followed when changes occur during the year as a result of meeting the education requirement in accordance with the master agreement. When they complete their move from BA to BA+18 they will then move to BA+18, step 8, on the GIEA schedule. If BA+18 is not achieved, they revert back to BA, step 7, in the GIEA schedule which could result in a pay cut. GASC employees on BA, step 7, do not receive 1/2% off schedule because no GIEA member on this schedule receives the off-schedule increase.
4. The GASC salary schedule utilized by Flint Community Schools included a PHD track. The GIEA salary schedule does not have a PHD track. GASC employees on this track will move to MA+30 on the GIEA schedule and will be placed commensurate to their pay step.
5. This memorandum of understanding replaces and eliminates the GASC pay schedule utilized in 2013-2014 that was part of the memorandum signed on August 6, 2013.
6. The current GIEA pay schedule is subject to bargaining.

At the end of the 2013-2014 school year, the GASC Technology Center name was changed to Genesee Career Institute. This memorandum is made with the understanding that the District and the Association will continue to work together in a Win-Win format to resolve any issues and problems that arise as a result of its operation of the Career-Technical Education Program at the Genesee Career Institute.

  
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 Pamela S. Kitchen, President  
 Genesee Intermediate Education Association

*8/21/2014*  
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 Date

  
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 Dr. Keely P. Mounger, Deputy Superintendent  
 Genesee Intermediate School District

*8/21/14*  
 \_\_\_\_\_  
 Date

KPM/CAM:dsm

Contracts\082014



**2014-15 Amended Salary Schedule for GCI Employees**

	<BA	BA	BA+18	MA	MA+15	MA+30	PhD
1	31332	38,523	40,527	42,632	44,853	47,188	
1.5		39,525	41,580	43,743	46,021	48,415	
2	32505	40,527	42,632	44,853	47,188	49,641	
2.5		41,580	43,743	46,021	48,415	50,931	
3	33727	42,632	44,853	47,188	49,641	52,220	
3.5		43,743	46,021	48,415	50,931	53,578	
4	34994	44,853	47,188	49,641	52,220	54,935	
4.5		46,021	48,415	50,931	53,578	56,363	
5	36311	47,188	49,641	52,220	54,935	57,791	
5.5		48,415	50,931	53,578	56,363	59,295	
6	37675	49,641	52,220	54,935	57,791	60,798	
6.5		50,931	53,578	56,363	59,295	62,379	
7	39091	52,220	54,935	57,791	60,798	63,959	
7.5			56,363	59,295	62,379	65,621	
8			57,791	60,798	63,959	67,282	
8.5			59,295	62,379	65,621	69,032	
9			60,798	63,959	67,282	70,781	
9.5			62,379	65,621	69,032	72,622	
10			63,959	67,282	70,781	74,462	
10.5				69,032	72,622	76,399	
11				70,781	74,462	78,336	
7*		55,279					



GENESEE INTERMEDIATE SCHOOL DISTRICT  
Human Resources and Operations  
2413 West Maple Avenue  
Flint, Michigan 48507-3493  
(810) 591-4432

To: Special Education Employees

From: Dr. Keely P. Mounger *KPM*  
Deputy Superintendent

Cindy McCain  
Assistant Superintendent

Date: September 16, 2015

Re: Payroll Changes

During the meetings last spring prior to ratification of the three-year agreement with the Genesee Intermediate Education Association and in subsequent meetings with special education staff, you were made aware that the GISD special education programs will be moving to a balanced calendar model in the 2016-2017 school year. The calendar change provides students with consistent learning opportunities without the lengthy gap in service created by the summer recess. It also assures that we are in compliance with special education laws.

In anticipation of this calendar change, we have determined jointly with both bargaining units that for 2015-2016, special education employees currently paid in 21 or 26 pays will receive their pay in 22 pays beginning Friday, September 18, 2015 through Friday, July 8, 2016. Your last pay for 2015-2016 will be on July 8, 2016. If you are currently paid hourly, there will be no change in how you are paid.

As a result, employees currently on 21 pays will have a smaller biweekly with 22 pays in 2015-2016 and smaller again with 26 pays in 2016-2017. Employees currently on 26 pays will have a larger biweekly with 22 pays in 2015-2016 and a smaller biweekly with 26 pays in 2016-2017. We encourage you to plan your personal finances accordingly.

We thank you for your patience and a spirit of cooperation as the district moves toward the balanced calendar. Staff will receive additional information regarding the balanced calendar in the next few weeks.

KPM:dsm

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