



**River Valley School District**  
15480 Three Oaks Road  
Three Oaks, Michigan 49128

## **Agreement**

**by and between the**

**BOARD OF EDUCATION  
of the  
RIVER VALLEY SCHOOL DISTRICT**

**And the**

**RIVER VALLEY EDUCATION ASSOCIATION  
(5-CEA/MEA/NEA)**

**July 1, 2016 through June 30, 2017**

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**AGREEMENT  
PREAMBLE**

This Agreement entered into this, 27<sup>th</sup> day of June, 2016, by and between the River Valley School District, of Three Oaks, Michigan, the "Board", and the River Valley Education Association/5-CEA/MEA/NEA, the "Association".

**WITNESSETH**

WHEREAS the Board and the Association recognize and declare that providing a quality education for the children of River Valley School District is their mutual aim and responsibility, and  
WHEREAS the members of the teaching profession can be of assistance in formulating policies and programs, and

WHEREAS pursuant to Section 11 of the Michigan Public Employment Relations Act, MCL 423.211, the Board recognizes the Association as the extensive bargaining representative for the bargaining unit and is required according to the provisions of Section 15 of the Michigan Public Employment Relations Act, MCL 423.215, to negotiate with the Association upon wages, hours, and the terms and conditions of employment of teachers as set forth therein, and the parties, through negotiations in good faith, have reached agreement on all such matters,

THEREFORE the parties desire to execute this contract covering such Agreement:

**ARTICLE I  
RECOGNITION**

**A. RVEA/5-CEA/MEA/NEA and RVSD Introduction**

The Board recognizes the RVEA/5-CEA/MEA/NEA, as the sole and exclusive bargaining agent for the following employees of the River Valley School District: all certified teaching personnel, including Department Chairpersons and Coaches if they are also employed as teachers, but excluding the Superintendent, Assistant Superintendents, Business Manager, Supervisors, Principals, Assistant Principals, Community School Director, Library Coordinator, Athletic Director, Assistant to the Athletic Director, substitute teachers, non-certified employees, and all non-teaching personnel.

**B. Teacher and Board Terminology Defined**

The term "Teacher" when used in this Agreement shall refer to all employees (represented by the named employee organization) in the bargaining or negotiating unit as above defined. The term "Board" shall include the Board of Education of the River Valley School District, its officers and agents.

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**ARTICLE II  
ASSOCIATION DUES AND REPRESENTATION FEES**

The Public Employee Relations Act ("PERA"), MCL 423.201, *et seq.*, as amended by 2012 P.A. 349, provides that, as a condition of employment, no member of the collective bargaining unit represented by the Association may be required to (1) pay any dues, fees, assessments or other charges or expenses of any kind to, (2) become or remain a member of or refrain or resign from membership in, or (3) voluntarily affiliate with, or voluntarily financially support, a labor organization or a collective bargaining representative.

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**ARTICLE III  
ASSOCIATION AND TEACHERS' RIGHTS**

**A. Teacher Rights Under Revised Michigan School Code**

Nothing contained herein shall be construed to deny or restrict to any rights teachers may have under the Michigan Revised School Code, MCL 380.1 *et seq.*, or other applicable laws and regulations as they pertain to education.

**B. Association Rights to Facility Usage**

The Association shall have the right to use school facilities and equipment provided they have clearance with the campus administrative office. The Association shall pay for the cost of materials, supplies, and services incident to such use.

**C. Teacher Bulletin Board and Mailboxes**

At least one teacher bulletin board per campus, designated by campus principal, and teacher mailboxes shall be made available for official Association materials.

**D. Procedures for Dissemination of Public Information**

The Board agrees to furnish to the Association all public information, which is pertinent to collective bargaining purposes only after such information has been presented to the Board at a regular meeting or to another governmental agency. The Association must specify the information desired and give the purpose for which it is desired. Original records may be examined only at the office of the Board of Education. The Association is required to reimburse the Board for extra expense incurred in furnishing information or making records available.

**E. Teacher Membership Requirements Defined**

Nothing herein shall require any teacher to be a member of or participate in the activities of any teacher organization.

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**ARTICLE IV  
BOARD OF EDUCATION RIGHTS**

**A. Rights Under Law**

The Board, on its own behalf and on behalf of the electors of the District, retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and Constitution of the State of Michigan, and of the United States, including the right:

1. To the executive management and administrative control of the school system and its properties, and the activities of its employees.
2. To hire all employees and subject to the provisions of law, to determine their qualifications, and the conditions for their continued employment, or their dismissal or demotion; and to promote and transfer all such employees;
3. To establish grades and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board;
4. To decide upon the means and methods of instruction, the selection of textbooks and other teaching materials, and the use of teaching aids of every kind and nature and to implement telecommunication instruction;
5. To determine class schedules, the hours of instruction, and the duties, responsibilities, and assignments of teachers and other employees with respect thereto, and non-teaching activities, and the terms and conditions of employment;
6. To deduct from teacher salaries any erroneous or mistaken overpayments. A reasonable payment schedule shall be reached with the teacher.

**B. Exercise for Foregoing Powers**

The exercise of the foregoing powers, right, authority, duties and responsibilities and express terms hereof are in conformance with the Constitution and laws of the State of Michigan, and the Constitution and laws of the United States.

**C. Board Authority Under the Michigan Revised School Code**

Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authority under Michigan Revised School Code, MCL 380.1 et seq., or any other national, state, county, district, or local laws or regulations as they pertain to education.

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**ARTICLE V  
TEACHING HOURS AND CLASSLOADS**

**A. Teacher/Student Instructional Days and Hours**

All teachers shall provide students with state-mandated instructional days and hours.

1. In the event that the legislation is changed to complete additional instructional days/hours, or there is flexibility in the design of a work day, both parties agree that Article V, Section A, may be reopened at the request of either party for the purpose of negotiating appropriate language to cover the changed situation to the end that neither party to this agreement be penalized by such change in the law and that the provisions of the language shall not be in conflict with the law then in effect.



2. In the event there is a new less than full-time instructional program or a change in a less than full-time instructional program, both parties agree that Article V, Section A, may be reopened at the request of either party for the purpose of negotiating appropriate language to cover the new or changed situation.

**B. Teacher Starting and Ending Times**

Teachers will have a “regular” scheduled day four (4) days during the week, and an “early” scheduled day one (1) day during the week. The “regular” scheduled day for all teachers is from 7:30 a.m. until 3:10 p.m., and the maximum number of work hours shall be seven (7) hours and forty (40) minutes. The “early” scheduled day for all teachers is from 7:00 a.m. until 3:10 p.m., and the maximum number of work hours shall be eight (8) hours and ten (10) minutes. The “early” scheduled days shall be determined by the building principal prior to the start of the school year, and are to be used for teacher collaboration. Teachers are encouraged to remain in the building for a sufficient period after the close of the students’ school day to attend to those matters which require proper attention, such as meeting with parents when scheduled in advance with teacher knowledge. On Fridays and days preceding holidays or vacations, teachers will be permitted to leave when the last bus leaves except on days of scheduled professional development. On the last day of school for the school year, teachers will be permitted to leave when the last bus leaves providing the teacher has completed checkout with his/her building administrator.

**C. Teacher Work Week**

The work week for a full-time teacher shall include:

1. Instruction or related duties involving sufficient student-teacher contact for the purpose of meeting required instructional time under the provisions of the Michigan Revised School Code MCL 380.1 et seq. and the State School Aid Act.
2. A thirty (30) minute duty-free lunch period will be provided to elementary teachers, and a twenty-seven (27) minute duty-free lunch period will be provided to middle/high school teachers.
3. Preparation time:
  - a. Middle/High School teachers will be provided preparation time equal to one class period (not less than 56 minutes) per day.
  - b. Elementary teachers will be provided a minimum preparation time of 170 minutes per week, which will be during the scheduled student day.
4. Unless mutually agreed upon between teacher and administrator, a middle/high school general education teacher will not be assigned to teach more than one class or level during any one teaching period.
5. One (1) twenty (20) minute recess will be scheduled per day with the detention room staffed by a teacher assistant.
6. The Association and the Board will bargain a letter of agreement if changes need to be made to accommodate a program other than a six (6) class and one (1) advisory period day.

**D. Work Week for Part-Time Teachers**

The normal work week for part-time teachers shall be adjusted on an individual basis in accordance with the number of hours employed and the duties assigned.

**E. Option for Alternative Flexible Schedule**

Upon mutual written agreement between the administration and a teacher, an alternative flexible schedule may be established as long as the assignment does not exceed the number of regular teaching hours and preparation time.

- F. Work Week for Shared Teachers Between Buildings**  
Due to the sharing of staff between buildings, teachers may be assigned a flexible work week schedule as long as the assignment does not exceed the number of regular weekly teaching hours and preparation time.
- G. Compensation for Teaching During Preparation Time**  
Each time a teacher is required to teach during his/her preparation time as set forth in this article, he/she shall receive the rate of \$30.00 per hour.
- H. Compensation for Teaching Additional Class Period**  
A full-time teacher who agrees to teach an additional class period for a semester, or major portion thereof, during their planning period shall receive an additional 18% of the full time salary pro-rated per diem.
- I. Compensation for Part-Time Teacher**  
A part-time teacher shall be defined as a teacher who is hired to teach less than a full teaching load for more than sixty (60) consecutive school days in the same assignment.
1. A secondary part-time teacher salary shall be prorated based upon 18% of a full time salary for each class period taught. This compensation includes one teaching period and one prorated planning period.
  2. Part-time elementary teachers shall be compensated on a proration based upon the total minutes worked, including actual teaching time and planning time, in proportion to the total minutes in a full time teacher work day.
- J. K-5 Emergency Weather Supervision**  
In case of emergency or inclement weather, a rotation system of professional staff will supervise students during the last twenty (20) minutes of the lunch periods. K-5 teachers will be paid \$7.50 per lunch period for performing this supervision. The Board reserves the right to supervise K-5 students during emergency or inclement weather with teaching assistants and/or volunteers.
- K. Teacher Staff Meetings, Emergency Teacher Meetings**  
Teachers may be required to attend up to two (2) teacher meetings per month, with each meeting lasting a maximum of sixty (60) minutes each. No meetings can be scheduled on a Friday or a day before a school holiday. There will be a two-day notice given to staff prior to holding the meetings. Meetings can be used to accumulate the required hours of professional development providing the content of the meetings comply with the requirements of professional development as determined by the Michigan Department of Education.
- L. Additional Required Teacher Meetings**  
Teachers may be required to attend a maximum of three (3) from the items below:
1. Open houses and/or back to school nights
  2. Awards programs
  3. Parent organizational events
- M. Teachers and Extra-Curricular Activities Participation**  
Teachers will attend those extra-curricular activities in which they have had an active involvement in preparation and in which their students are participants.
- N. Department and Grade Level Meetings Attendance**  
Each teacher shall, to the extent required for the proper discharge of his/her professional obligations, participate in department and grade level meetings called by the chairperson.

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**ARTICLE VI  
SPECIAL STUDENT PROGRAMS**

**A. Teacher Responsible for Student IEP Implementation**

When a general education classroom teacher is assigned a student from a special education program for severely impaired students (POHI, SXI, SMI, TMI), the teacher shall not be expected to perform routine, scheduled maintenance of a medical appliance or apparatus used by the student to sustain his/her bodily functions nor render routine, scheduled care or maintenance of exceptional bodily functions related to the student's impaired condition. The teacher shall be informed and instructed as to emergency measures which may be necessary on occasion due to the student's impaired condition. Otherwise, it shall be the responsibility of the teacher to implement the student's Individualized Educational Program for attending to the educational needs of the student while in the teacher's class.

**B. Continuity of Classroom Instruction for Special Students**

In order to promote continuity of classroom instruction for students involved in special activities, efforts will be made to avoid unusual arrival and/or departing times from general education classrooms to which students are assigned, except when such are specified or required by a student's Individualized Education Program.

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**ARTICLE VII  
TEACHING CONDITIONS**

**A. Teacher's Primary Duty and Responsibility, Student-Teacher Ratio, Reference Library, Duplicating Services, Teacher Storage Area, Teacher's Lounge, Faculty Parking, Others**

It is the primary duty and responsibility of the teacher to teach, and the organization of the school and the school day should be so constructed that the energy of the teacher is primarily utilized to this end. The parties recognize that optimum school facilities for both student and teacher are desirable to aid in providing the high quality of education that is the goal of both the Association and the Board. Thus the Board agrees to continue its efforts:

1. To keep class size at an acceptable number as dictated by the financial condition of the District, the building facilities available, the availability of qualified teachers, and the best interests of the District as deemed administratively feasible. Since it is recognized by the Board that student-teacher ratio is an important aspect of an effective educational program, special consideration through scheduling and assignment will be given to class size and student-teacher ratio in the case of Special Education students being mainstreamed. When elementary class size reaches twenty-eight (28) students in any classroom, additional teacher assistant time will be negotiated to be in place within fifteen (15) working days after the student that increased the class size to twenty-eight (28) starts attendance.
2. In no event shall the number of students in any assigned class exceed the number of learning stations available. When any class exceeds the number of students the District shall within ten (10) school days reduce the number of students to the number of lab stations available. The above set limits may be exceeded with written permission of the teacher and the Association.
3. To keep the schools reasonably and properly equipped and maintained.
4. To provide a teacher reference library at each campus in the District and include therein all texts which are reasonably requested by the teachers of that campus.
5. To make available in each school duplicating facilities.
6. To provide a separate desk or file with lockable drawer space for each teacher in the District.
7. To provide suitable closet space for each teacher to store coats, overshoes and personal articles.

8. To provide chalkboard/white board or grease board in every classroom.
9. To provide a copy, exclusively for each teacher's use, of all texts in each of the courses he is to teach.
10. To provide adequate storage space in each classroom for instructional materials.
11. To provide school personnel to assist in inventorying of supplies and equipment, duplication of teaching materials, operating audio visual equipment, collecting monies for milk and lunch, and similar non-professional responsibilities.
12. To provide smocks for art and home economics teachers, laboratory coats for laboratory science teachers, shop coats for vocational and industrial education teachers. Proper laundering service for all of said items shall be provided without charge to the teacher.
13. To provide in each school a lounge and/or work-study room for teachers.
14. To provide lavatory facilities exclusively for teacher use when practicable and possible.
15. To provide a telephone in each building for teacher use provided that such use does not interfere with the use of the telephone for district purposes.
16. To permit snacks or pop vending machines in the teacher's lounge (or designated location), under the sole responsibility of the Association.
17. To provide off-street parking facilities for teacher use when practicable and possible. The administration reserves the right to assign teacher designated parking areas as needed.

**B. Board and Association Cost Recognition**

The Board and the Association recognize that such provisions add to the cost of operating the District.

**C. Teacher Inclement Weather Reporting Procedures**

On days when students are not required to report to school due to adverse weather, teachers may be requested by the administration to report to work by 10:00 A.M. and will continue until 3:00 P.M. On such days teachers are requested to report, and if the teacher is unable to report due to the weather, the procedure shall be as follows:

1. If on the first day teachers are requested to report and are unable to do so, they shall notify their principal by 9:30 A.M. No later than the third day of any given storm teachers shall report back to work.
2. On subsequent consecutive staff reporting days, teachers who are still unable to report to work may ask for special consideration and shall upon return put in writing the reason for the additional delay of their return.

**D. Cancelled Scheduled Days of Student Instruction**

Scheduled days of student instruction which are not held because of conditions not within the control of school authorities, such inclement weather, fires, epidemics, mechanical breakdowns, or health conditions, may be rescheduled by the Board to insure that the minimum number of hours of student instruction required by law or regulation is satisfied or to assure there is no loss of state aid.

Teachers will receive the regular pay for days that are canceled but shall work on the rescheduled days with no additional compensation.

**E. Teacher Acting as Principal**

Unless mutually agreed upon between teacher and administrator, under no circumstances shall a teacher serve as acting principal or other such position.

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**ARTICLE VIII  
VACANCIES, PROMOTIONS, APPOINTMENTS & TRANSFERS**

**A. Vacancy Defined**

A "vacancy" shall be defined as a professional bargaining unit teaching position that the School Board intends to fill, to which no person is assigned and includes positions open to:

1. Retirement
2. Resignation
3. Death
4. Transfer
5. Promotion
6. Discharge
7. Reduction in personnel (where a position remains in existence)
8. Newly created position

**B. Promotion Defined**

A "promotion" is placement or advancement into a supervisory position.

**C. Assignment Defined**

An "assignment" shall be defined as a teaching position or a position listed in Exhibits B and C of this Agreement whereas, the individual is assigned through the building administrator and/or the Board of Education.

**D. Transfer Defined**

A "transfer" shall be defined as either a voluntary or involuntary move from one position to another within the bargaining unit, including grade/level and subject area moves as well as changes in buildings. Transfers to vacancies shall be governed by the language above pertaining to vacancies.

**E. Certifications and Qualifications**

Definitions:

1. **Certification** – to be fully certified for a position the teacher shall hold a valid certification for the grade level and subject matter as defined by the Michigan Department of Education.
2. **Qualifications** – qualified refers to the following:
  - a. Certification in subject matter
  - b. College major
  - c. Highly qualified as defined by No Child Left Behind
3. **Performance** – performance refers to the following:
  - a. satisfactory evaluation at River Valley within the last 6 years
  - b. has no active Individual Development Plan (IDP)

**F. Vacancy Posting Procedures**

During the regular school year, vacancies shall be posted internally and externally simultaneously for at least seven (7) calendar days before a vacancy is filled. Vacancies shall be posted in each building and a copy of the posting shall be sent to the Association president. During the summer months when regular school is not in session, vacancies shall be posted internally and externally simultaneously for at least ten (10) calendar days before a vacancy is filled. A shorter term may be mutually agreed upon between the Association and the Board. During the summer months when regular school is not in session, the Employer will post in the superintendent's office all vacancies as above described and shall also forward a copy to the Association. The Board may fill vacancies on a temporary basis during the posting period. Employees who are interested in the vacancy are to

submit a letter of application to the superintendent. The employee will interview with the appropriate administrator, and a decision regarding the transfer will be made prior to interviews with any external candidates. The right of determination to assign or transfer a teacher is vested with the Board.

The length of any external vacancy postings shall be determined by the Board.

Vacancies need not be posted at the discretion of the Board in the following circumstances:

1. Where the vacancy can be filled by the recall of a laid off teacher.
2. Where the vacancy arises during the school year the vacancy may be filled on a temporary basis until the end of the school year at which time it shall be posted.
3. Where the vacant position has been redefined due to a program reduction or change.
4. Where the board determines to not fill the vacancy.

**G. Posted Vacancy Not Filled**

If a vacancy is posted and not filled and the certification and qualifications for the position are subsequently changed, the vacancy shall again be posted in accordance with this Article before it is filled.

**H. Tentative Notice of Teaching Assignments**

All teachers shall be given tentative notice of their assignments (grade level for elementary and specific courses to be taught for secondary) for the forthcoming year not later than the last day of school for the current year. In an event that changes are made to teacher assignments, all affected teachers shall be notified promptly. In no event will changes in teacher's assignment be made later than three (3) weeks prior to the first student school day preceding the commencement of the school year, unless an emergency situation requires the same, and the Association shall be notified in such instance. If no notice of tentative assignment is given, or if a change in assignment is not made according to the above provisions, then the teacher shall remain in the same assignment as in the prior school year.

**I. Transfer of Staff**

The parties recognize that changes in grade assignments in the elementary schools, changes in subject assignments in the secondary school, and transfers between schools will be necessary. The right of determination to assign or transfer a teacher is vested in the Board.

**J. Assignments/Withhold of New Assignments**

The Board shall retain the right to withhold an assignment if that activity will not be conducted. The Board shall retain the right to establish additional assignments if the activity is warranted.

**K. Tenure in Student Activities/Coaching Assignments**

A teacher shall not have tenure in any student activity or coaching assignment. The initial assignment or reassignment of a teacher shall be for reasons satisfactory to the administration and/or the Board. A student activity or coaching assignment may be temporarily or permanently discontinued; included as an addition to a regular teaching assignment for additional compensation; or it may be performed by a non-bargaining unit volunteer or employee.

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**ARTICLE IX  
SENIORITY**

**A. SENIORITY DEFINED**

Seniority – The term “seniority” shall be defined as the length of continuous service in the bargaining unit. However, individuals employed as administrators prior to September 1, 1989, shall be entitled to count administrative service for purposes of calculating seniority. Other administrators may only count teaching service in the District.

1. A teacher shall have seniority from the last date of hire. Date of hire shall be the date on which the Board approves to hire the teacher or the first work day of contracted employment, whichever comes first. However, a teacher’s seniority date shall not precede the date of the teacher’s certification.
2. Leaves of absence granted pursuant to the Agreement between the Association and Board and administrative service within the district not to exceed one (1) year shall not constitute an interruption in continuous service.
3. Credit given for outside teaching experience in school districts shall not be considered for the purpose of accumulating seniority.

**B. SENIORITY LIST**

A seniority list consistent with this Agreement shall be prepared by the Board within thirty (30) days of the ratification of this Agreement. The seniority list shall be in rank order based upon the last date of hire. The seniority list shall contain the names of all school district employees, including non-bargaining unit members who have seniority. Effective July 1, 2013, the placement of individuals on the seniority list shall be determined by the date and time of acceptance of a job offer by the superintendent. Offer and acceptance can either be verbal or in writing. The seniority list shall be published with notation of the certification/approvals then on file with the Board and posted conspicuously in the area of each building reserved for teacher use as well as being placed in the general office of each building. Updates of the list shall be published and posted as they are made but no less than once each school year.

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**ARTICLE X  
SPECIAL TEACHING ASSIGNMENTS**

**A. Student Teacher Supervision**

Supervision by a teacher of a student teacher shall be voluntary, and monies received from colleges for having student teachers will be used for professional library materials. Preference in selection of materials will be given to teachers, with principal approval, during the school year they are supervising, to the maximum amount received for their supervision.

**B. Extra-Curricular Positions in Exhibits B and C**

Vacant extra-curricular positions set forth in Exhibits B and C shall be posted. Extra-duty positions will be filled on an annual basis. The Board reserves the discretion whether to fill a position. For any reappointment(s) to Exhibit B, extra-curricular position(s), the position(s) need not be posted.

**C. Extra-Curricular Assignment(s) Appointments**

Each year the principal shall inform each staff member in his building(s) as soon as possible after the beginning of the school year, of his extra-curricular assignment(s) as recommended in writing to the Superintendent. If the Superintendent approves the recommendation, he/she shall soon thereafter inform the teacher in writing of his/her extra pay for this work as established in the Agreement, Exhibits B and C. Extra-curricular assignments are non-tenure.

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**ARTICLE XI  
LEAVE**

**A. Illness or Disability Leave**

1. All teachers regularly employed by the District shall be credited with twelve (12) days sick leave allowance at the beginning of each school year. A teacher who is hired after the beginning of the school year shall be credited with a pro-rata sick leave allowance based on his/her start date. Teachers who are absent from duty because of personal illness may use these days plus any previous accumulation any time during the year. If a teacher's employment is terminated prior to the completion of the full year's work, adjustments in the twelve (12) days annual allowance will be made on a pro-rata basis. Any unused portion of the annual twelve (12) day sick leave allowance may accumulate to a total of one hundred fifty (150) days.
2. The computation of teacher's daily wage will be determined by dividing the teaching salary, as determined by the Teacher's Salary Schedule – Exhibit A, by the number of teacher work days according to the school calendar – Exhibit D.
3. Proof of illness, signed by a physician, may be required, provided it is requested by the Superintendent prior to the teacher's return.
4. In the event of absence of a teacher for illness in excess of five (5) consecutive working days, the Board may, at its expense, require an examination by an independent physician.
5. Upon the recommendation of the Superintendent the Board may, at the Board's expense, require a teacher to submit to a physical or mental examination by appropriate specialists to determine whether involuntary sick leave is warranted.
6. Any teacher whose personal illness extends beyond the period compensable by sick leave will be granted a leave of absence without pay or increment for such time as is necessary for complete recovery to a maximum of the balance of the school year in which the illness occurred. Further extensions may be granted at the will of the Board. Upon return from the leave, a teacher may be assigned to the same or similar position providing a vacancy exists.
7. Any teacher who is absent because of an injury or disease compensable under the Michigan Workers' Compensation Act may receive from the Board, upon written application, the difference between the Workers' Compensation payment prescribed by law and his/her regular salary, to the extent and until such time as such teacher shall have used up his pro-rated "sick pay" provided herein.
8. The accumulated sick leave allowance may be used for serious illness or death in the immediate family. In cases of death, this shall be limited to ten (10) days per death. The immediate family shall include spouse, children, father, mother, siblings, grandparents, mother-in-law, father-in-law or other dependents as defined by law. Up to three (3) days a year of the accumulated sick leave may be used for death of other relatives and close friends with the principal's approval in advance. One (1) day for each occurrence, of the accumulated sick leave allowance may be used to make arrangements for the care of spouse or child in case of general illness.
9. A teacher may elect not to use his/her accumulated sick leave, or any portion thereof, during a period of personal illness and take a leave of absence without pay pursuant to sub-section 6, above.
10. If a teacher has an illness exceeding twenty (20) days, then absences pursuant to the Family and Medical Leave Act (FMLA) leave begins on the 21<sup>st</sup> day or at the end of his/her accumulated sick time if less than twenty (20) days. (For example, if a teacher has 15 days accumulated sick time, then the FMLA leave begins on the 16<sup>th</sup> day.)
11. Absences under the Family and Medical Leave Act (FMLA) will be provided by the Board in accordance with federal law.



**B. Accrued Sick Leave Information**

The sum total of the accumulated sick leave days accrued by individual bargaining members will be available via the electronic payroll system. (The system is updated approximately every two weeks.)

**C. Business Leave (Personal Business Days)**

1. Three (3) days a year of sick leave may be used for business (non-cumulative).
2. Personal business leave shall be defined as an event or condition that requires the teacher's presence during the school day and is of such nature that it cannot be attended to at a later time when schools are not in session or at the conclusion of a working day or on weekends. Personal business leave cannot be used as an extension of vacation.
3. All personal business leave requests must be made in advance. Failure to request such days in advance, at least 24 hours before the occurrence, shall cause the personal day provision to be inapplicable. Notification for personal business leave must be made by the teacher to the building principal. However, exception to the 24-hour notice may be made in an emergency situation as determined by the building principal.
4. Legal commitments that are not related to other employment and legal commitments requiring absence because a teacher has been subpoenaed or is required for a court appearance shall not be subject to the vacation extension exclusion of Section C.2 above.

**D. Leaves of Absence Procedures**

1. Teachers may be granted leave with pay, provided there is advance administrative approval, for visitation at other schools, or attending meetings or conferences of an educational nature. The number of teachers allowed to leave at any one time will be within the discretion of the administration. The Board agrees to provide upon application and approval, reimbursement for appropriate travel and conference expenses. The Board reserves the right to establish limits on travel and conference expenses or determine in advance which expenses (and at which level) are appropriate. Approval to attend shall be determined by the building principal. A teacher attending such conference and meetings shall be granted sufficient leave time to attend without loss of compensation.
2. A leave of absence may be granted a teacher called for jury service. A teacher who serves on a jury will be released from teaching duties for the time served. Teachers who serve on juries shall be paid at the per diem rate (not including travel allowances or reimbursement of expenses) minus the jury duty pay.
3. A leave of absence with pay may be granted for time necessary for appearance in any legal proceedings connected with the teacher's employment or with the school system, if the teacher is required by law to attend.
4. The Association shall be permitted to use four (4) days of leave for teachers who are officers or duly appointed representatives of the Association for Association business, but not for negotiation business. The Association shall request said leave not less than forty-eight (48) hours before the leave begins. An amount equal to a substitute teacher's pay shall be deducted from the Association member who is granted such leave. The Board will allow released time for two (2) annual general meetings of Association members and one (1) meeting per month for the executive offices, to be held after the student day, for Association business. However, no discussion of any type pertaining to negotiations shall be held during the scheduled working hours of Association members.

**E. Leave Pay**

A teacher shall not be eligible to receive pay for any leave unless he or she has left with the principal or designee, acceptable lesson plans for a substitute teacher.

**F. Extended Leave of Absence**

1. Unless otherwise indicated elsewhere in this Agreement, or in the Michigan Teachers' Tenure Act, the following conditions shall apply to extended leaves of absence:
  - a. Requests for leave shall be in writing.
  - b. Eligibility shall be based on a minimum of two (2) years' continuous employment in the River Valley District.
  - c. All extended leaves shall be limited to one (1) year. Further extensions shall be at the will of the Board.
  - d. Salary increments shall not accrue.
  - e. Sick leave days shall not accrue, but unused sick leave days held at the start of the leave shall be reinstated.
  - f. Written notice of intention to either return or resign shall be given to the Superintendent by March 1 of the calendar year in which the leave of absence expires.
  - g. Re-employment during the school year shall be at the discretion of the Board, and re-employment for the beginning of a new school year shall depend upon an opening on the staff for which the teacher is qualified.
  - h. Upon written application, a leave of absence for up to one (1) year may be granted without pay for study related to the teacher's licensed field or his professional growth. The regular salary increment shall not accrue.
  - i. A leave of absence shall be granted a teacher who is drafted or enlists in any branch of the armed forces of the United States. Reinstatement on completion of such service shall be in accordance with the requirements of the applicable laws of the United States. Regular salary increments shall accrue.
  - j. A teacher will be granted one (1) year leave without pay prior to the beginning of, or at the conclusion of, the school year to campaign for him/her or serve in a public office. Further extensions shall be granted at the will of the Board. This provision shall not apply where a teacher vacates his/her employment by becoming a member of the Legislature.
  - k. A teacher may be granted a leave without pay of up to one (1) year in duration for the purpose of primary child care of an infant.
2. To the extent required by the provisions of the Family and Medical Leave Act, an eligible teacher shall be granted leave for the purposes and subject to the terms and conditions as provided by that law in all respects.

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**ARTICLE XII  
PROFESSIONAL IMPROVEMENT**

**A. Participation by Teachers in Professional Organizations**

The parties support the principle of continuing training of teachers, participation by teachers in professional organizations in the area of their specialization, leave for work on advanced degrees or special studies and participation in community educational projects.

**B. Encouragement to Improve the Quality of Instruction**

After-school courses, workshops, conferences and programs designed to improve the quality of instruction shall be encouraged. Every effort will be made to obtain people of the highest qualification to participate in the presentation of such programs.

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**ARTICLE XIII  
PROFESSIONAL GRIEVANCE PROCEDURE**

**A. Definitions**

A grievance shall be defined as any dispute regarding the meaning, interpretation or application of the terms and provisions of this Agreement.

The primary purpose of the grievance procedure is to secure, at the lowest level possible, equitable solutions to the problems of the parties.

The terms "days" shall mean business days.

**B. Teachers First Time Line to Report Possible Grievance (Informal Stage)**

A teacher who believes he or she has a grievance shall first discuss the matter with his/her principal personally or accompanied by an Association representative within six (6) days after the occurrence of the event upon which the grievance is based. It shall be the objective of both parties to resolve the matter in this informal manner. In the event the grievance is not settled in this manner, the following formal grievance procedures shall apply.

**C. First Step**

1. Any grievance that is not settled as set forth in Section B of this Article, or the grievances submitted by the Association, shall be submitted in writing to the principal of the school in which the grievance arises.
2. All grievances shall state the facts upon which they are based, when they occurred, specify the section of the contract which has allegedly been violated, shall be signed by the teacher who is filing the grievances or an officer of the Association when the Association files a grievance and shall be submitted to the principal within six (6) days after the informal meeting described in Section B above or the occurrence of the event upon which the grievances are based for these matters submitted by the Association.
3. The principal shall give a written answer to the aggrieved teacher or the Association within six (6) days after receipt of the written grievance. If the answer is mutually satisfactory, the grievant shall so indicate on the grievance form and sign it with two (2) copies of the grievance thus settled retained by the Association and one (1) by the principal.

**D. Second Step**

1. If the grievance has not been settled in the First Step and if it is to be appealed to the Second Step, the grievant and/or his or her Association representative or representatives shall notify the Superintendent in writing within six (6) days after receipt of the principal's First Step answer of the desire to appeal.
2. If such written request is made, the Superintendent or designee shall meet with the grievant and/or Association representative or representatives within six (6) days to consider the grievance.
3. The Superintendent shall give a written answer to the aggrieved teacher and/or his or her Association representative or representatives within six (6) days after the date of this meeting.
4. If the answer is mutually satisfactory, the grievant shall so indicate on the grievance form and sign it with two (2) copies of the grievance thus settled retained by the Association and one (1) by the Superintendent.

**E. Third Step**

1. If the grievance has not been settled in the Second Step and if it is to be appealed to the Third Step, the grievant and/or his Association representative or representatives shall notify the

Superintendent in writing within ten (10) days after receipt of the Superintendent's Second Step answer of the desire to appeal.

2. If such request is made, the grievance shall be reviewed at a meeting between the Board or its designated representative, the Superintendent, the grievant and/or the Association representative or representatives within ten (10) days after receipt by the Superintendent of the notice of desire to appeal.
3. The meeting shall be held in an executive session if permitted by law.
4. A written answer shall be given by the Board's representative to the aggrieved teacher and the Association representative within ten (10) days after the date of the Third Step meeting.

**F. Fourth Step**

If the grievance has not been settled in the Third Step, the Association may appeal to arbitration by filing a Demand for Arbitration with the American Arbitration Association within fifteen (15) days after receipt of the Third Step answer.

The grievant may not appeal to arbitration without the written consent of the Association.

All matters submitted to arbitration shall be submitted to the American Arbitration Association in accordance with its voluntary rules and regulations then obtaining within the time specified above and such rules shall govern the arbitration hearing.

Both parties agree to be bound by the award of the arbitrator and that the costs of any arbitration proceeding under this provision shall be borne equally between the parties.

**G. Michigan Tenure Act Grievance Exclusions**

The following matters shall not be the basis of any grievance filed under the procedures outlined in this Article and are expressly excluded from the grievance and arbitration provisions of this Article:

- The discharge or demotion of any tenured teacher pursuant to the provisions of the Michigan Teachers' Tenure Act.
- The discharge or non-renewal of any probationary teacher pursuant to the provisions of the Michigan Teachers' Tenure Act.
- Any claim or complaint for which there is another remedial procedure or forum established by law or by regulation having the force of law, including any matter subject to the procedures specified in the Michigan Teachers' Tenure Act.
- The provisions of any insurance contracts or policies.
- The content of any evaluation, individualized development plan, and/or plan of assistance.

**H. Powers of the Arbitrator**

The powers of the arbitrator shall be limited as follows:

- The arbitrator shall have no power or authority to alter, amend, add to, or subtract from the terms of this Agreement or hear any matter which is excluded from the grievance procedure pursuant to Section G or any matter which is identified as a prohibited subject of bargaining under Section 15 of the Public Employment Relations Act.
- The arbitrator shall have no power to establish salary scales or change any salary.
- The arbitrator shall have no power to rule on any complaint for which there is another remedial procedure or forum established by law or regulation having the force of law.

**I. Grievance Timeline Specifics**

Grievances which are not appealed within the time limit specified in the above grievance procedure shall be considered to be withdrawn by the grievant and/or Association. In the event the Board or its representatives do not give and answer within the time limits specified, the grievance shall automatically progress to the next step. It is understood and agreed that the time limits specified in

the grievance procedure may be extended by agreement between the Board and the teacher or Association.

**J. Participation of Grievance Procedure During the Work Day**

It shall be the general practice of all parties to process grievance procedures during times which do not interfere with assigned duties; provided, however, in the event it is agreed by the Board to hold the proceedings during regular working hours, a teacher participating in any level of the grievance procedure, with any representative of the Board shall be released from assigned duties without loss of salary.

**K. Grievance Adjustment**

Any individual employee at any time may present grievances to his employer and have the grievances adjusted, without intervention of the bargaining representative, if the adjustment is not inconsistent with the terms of a collective bargaining contract or agreement then in effect, if the bargaining representative has been given the opportunity to be present at such adjustment.

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**ARTICLE XIV  
PROFESSIONAL COMPENSATION**

**A. Teacher Compensation Defined**

All teachers shall be compensated in accordance with the provisions of this Article and the annexed exhibits without deviation.

**B. Recognition of Previous Employment for Salary Purposes**

The basic salaries of teachers covered by the Agreement are set forth in Exhibit A which is attached to and incorporated in this Agreement. The Board will recognize a maximum of ten (10) years of service from previous employment at public K-12 school districts for salary purposes.

**C. Salary Advancement**

The cut-off dates for receipt of official transcripts for salary advancement purposes shall be October 31st, with effective date for salary purposes as the first day of the current school year, and February 28th, with the effective date for salary purposes as the first day of the second semester of the current school year.

**D. Extra-Duty Assignment Compensation**

Teachers involved in extra duty assignments set forth in Exhibits B and C which are attached to and incorporated in this Agreement shall be compensated in accordance with the provisions thereof.

**E. Salary Schedule Compensation**

The salary schedule is based upon the regular school calendar as set forth in this Agreement and the normal teaching hours as defined in this Agreement.

**F. Reimbursement for Expenses**

Reimbursements for professional meetings that are held outside the boundaries of our school district and approved by the Superintendent and/or Principal prior to the meeting will be reimbursed for expenses of fees as per Board Policy.

**G. Use of Personal Vehicle for Teachers Shared in the District**

Teachers who teach on more than one campus and as a result are required in the course of their work to drive personal automobiles from one school building to another shall receive a mileage

reimbursement "per Board Policy". The same reimbursement shall be given for use of personal cars approved business of the District.

**H. Payroll Options**

At the beginning of each academic year\*, teachers shall have one of these options:

- To receive their annual pay in 20 equal installments, less legal, contracted and teacher authorized deductions.
- To receive their pay in 24 equal installments, less legal, contracted and teacher authorized deductions.

*\*Payroll dates will be on the 5<sup>th</sup> and 20<sup>th</sup> of each month unless those dates occur on a holiday or weekend. If that occurs, the payroll date will either be the previous work day or the following work day.*

**I. Early Retirement Notification Stipend**

A teacher who has fifteen (15) or more consecutive years of service with the District, and retires under the Michigan Public School Employees' Retirement System shall receive a stipend of \$1,000.00 providing the following conditions are met: a letter of retirement/resignation is received by the Superintendent no later than March 15<sup>th</sup> and the teacher completes the entire school year. Teachers who leave prior to the end of the school year do not qualify for the stipend. The stipend will be included in the employee's final pay. FMLA leave or a Board-approved leave of absence under Article XI, Section F of this agreement does not constitute a break in service.

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**ARTICLE XV  
DEPARTMENT/GRADE LEVEL CHAIRPERSONS**

**A. Appointments**

- One (1) MHS Department Chairperson will be appointed in the following core areas: Math, Language Arts, Science, and Social Studies.
- One (1) Elementary Grade Level Chairperson will be appointed for each of the following grades: kindergarten, first grade, second grade, third grade, fourth grade, and fifth grade.
- One (1) K-12 Department Chairperson will be appointed for Special Education.
- One (1) K-12 Department Chairperson will be appointed for Visual, Performing, Fine Arts, and Physical Education (Business, Career/Technology, Culinary Arts, Fine Arts, and Physical Education).
- Department/Grade Level Chairpersons will be appointed annually.

**B. Meetings/Released Time**

- Chairpersons will call monthly meetings and submit discussion notes to the Curriculum Council Coordinator.
- Chairpersons may be allowed released time throughout the year.

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**ARTICLE XVI  
CURRICULUM COUNCIL**

**A. Curriculum Council Membership**

The Curriculum Council will be made up of Department/Grade Level Chairpersons.

**B. Curriculum Council Organization**

- The Curriculum Council will be formed during the month of September.
- The Curriculum Council Coordinator will chair the Council.
- The Curriculum Council will meet on a monthly basis at the call of the Council Chair.

- The primary task of the Council is to annually review and study the scheduled curriculum areas and make recommendations on course goals and objectives.
- The Council will be given an opportunity to provide input regarding pilot programs, existing instructional programs, and new instructional programs.
- One (1) 6-12 Department Chairperson and one (1) K-5 Grade Level Chairperson will be appointed to coordinate the yearly curriculum study at each level, attend ISD informational meetings, and complete required paperwork.
- Curriculum Council members may be allowed released time throughout the year.

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**ARTICLE XVII  
MENTOR TEACHER PROCEDURES**

**A. Mentor Teacher Defined**

A Mentor Teacher shall be defined as a Master Teacher as identified in Section 1526 of the School Code and shall perform the duties of a Master Teacher as specified in the Code.

**B. Assigning of Mentor to Mentee**

When assigning the mentor, it will be with the mutual agreement of the Mentee Teacher, the Mentor Teacher, and the School Administration.

**C. Mentor Teacher Role Defined**

The Mentor Teacher shall be available to provide professional support, instruction and guidance. The purpose of the mentor assignment is to provide a peer who can offer assistance, resources, and information in a non-threatening, collegial fashion.

The Mentor Teacher will be prepared to assist the Mentee in the following:

1. School Improvement (campus, district, etc.)
2. Curriculum (texts, manuals, core, state, etc.)
3. Lesson planning (ideas execution)
4. Grading Procedures
5. Observations (by both Mentor and Mentee)
6. Conferencing (both student and parent)
7. Collaboration
8. Professional In-Service Development
9. Discipline Procedure/Conflict Resolution
10. Parent involvement
11. Professional Support
12. Climate/Cultural Acclimation

**D. Process for Selecting and Assigning Mentor Teacher**

The Mentor Teacher shall be assigned in accordance with the following:

- The Mentor Teacher shall be or have been tenured.
- Participation as a Mentor Teacher shall be completely voluntary.
- The assignment of the Mentor Teacher shall be finalized by the Administration within twenty (20) workdays after the mentee starts work.
- Every effort will be made to match Mentor and Mentee Teachers who work in the same building and have the same area of certification.
- Each Mentee Teacher shall only be assigned one (1) Mentor Teacher at a time.
- A maximum of two (2) days of release time shall be provided for the Mentor and Mentee for professional support, instruction and guidance.

**E. Confidential Relationship**

The purpose of the mentor/mentee relationship is to acclimatize the bargaining unit member to the District and to provide the necessary assistance to facilitate quality instruction. The Board and the Association agree that this relationship shall be kept confidential.

Further, the mentor teacher shall not be called as a witness in any grievance or administrative hearing involving the mentee nor shall the mentee be called as a witness in any grievance or administrative hearing involving the mentor teacher, as it relates to the evaluation.

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**ARTICLE XVIII  
MISCELLANEOUS**

**A. Individual Contract Between Teacher and Board**

Any individual contract between the Board and an individual teacher heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement and any individual contract hereafter executed shall be expressly made subject to and consistent with the terms of this Agreement and its amendments. If an individual contract contains any language inconsistent with this Agreement, this Agreement during its duration, shall be controlling.

**B. Provisions of This Agreement**

This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.

**C. Provisions of This Agreement and the Law**

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.

**D. Sharing Expenses of the Duplication of This Agreement**

Copies of this Agreement shall be printed at the equal expense of the Board and the Association and presented to all teachers now employed or hereafter employed during the life of this Agreement.

**E. Negotiations Inclusive Clause**

During the negotiations of this Agreement, each party made proposals and counterproposals. This Agreement encompasses and incorporates all such proposals. It is the intention of the parties that this Agreement, during its term, shall cover all negotiable items, proposals, and subjects concerning wages, hours and conditions of employment.

**F. Strike and Interruption of the School Program**

The Association and Board recognize that strikes and other forms of work stoppages are currently contrary to law. The Association and Board subscribe to the principle that during the life of this Agreement differences shall be resolved by peaceful and appropriate means without interruption of the school program.

**G. Board's Right to Set Policy on Banning Smoking and Tobacco**

The Board reserves the right to adopt a policy and enforce work rules prohibiting smoking and/or the use of tobacco products and/or tobacco preparations by any employee to any extent and at any and all times in any school facilities, vehicles, and/or equipment and/or on school premises and/or while involved in duties regarding any school activities.



**H. Emergency Manager**

An emergency financial manager appointed under the Local Financial Stability and Choice Act, P.A. 436, shall have the authority to reject, modify or terminate the collective bargaining agreement as provided in 2012 P.A. 436. These provisions required by Section 15(7) of PERA, MCL 423.215(7), are prohibited subjects of bargaining.

**I. Discipline of Tenured Teacher**

A tenured teacher shall not be reprimanded, disciplined, or discharged for a reason that is arbitrary or capricious. The discharge or demotion of a tenured teacher shall be governed exclusively by the procedures and standards of the Michigan Tenure Act applicable thereto and shall not be subject to the grievance procedure or arbitration provisions of this Agreement.

**J. Discipline of Probationary Teacher**

The discharge or non-renewal of a probationary teacher shall be governed exclusively by the procedures and standards of the Michigan Teacher Tenure Act applicable thereto and shall not be subject to the grievance procedure or arbitration provisions of this Agreement. Probationary teachers may appeal disciplinary measures other than discharge or non-renewal through the grievance procedure, but the disciplinary measure shall not be reversed by an arbitrator unless it is shown to be arbitrary or capricious.

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**ARTICLE XIX  
DURATION**

This Agreement, executed this 27<sup>th</sup> day of June, 2016 is effective as of the 1<sup>st</sup> day of July 2016, and shall remain in full force and effect until (or through) June 30, 2017.

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**ARTICLE XX  
INSURANCE PROTECTION**

**A. Eligibility**

To be eligible for the benefits provided in the above program a teacher or his/her dependents must be listed on the company insurance billing during the first month of their employment or during the open enrollment period. That portion of insurance costs which are the obligation of teachers shall be deducted from the teacher's salary through the District's Section 125 Plan.

**B. Prorated Benefit**

PRORATED BENEFIT: Those teachers working halftime but less than full time (daily) will receive a benefit prorated on a seven and one-half (7½) hour day. Those teachers working a full day, but less than a full year and those teachers on an unpaid leave of absence for more than five (5) days during a year will receive a benefit prorated on the total number of scheduled teacher work days that year.

**C. MESSA PAK A Defined**

This section pertains to teachers who work at least 76% (FTE) through full time. Teachers can choose between the two offered medical plans. The cost of medical insurance will be shared between the Board and the individual teachers as detailed in the table below:

Option 1	Total cost of insurance including estimated taxes		Maximum Board contribution	Teacher estimated contribution
MESSA Choices II Visit copay: \$5/\$10/\$25 Drug copay: \$10/\$20 In Network Deductible: \$100/\$200	Individual	\$10,152.46	\$6,142.11	\$4,010.35
	Double	\$22,819.77	\$12,845.04	\$9,974.73
	Family	\$28,393.12	\$16,751.23	\$11,641.89
Option 2	Total cost of insurance including deductible and estimated taxes		Board contribution	Teacher contribution
MESSA ABC Plan 1 Visit copay: N/A Drug copay: Saver Rx In Network Deductible: \$1300/\$2600	Individual	\$8,763.27	\$6,142.11	\$2,621.16
	Double	\$19,369.42	\$12,845.04	\$6,524.38
	Family	\$23,463.84	\$16,751.23	\$6,712.61

The following insurance will be provided at no cost to the individual teachers:

Dental	Class I, II, III, annual maximum	75%, 75%, 50%, \$1,000.00
	Class IV, lifetime maximum	50%, \$1,500.00
	Riders	2 cleanings
Vision	VSP 3	
Life Insurance	Life Insurance	\$45,000.00
	AD&D	\$45,000.00

**D. MESSA Pak B Defined**

For those teachers who work at least 76% (FTE) through full time and do not select the above medical insurance, the Board shall contribute \$500.00 per month in cash, which is part of the district's Section 125 Plan as detailed in the table below:

Dental	Class I, II, III, annual maximum	80%, 80%, 80%, \$1,500.00
	Class IV, lifetime maximum	80%, UCR
	Riders	2 cleanings
Vision	VSP 3	
Life Insurance	Life Insurance	\$50,000.00
	AD&D	\$50,000.00
LTD Benefit	Percentage/Maximum	70%, \$5,000.00
	Maximum monthly salary	\$7,143.00
	Waiting period	90 CDMF
	Alcohol/Drug	Same as any other illness
	Mental/Nervous	Same as any other illness
	Social Security Offset	Family
	Pre-existing Condition	Waived
COLA	Yes	
Cash/Annuity Option	Balance of Board contribution after paying PAK Plan B premium	

**E. Coverage For Those Working 50-75%**

This section pertains to the teachers who work at least 50% (FTE) through 75% (FTE). The Board's contribution toward medical insurance will be based on the FTE percentage of the teacher. The cost of medical insurance will be shared between the Board and the individual teachers as detailed in the table below:

Option 1	Total cost of insurance including estimated taxes		Maximum Board contribution	Teacher contribution
MESSA Choices II Visit copay: \$5/\$10/\$25 Drug copay: \$10/\$20 In Network Deductible: \$100/\$200	Individual	\$10,152.46	FTE % of \$6,142.11	Balance of cost
	Double	\$22,819.77	FTE % of \$12,845.04	Balance of cost
	Family	\$28,393.12	FTE % of \$16,751.23	Balance of cost
Option 2	Total cost of insurance including deductible and estimated taxes		Maximum Board contribution	Teacher contribution
MESSA ABC Plan 1 Visit copay: N/A Drug copay: Saver Rx In Network Deductible: \$1300/\$2600	Individual	\$8,763.27	FTE % of \$6,142.11	Balance of cost
	Double	\$19,369.42	FTE % of \$12,845.04	Balance of cost
	Family	\$23,463.84	FTE % of \$16,751.23	Balance of cost

**F. Year Round Coverage Defined**

For teachers electing coverage the Board shall make payment of insurance premiums for each teacher to provide insurance coverage for a twelve month period beginning September 1<sup>st</sup> and ending August 31<sup>st</sup>. For those teachers commencing employment in August or September and electing coverage, the Board shall contribute a monthly premium at the beginning of their employment until August 31<sup>st</sup>.

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**ARTICLE XXI  
CNC GUIDELINES DESCRIBED**

The Board and the Association support the concept of Collaborative Bargaining for the length of this agreement and agree to form a Contract Negotiations Committee (CNC) to discuss topics and resolve contract related issues and problems excluding grievances. The items listed below are basic guidelines for CNC procedure:

1. The CNC will consist of five (5) Association members and four (4) Board Representatives, facilitator optional. Leadership will be shared between Board and Association representatives at alternating CNC meetings.
2. People serving on the CNC should expect a one year commitment.
3. In order for a decision to be made there must be a quorum of each team in attendance. A team quorum shall be defined as at least three (3) Board representatives and three (3) Association representatives.
4. There will be a minimum of ten (10) quorum meetings to be held monthly excluding July and December. Additional meetings may be called by either co-leader. Meetings of the CNC may never be cancelled, only re-scheduled.
5. Meeting length may not exceed two (2) hours, unless mutually agreed upon.

6. There are to be no “votes”, issues decided by 100% consensus only.
  7. Confidentiality of information shared at meetings is imperative to maintaining trust amongst CNC members, however, if by consensus a subject needs to be polled among peers – this may be done. To further promote trust, all new information will be shared in a timely manner with all CNC members.
  8. Outside guests may be brought in for resource purposes (i.e. insurance information), by special invitation and CNC consensus only.
  9. A list of potential issues will be established at the beginning of each new school/negotiation year.
  10. New issues may only be started when the prior issue is resolved, or tabled by consensus.
  11. Ratification of agreements will take place at least once per calendar year, by April, or at other times as mutually agreed upon.
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**EXHIBIT A**  
**RIVER VALLEY SCHOOL DISTRICT**  
**2016-2017 SALARY SCHEDULE**

Step	Bachelor's Degree	Bachelor's Degree Followed by 18 Semester Hours as well as Possession of a Continuing or Professional Teaching Certificate for Level of Teaching	Master's Degree	Master's Degree Followed by 15 Semester Hours as well as Possession of a Continuing or Professional Teaching Certificate for Level of Teaching	Master's Degree Followed by 30 Semester Hours as well as Possession of a Continuing or Professional Teaching Certificate for Level of Teaching
1	36,713	37,408	40,025	42,147	43,308
2	37,706	38,940	41,129	43,308	44,505
3	38,723	39,997	42,261	44,505	45,745
4	39,773	41,083	43,427	45,745	47,015
5	40,854	42,203	44,629	47,014	48,327
6	41,968	43,358	45,867	48,326	49,675
7		44,547	47,142	49,674	51,063
8		45,774	48,455	51,062	52,495
9		47,031	49,811	52,495	53,967
10		48,333	51,204	53,967	55,487
11		49,673	52,640	55,487	57,050
12		51,047	54,116	57,048	58,663
13		52,468	55,642	58,661	60,318
14		53,936	57,210	60,318	62,031
15		55,440	58,825	62,030	63,792
16		56,990	61,007	64,919	66,764
17			61,586	66,149	69,974

The above schedule is based on 180 student days and 185 staff days.

**EXHIBIT B  
ATHLETIC COACHING SALARY SCHEDULE**

		%
		Applied
<b>Fall Sports</b>		
Varsity Football Coach	1 at	14.75%
Assistant Varsity Football Coach	2 at	8.75%
Junior Varsity Football Coach	2 at	8.75%
Middle School Football Coach	2 at	5.25%
Girls' Varsity Volleyball Coach	1 at	10.00%
Girls' Junior Varsity/Assistant Varsity Volleyball Coach	1 at	7.00%
Girls' Middle School Volleyball Coach	2 at	5.25%
Boys' Varsity Soccer Coach	1 at	8.75%
Boys'/Girls Varsity Cross Country Coach	1 at	8.75%
Boys'/Girls' Assistant Varsity Cross Country Coach	1 at	6.00%
High School Cheerleading Coach Football	1 at	3.25%
<b>Winter Sports</b>		
Boys' Varsity Basketball Coach	1 at	14.75%
Boys' Junior Varsity/Assistant Varsity Basketball Coach	1 at	8.75%
Boys' Middle School Basketball Coach	2 at	5.25%
Girls' Varsity Basketball Coach	1 at	14.75%
Girls' Junior Varsity/Assistant Varsity Basketball Coach	1 at	8.75%
Girls' Middle School Basketball Coach	2 at	5.25%
Varsity Wrestling Coach	1 at	13.00%
Junior Varsity/Assistant Varsity Wrestling Coach	1 at	8.25%
Middle School Wrestling Coach	1 at	5.25%
High School Cheerleading Coach Basketball	1 at	3.25%
Middle School Cheerleading Coach	1 at	1.50%
<b>Spring Sports</b>		
Varsity Baseball Coach	1 at	10.00%
Junior Varsity/Assistant Varsity Baseball Coach	1 at	7.00%
Varsity Golf Coach	1 at	8.75%
Girls' Varsity Soccer Coach	1 at	8.75%
Girls' Varsity Softball Coach	1 at	10.00%
Girls' Junior Varsity/Assistant Varsity Softball Coach	1 at	7.00%
Varsity Boys'/Girls' Track Coach	1 at	13.00%
Assistant Varsity Boys'/Girls' Track Coach	1 at	7.00%
Boys' Middle School Track Coach	1 at	5.25%
Girls' Middle School Track Coach	1 at	5.25%

**Notes to Exhibit B**

1. This schedule merely indicates the remuneration in the event the position is filled.
2. Coaches responsibilities include pre-season and post-season conditioning programs, as outlined in the Position Description as prepared by the A.D.
3. All appointments to coaching positions are non-tenure.
4. All appointments to Head Coaching positions must be approved annually by the Board of Education after receiving a recommendation from the Superintendent.
5. If a coaching position is assigned to two (2) or more persons, the stipend percentage shall be divided between them according to the salary index. (If one coach has more years of experience than the other, the higher of the "steps" will be used in calculating the stipend).
6. All head coaches will be evaluated and a recommendation will be made to the Superintendent no later than 30 calendar days after the completion of the season.
7. The coaches will be paid the foregoing percentage of their teaching salary based on the schedule below, to a maximum allowance of ten (10) years of experience in the same sport. The maximum number of years' credit a coach can receive for activity experience outside of the River Valley School District shall be six (6) years. The parties agree that all comparability between teacher salary schedule and the extra duty schedule shall not exist. Coaching pay and the extra-duty base schedule will be negotiated separately from consideration of the teacher salary schedule.
8. The payroll for athletic coaches shall be bi-weekly with the regular school payroll or in one lump sum at the completion of the season.

**ATTACHMENT TO EXHIBIT "B"**

**SCHEDULE TO BE USED IN CALCULATING COACHING ASSIGNMENTS**

<b>STEP</b>	<b>Base</b>
0	33,758
1	34,673
2	35,617
3	36,589
4	37,588
5	38,518
6	39,681
7	40,871
8	42,097
9	43,360
10	44,660

**EXHIBIT C  
EXTRA AND CO-CURRICULAR SALARY SCHEDULE**

Activity Sponsors (K-12 per approved activity – 17 maximum)	225
Astronomy Club Sponsor	225
Business Professionals of America Sponsor	850
Chess Club Sponsor	225
Class Sponsor - Freshmen	225
Class Sponsor - Sophomores	275
Class Sponsor - Juniors	675
Class Sponsor – Seniors	675
Culinary Arts Club Sponsor	275
Director of Band & Choral Activities (MHS)	4,200
First Aid/CPR Aide (3 maximum)	835
NHS Sponsor	375
Play Director (Middle/High School) per play (2 maximum)	900
Professional Development Facilitator (per session)	150
Radio Club Sponsor (K-12)	525
SADD Sponsor (MHS)	525
Spanish Club Sponsor	375
Spelling Team (M.S.)	225
Student Council (Middle School)	375
Student Council (High School)	500
Theatre Director	1,000
Yearbook Advisor (Middle School)	375
Yearbook Advisor (High School)	1,000
Curriculum Council (12 maximum)	460
Curriculum Council Study Chair (1 Elementary, 1 MHS)	Year 2 - 800
School Improvement/School Leadership Teams (10 Elementary, 10 MHS)	460
After School programs (approved including summer school)	\$30.00 per hour
Mentor Teacher	3% of BA Step 1

1. This schedule merely indicates the remuneration in the event the position is filled.
2. All extra-curricular duties listed in Exhibit C will be strictly voluntary.
3. Extra-curricular Workers: Those persons engaged in extra-curricular activities as workers, as identified in Exhibits B and C shall be reimbursed at the rate of \$15.00 per event. By way of example: Dance chaperone - \$15 per dance; Football ticket taker - \$15 per game; Track judges - \$15 per meet.





**EXHIBIT D  
RIVER VALLEY SCHOOL DISTRICT  
2016-2017  
Staff Calendar**

<p><b><u>August</u></b> 22 New Staff Report 29 All Staff Report 30, 31 Staff Professional Development</p>	<p><b><u>2016</u></b> New Staff Report All Staff Report Staff Professional Development</p>	<p><b><u>January</u></b> 4 School Resumes 25, 26, 27 ½ Day for Students K-12 (MHS Exams) Full Day for Staff – End of 1<sup>st</sup> Semester</p>	<p><b><u>2017</u></b> School Resumes ½ Day for Students K-12 (MHS Exams) Full Day for Staff – End of 1<sup>st</sup> Semester</p>
<p><b><u>September</u></b> 1 Staff Professional Development 2 <b>No Staff</b> – Labor Day Weekend 5 <b>No Staff</b> – Labor Day 6 <b>First Day</b> – ½ Day for Students ½ Day for Staff Planning 30 <b>Early Dismissal for Teacher Training</b></p>	<p><b><u>September</u></b> Staff Professional Development <b>No Staff</b> – Labor Day Weekend <b>No Staff</b> – Labor Day <b>First Day</b> – ½ Day for Students ½ Day for Staff Planning <b>Early Dismissal for Teacher Training</b></p>	<p><b><u>February</u></b> 3 <b>Early Dismissal for Teacher Training</b> 22, 23 Evening Parent/Teacher Conferences P-12 24 <b>No School</b> – Students &amp; Staff</p>	<p><b><u>February</u></b> <b>Early Dismissal for Teacher Training</b> Evening Parent/Teacher Conferences P-12 <b>No School</b> – Students &amp; Staff</p>
<p><b><u>October</u></b> 5, 6 Evening Parent/Teacher Conferences P-12 7 <b>No School</b> – Students &amp; Staff</p>	<p><b><u>October</u></b> Evening Parent/Teacher Conferences P-12 <b>No School</b> – Students &amp; Staff</p>	<p><b><u>March</u></b> 17 <b>Early Dismissal for Teacher Training</b> 31 End of 3<sup>rd</sup> Marking Period ½ Day for Students ½ Day for Staff Planning P-12</p>	<p><b><u>March</u></b> <b>Early Dismissal for Teacher Training</b> End of 3<sup>rd</sup> Marking Period ½ Day for Students ½ Day for Staff Planning P-12</p>
<p><b><u>November</u></b> 4 End of 1<sup>st</sup> Marking Period ½ Day for Students ½ Day for Staff Planning P-12 18 <b>Early Dismissal for Teacher Training</b> 23, 24, 25 <b>No School</b> – Thanksgiving Break 28 School resumes</p>	<p><b><u>November</u></b> End of 1<sup>st</sup> Marking Period ½ Day for Students ½ Day for Staff Planning P-12 <b>Early Dismissal for Teacher Training</b> <b>No School</b> – Thanksgiving Break School resumes</p>	<p><b><u>April</u></b> 3 – 7 <b>No School</b> – Spring Break 10 School Resumes 14 <b>No School</b> – Good Friday</p>	<p><b><u>April</u></b> <b>No School</b> – Spring Break School Resumes <b>No School</b> – Good Friday</p>
<p><b><u>December</u></b> 21 <b>No School</b> – Holiday Break Begins</p>	<p><b><u>December</u></b> <b>No School</b> – Holiday Break Begins</p>	<p><b><u>May</u></b> 29 <b>No School</b> – Memorial Day</p>	<p><b><u>May</u></b> <b>No School</b> – Memorial Day</p>
		<p><b><u>June</u></b> 12, 13, 14 ½ Day for Students K-12 (MHS Exams) Full Day for Staff – End of 2<sup>nd</sup> Semester</p>	<p><b><u>June</u></b> ½ Day for Students K-12 (MHS Exams) Full Day for Staff – End of 2<sup>nd</sup> Semester</p>

		<b><u>Full Days</u></b>	<b><u>Half Days</u></b>	<b><u>Early Dismissal</u></b>
Chikaming	K-2	7:40 a.m. – 2:40 p.m.	7:40 a.m. – 10:40 a.m.	7:40 a.m. – 12:40 p.m.
Three Oaks	3-5	7:55 a.m. – 2:55 p.m.	7:55 a.m. – 10:55 a.m.	7:55 a.m. – 12:55 p.m.
MHS	6-12	7:50 a.m. – 2:50 p.m.	7:50 a.m. – 10:50 a.m.	7:50 a.m. – 12:50 p.m.

**EXHIBIT D  
RIVER VALLEY SCHOOL DISTRICT  
2016-2017  
Staff Calendar**

**Notes:**

1. To include 180 Student Days (minimum of 1098 instructional hours) and 5 Staff Days for a Total of 185 Staff Days.
2. Any cancelled student instructional hours in excess of the allotted hours per state legislation will be made up without additional compensation.
3. Any makeup hours required beyond the state allotted hours will be worked by further extending the end of the school year or by mutual consent of both parties.
4. The four (4) planning days for focus and CUE must be taken prior to May 11<sup>th</sup>. Requests for use of such days must be made at least five (5) days in advance. If substitute teachers are not available, days must be taken by May 18<sup>th</sup>
5. Calendar includes professional development of one (1) day by adding professional development time spent after school via the one (1) hour monthly meetings provided they meet the requirements of professional development as described by the Michigan Department of Education.
6. Dates are subject to change based on schedule of professional development activity and or the number of days called due to weather/heating etc.
7. If online professional development is determined by the state to be done off school hours (5 hours) the professional development days may be adjusted accordingly or the online time done during scheduled professional development time.

**SIGNATURE PAGE**

**RIVER VALLEY EDUCATION ASSOCIATION**

**RIVER VALLEY SCHOOL DISTRICT  
BOARD OF EDUCATION**

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