



Zeeland Public Schools
Master Agreement

September 1, 2021 – August 31, 2023

**ZEELAND EDUCATION ASSOCIATION
AND
BOARD OF EDUCATION**

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ARTICLE I

PREAMBLE

- A. This agreement entered into this 9th day of June, 2021, by and between the Zeeland School District, the city of Zeeland, Michigan, hereinafter called the "Board" and the Zeeland Education Association (MEA/NEA), hereinafter called the "Association."
- B. The Board and the Association recognize: That their joint objective is to provide a quality education to the children of the District, and that the quality of education provided depends upon the dedication, preparation, and morale of the teaching staff and upon the effectiveness and efficiency of the administration.
- C. The Board, the Administration and the Association agree that this is an equitable contract and, therefore, agree to work cooperatively and jointly to provide the students of our school district with a quality education program.

ARTICLE II

RECOGNITION

- A. Bargaining Unit Description: The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in the Michigan Public Employment Relations Act (MCLA 423.201 et. seq.) for a bargaining unit of those employees of the Board of Education employed as teachers, including Vocational Instructors, Counselors, Librarians, Special Education Teachers, Psychologists, Instructional Coaches, and Social Workers. The term "teacher" when used hereafter in the Agreement shall refer to all employees represented by the Association in the bargaining unit. When used hereafter, the term "non-classroom professional" or "NCP" shall refer to those employees whose employment is not regulated by the Michigan Teachers' Tenure Act, as amended, MCL 38.71 et seq, which shall include but may not be limited to bargaining unit employees who are not required to possess a valid Michigan teaching certificate for their assignment or employees who do not possess a valid Michigan teaching certificate.

Other employees such as, paraprofessionals, substitutes, principals, assistant principals, and administrators shall be excluded from the unit. The term "teacher," when used hereinafter in this agreement, shall refer to all employees presented by the Association in the bargaining unit as defined.

- B. Negotiating with Association: The Board agrees not to negotiate with any individuals or organizations other than the Association for the duration of this Agreement.
- C. Teachers' Rights Under Law: Nothing contained herein shall be construed to deny or restrict any teacher rights they may have under any state or federal laws and/or regulations. The rights granted to teachers hereunder shall be applied consistently with state and federal laws, but shall be deemed to be in addition to those provided by law.

ARTICLE III

BOARD RIGHTS

- A. The Board, on its own behalf, and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and of the United States, including but without limiting the generality of the foregoing, the right:
 - 1) To the executive management and administrative control of the school system and its properties and facilities and staff.
 - 2) To hire all teachers and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, and to promote, discipline, 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.

- 5) To determine class schedules and the hours of instruction, the duties, responsibilities, and assignments of teachers with respect thereto, and with respect to administrative and non-teaching activities, the terms and conditions of employment.
- B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of the Agreement and then only to the extent such specific 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.

ARTICLE IV

ASSOCIATION RIGHTS

- A. Use of Buildings: The Association and its members shall be permitted to use school buildings and/or classrooms free of charge at all reasonable hours for meetings of the Association and other Association business. Dates, times, and building designation are to be arranged by the Association with the Board or its representative.
- B. Use of Equipment, Materials: The Association shall be given permission to use equipment and materials for Association work. Materials and supplies used by the Association shall be reimbursed to the school district at cost. Such use of equipment and materials will be arranged by the Association with the Board or its representative.
- C. Providing Information to the Association: The Board agrees to furnish to the Association in response to reasonable requests all available written information, in the form in which it is kept, concerning the financial resources of the district, allocations and such other written information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers, together with information which may be necessary for the Association to process any grievance or complaint. Tentative or proposed budgets shall be available only after copies have been made available to board members.
- D. Negotiation During School Day: At the request of the Board of Education, a negotiation committee teacher of the Zeeland Education Association may be engaged during the school day in negotiating on behalf of the ZEA without the loss of compensation.
- E. Membership in the association is voluntary. Teachers may choose to join the association and pay dues at their own will.

ARTICLE V

EVALUATION

In 2011, Public Acts 101-104 made several issues that were formerly part of teaching contracts prohibited subjects of bargaining. One such issue was teacher evaluation. As a result, all information regarding Teacher Evaluation is now considered district policy. Information about Teacher Evaluations can be found on the shared drive. Copies are also found in the H.R. Office or with each building principal. Should policy and/or procedures surrounding evaluation change, the district will notify the association of these changes.

ARTICLE VI

TEACHING CONDITIONS

- A. Professional Program: The Association and the Board of Education hereby agree to participate in the professional program involving teacher hours.
 1. Teacher Hours: Teachers shall arrive at their assigned building at least ten (10) minutes before the opening of the pupils' regular school day and shall stay at least ten (10) minutes after classes end. For five (5) minutes prior to classes starting and for five (5) minutes after classes end, teachers shall be engaged in professional activities in or near their classrooms. On Fridays and the day preceding school vacations, all teachers may leave when school busses have vacated the school

premises. Special arrangements to leave early may be made with the building principal.

The work day of school psychologists, social workers, and therapists shall be the same as the school in which they begin their day.

Principals will meet within the first week of school and jointly verify staff start / stop times for part-time teachers.

- a. Pupil Day: The pupils' school day shall follow the same beginning and ending hours as listed unless such changes are mutually agreed upon by the Association and the Board of Education.

BEGINNING AND ENDING TIMES WILL BE AS FOLLOWS:

Elementary	8:40 a.m. - 3:35 p.m.
Cityside Middle School	7:35 a.m. - 2:30 p.m.
Creekside Middle School	7:35 a.m. - 2:30 p.m.
High School	7:45 a.m. - 2:40 p.m.

- b. Bus Accommodations: The district reserves the right to move all times forward or backward by up to ten (10) minutes to accommodate bus schedules provided that the pupils' school day does not exceed the total times listed above.
 - c. Number Classes Taught: The number of classes, five (5) taught per teacher at the 6th -12th grade level shall not increase unless mutually agreed upon by the Association and the Board of Education. It is understood that the middle school teacher will also be assigned a homeroom class.
 - d. Homeroom Class: High school teachers will be assigned a homeroom class only if their part time status is .6 FTE or higher. When possible, part time employees will share their homeroom responsibilities with another staff member. All full time teachers will be assigned a homeroom class.
 - e. Planning and Preparation Time for Part Time Employees should be consistent with the amount of FTE they are assigned.
 - f. Schedule of Classes Changed: In the event the schedule of classes is changed, the teacher-student contact time shall not be increased.
 - g. Large Group Instruction: Prior to large group instruction practices being used, teacher load and appropriate FTE will be negotiated between the BOE and ZEA. The BOE and ZEA should also negotiate conditions surrounding online courses.
2. Teacher Meetings: The Administrative staff shall schedule up to thirty hours of professional development over the course of the year. These would include two full day (six hour) professional development sessions (see calendar for dates) and nine half-day professional development sessions (two hours each) throughout the year. In addition to these thirty hours of required professional development, principals can require teachers attend three hours of before or after school meetings that might include events like Open House, Curriculum Night, Card Parties, etc., not including Parent Teacher Conferences, Kindergarten Screening, or other previously negotiated dates. These three flexible hours should be planned well in advance, with a minimum sixty-day notice for teachers.
 3. Professional Development: All teachers shall participate in all professional development. There is no reduction for part-time teachers. Part-time staff, as well as categorical teachers, and ancillary staff, are expected to attend all professional development, unless they believe the agenda does not apply to their position. If this is the case, the part-time, categorical, or ancillary staff member may meet with their principal or supervisor and discuss being excused from part or all of the professional development session. These special exceptions when the professional development does not apply are rare, but when they occur, they should not exceed the same proportion as the teacher's FTE. If a teacher is excused from professional development and is full time FTE, the teacher is still expected to work during the time for which they are excused. Part time staff would not be expected to work when they are excused from professional development.
 4. Parent / Teacher Conferences: All teachers shall participate in parent / teacher conferences as scheduled by the calendar.

Teachers can only be excused from any or all of parent / teacher conferences with previous permission from their principal or supervisor. All half time teachers who share a classroom of students, must be available to meet with parents during scheduled parent/teacher conference times, but are excused when their conferences are complete. All part time teachers who do not share the same classroom or students are to be present for parent/teacher conferences equal to the percentage of their part time schedule.

5. Violations: In the event a teacher is in violation of any of the above items in Article VI, the Board may deduct salary based upon 1/(total teacher days) per day or prorated thereof for an hourly amount.
 6. Change in Student Instruction Time: In the event that the scheduled student instruction time does not meet minimum state requirements, the District and the Association will meet to negotiate the changes.
- B. Change in Hours: If duties require a change in hours for some personnel, such hours shall be mutually agreed upon by the Association and the Board after consultation with the teacher or teachers.
- C. School Calendar and Snow Days: The salary schedules are based upon the regular school calendars as set forth in Schedule A-2 and the normal teaching assignment as defined in this Agreement.
1. The school calendar is set forth in Schedule A-2 of this Agreement and is attached to and incorporated in this Agreement. Such calendar shall remain in effect during the term of this Agreement.
 2. In the event all of the makeup days as listed on each calendar in Schedule A-2, do not bring student attendance days and hours to the minimum required for full state aid, the parties will negotiate over the matter.
 3. In the event state law would change and public schools were to be allowed to start before Labor Day, the district and association would meet to consider changes the calendar, assuming there is enough time for teachers and families to adjust to the new calendar.
- D. Inclement Weather Days: Nothing in this Article shall require the Board to keep school open in the event of severe inclement weather or when otherwise prevented by an act of God. When the schools are closed to students due to the above conditions, teachers shall not be required to report for duty.
- E. Elementary Prep Time: Elementary teachers will be provided with a minimum of 250 minutes of planning time per week during the students' instructional day in blocks of at least 50 minute periods. This time is to be used for individual planning, grading, parent meetings, IEP's and other professional responsibilities.
- F. Requirements During Planning Time: During planning time, teachers must remain in the school building unless excused by the building principal or their designee. Teachers should not be required to provide direct supervision of students or paraprofessionals during their planning time. In the event that schedules are not made to allow adequate planning time for a teacher, they will be compensated for this time by increasing their FTE. This refers to a flaw in the master schedule, and not a situation where an emergency arises and a teacher loses their planning time on an individual day.
- G. Middle School Prep Time: Middle School (6-8) teachers will be provided with one unassigned class period for preparation and student conferences. Teachers must remain in the school building unless excused by the building principal or their designee. This time is to be used for individual planning, grading, parent meetings, IEP's and other professional responsibilities. In a block schedule, it is possible that this planning time may not occur daily, but would occur whenever the planning hour is scheduled to meet on the block schedule.
- H. High School Prep Time: High school (9-12) teachers will be provided with one unassigned class period for preparation and student conferences. Teachers must remain in the school building unless excused by the building principal or their designee. This time is to be used for individual planning, grading, parent meetings, IEP's and other professional responsibilities. In a block schedule, it is possible that this planning time may not occur daily, but would occur whenever the planning hour is scheduled to meet on the block schedule.
- I. Pupil-Teacher Ratio: It is recognized by the Board of Education that pupil-teacher ratio may have, in some instances, an effect on the educational program. The Board agrees to keep class size at a reasonable number as dictated by the financial condition of the district, the building facilities available, the availability of qualified teachers, and the best interest of the district.

1. Because the pupil-teacher ratio is an important aspect of an effective education program, the parties agree that class size should be lowered whenever possible to meet the following standards, except in traditional large or small group instruction and/or in experimental classes.

(a) Classes with a limited number of student stations, such as Art, Computers or Engineering will not exceed the number of student stations available and/or 36 pupils. The average pupil load for teachers within these departments will not exceed 180 pupils daily. This 180 pupil per day cap does not apply to large group instruction classes such as PE, band, choir, orchestra or dance.

(b) P.E. classes will not exceed 42 students, or the number of stations that allow safe participation in class.

(c) Class size maximums are as follows:

Y5	21
K	23
1 st	24
2 nd	25
3 rd	27
4 th	28
5 th	29
6 th and up	30

(d) Both the elementary and the secondary level, if the above-mentioned class loads are exceeded for at least two weeks, an amount equal to three dollars (\$3) per student in excess of the above maximum class size per class period per day; retroactive to the when class size exceeded the limit. This shall be paid at the end of each semester. For the purposes of this overload stipend, an elementary day shall be considered five periods long, in other words, elementary teachers will be paid \$15 per day. Building principals shall be given a two-week grace period where they can bring the class size to the limit or below. If they succeed, no stipend will be paid. In addition to the above formula, classrooms exceeding 35 students will be assigned an instructional aide.

Elementary specials will receive the same three dollars (\$3) per student over the cap per section that secondary teachers receive.

At the elementary level, teachers will receive an aide to be shared by teachers at that grade level in that building, when the overload reaches a certain level. When a grade level reaches the point where they receive an aide, there is no longer the option of forgoing the aide and receive additional overload pay instead. When an aide is hired, teachers the aide will be working with should be involved in the selection process. The process for determining if a grade level qualifies for an aide is as follows:

- For a given grade level, in a given building, you must determine how many students they are over the cap on average in all classrooms at that grade level. Specialty classes like Gifted & Talented, or Spanish Immersion, do not count in this calculation. For example, the cap in Kindergarten is 23 students. One school has three classrooms with 25, 24 and 24 students each. The grade level average is 1.33 students over the cap ($2+1+1=4$, $4/3=1.33$)

- Use the chart below to determine whether the teacher receives overload pay, and aide, or both:

Avg. Overload by Grade	Overload Pay?	Aide?
0 to 1.32 students	Yes, \$15 per student/day	No
1.33 to 2.65 students	No	Yes, 28.5 hours per week
2.66 students or more	Yes, \$7.50 per student/day	Yes, 28.5 hours per week

- If we reach a grade level average of four or five this would cause the district to consider opening an additional section, based on financial viability, classroom space, the availability of qualified teachers, and the best interest of the district.

(e) In the event a split grade is assigned to one teacher, the maximum number of students shall be 3 less than listed above. This language does not apply to Zeeland Quest, as they teach multi-age classes. In the event of a K/Y5 split section, the cap for this class would be 19.

- (f) No teacher shall be assigned more students than the number of student stations in the rooms.
 - (g) To the extent possible, secondary teachers' assignments shall be limited to not more than a total of three (3) teaching preparations at any one time. Under no conditions shall a secondary teacher be required to teach more than four (4) preparations.
 - (h) "One on One" aides assigned to special education students shall not be considered classroom aides in an overload situation.
 - (i) Team taught classes, which are lead by both general education and special education teachers, typically include approximately one-third special education students. If a teacher is concerned about the proportion of students with individualized needs in their class, including Special Education, ELL, or any other subgroup, the teacher may request that the building administrator review class enrollment with the purpose of creating the best learning environment for students.
 - (j) In self-contained Special Education classrooms, like our current ASD and ICARES classrooms, the amount of time a student is able to attend their general education classrooms can vary widely, often based on the needs and/or behavior of the student. In some cases, this Special Education student may put the general education classroom into an overload when they are in the room. If this happens in elementary, rather than trying to track exactly how many days and/or hours the student was in the general education class, the Special Education teacher, general education teacher and administration will meet and determine whether the student attended roughly $\frac{1}{4}$, $\frac{1}{2}$, or $\frac{3}{4}$ of the possible time in class. This fraction will then be applied to the overload compensation.
 - (k) zLINKS is a program where general education students attend classes with a special needs peer. These zLINKS support the Special Education student in class, both in terms of their academic, emotional, and behavioral needs. When this occurs, the zLINK student(s) shall not count against the class size cap for that teacher, but administration should be mindful of the physical space in the classroom, and the total number of students enrolled when placing zLINKS students.
- J. NCP Certification Requirements/Change in Assignment: All non-classroom professionals (or "NCP's") shall be assigned by the Board of Education or the Superintendent to an assignment for which they are certified. Notification shall be given to the NCP as far in advance as possible when a change must be made. The Association shall also be informed of the change.
- K. Lunch Periods:
- a. All high school and middle school teachers shall have a duty free lunch period of at least 30 minutes.
 - b. High school and middle school teachers may voluntarily supervise during lunch time the cafeteria or other student eating facilities, or other noon hour supervised areas for extra duty pay contained in the extra duty schedule, but such duty will not be required.
 - c. All elementary teachers shall have a duty free lunch period of at least thirty (30) minutes. Elementary teachers may voluntarily supervise the noon playground, for extra duty pay contained in the Extra Duty Schedule, but such duty will not be required. Recess supervision will be rotated among all the teaching staff in the elementary building.
- L. Elementary Specialist Teachers: The following guidelines apply to elementary specials teachers:
- a. Specialists who travel during the school day during the week will not be required to do recess duty. A specialist who teaches three full days in one building and two full days in another, for example, does not travel during the school day, and therefore would be assigned recess duty. When a specialist has recess duty, administration must be mindful of allowing time for them to get in from recess before their next session.
 - b. Specialists may be required to help with dismissal of students at the end of the day, as a classroom teacher would do the same.
 - c. Specialists should not be forced to travel during a short period of time, such as recess or lunch, without

being compensated for lost time, upon completion of Travel Time Supplemental Pay Request form, available from the Human Resources Office. A plan period that backs up to recess or lunch, that can be used as travel time, is appropriate.

- d. Each year the association will appoint one teacher to work with administration in the development of the Master Specials Schedule. This does not include Building Level Specials Schedules.
- e. When half days happen throughout the year, we will use a "speed day" where all specials normally scheduled for that day will still take place, but the class periods will be shorter in order to fit them all in a half-day. A detailed "speed day" schedule will be printed each year.

M. Maintenance of Conditions: All conditions and benefits of employment specified in this Agreement shall be maintained in the district.

In addition, the Board agrees to maintain the following work benefits in the district as they have been in the past: (1) Availability of telephones; (2) Teacher lounges; (3) Parking facilities; (4) Inter-school mail service; (5) Availability of payroll deductions; (6) Classroom cleaned; (7) Furniture and equipment; (8) Relief periods.

N. Teacher Conference Committee: The amount of money made available to the Teacher Conference Committee (TCC) shall be \$75 per teacher, per year, based upon the number of professional teaching staff members on the first day of school following Labor Day.

The TCC shall be composed of five (5) persons appointed by the Association, one of whom will be the chairperson and an administrator appointed by the district. Association appointees shall be so distributed as to provide Elementary, Middle School, and Secondary level representation. The TCC shall adopt procedures and rules for operation.

The TCC shall have the final voice regarding teacher requests for funds in connection with programs or activities that will result in significant contribution to the educational program of the district and may include items such as:

- 1. Educational conferences
- 2. Workshop programs

For the purposes included in 1 and 2 above, the fund shall be used to pay the out-of-pocket expenses incurred in connection with the program or activity and such other expenses as are reasonable and directly related to the program or activity for which funds are requested. In connection with each request, the TCC shall decide the share of the expenses, if any, to be assumed by the individual teacher in connection with the program or activity.

In no case shall the amount recommended for approval by the TCC exceed out-of-pocket expenses, and the teacher shall not be paid any additional salary by the District for any service in connection with the program or activity performed on any regular school day. There shall be no duplicating of payments under any other section of this Agreement.

All materials obtained in this program shall remain available to the district.

O. Tuition Reimbursement: The district will offer tuition reimbursement to teachers with ten years of service or less to Zeeland Public Schools. Teachers with this level of experience can be reimbursed for the cost of three (3) graduate credits at Grand Valley State University for graduate courses from a four-year university or other courses with pre-approval from the human resources office. Teachers who submit proof of a passing grade in a graduate course by June 1 of a given year will be eligible to be reimbursed, provided they earned an evaluation rating of Effective or Highly Effective in the academic year that came to a close that month. Reimbursements will be paid by June 30. Tuition reimbursement will be capped at \$100,000. If applications for tuition reimbursement exceed the cap, all eligible applicants will receive an equal proportion of what they are owed, based on available dollars. Teachers with eleven or more years of experience at Zeeland Public Schools can also apply for tuition reimbursement. All of the reimbursement for teachers with ten years or less will be paid first, with any remaining money split proportionally between teachers with eleven or more years of service.

P. School Improvement Plan (SIP). It is hereby agreed by and between the parties that with respect to the responsibility contained in P.A. 25 of 1990 MSA 15.4627 et. seq. to adopt and implement a three to five year school improvement plan and continuing school improvement process for each school within the school district, they acknowledge and recognize that the terms of the collective bargaining agreement between them govern as to the wages, hours, and terms and conditions of employment of teachers addressed therein and that those terms shall not be altered or modified through the school improvement process except

by mutual agreement of the undersigned Board of Education and Association, executed in writing.

In the event that any provision(s) of a SIP or application thereof violates, contradicts, or is inconsistent with the collective bargaining agreement, the collective bargaining agreement shall prevail. Any provision(s) of the SIP or applications thereof affecting wages, hours, and/or other terms and conditions of employment of any bargaining unit members must have the written approval of the Board of Education and the Association prior to being adopted and/or implemented.

Staff input and involvement on the SIP committee(s) and various planning subcommittees and projects is encouraged. This allows the teachers in the buildings the opportunity to provide educational input and expertise to improve the quality of education. Employee participation on the various SIP committees is voluntary.

The District School Improvement Team will meet for no more than 12 hours over the course of the year and look at School Improvement from a K-12 perspective. The District School Improvement Team will be made up of representatives from each building, plus one representative from the ZEA, who will be paid a Schedule B stipend. Every effort will be made to select District School Improvement Team members who also serve as either department chairs and/or grade group chairs. It is important that the District School Improvement team be made up of current leaders who are actively engaged with the staff. Decisions and recommendations made by the District School Improvement Team will not supersede the terms and conditions of the contract. Data from the Comprehensive Needs Assessment will be used to plan for school improvement strategies and activities at the building and district level.

- Q. Changes to Laws: Any time a new law is passed or legislation is changed that impacts teacher's working conditions, certification, or other job conditions, the Zeeland Education Association and the Zeeland Board of Education agree to bargain within the confines of the law regarding the impact of the new law on teachers at the expiration of this contract.
- R. Student Data Identified by Instructor: When possible, and practical, there will be no release of comparative instructor-connected student data without a redaction of staff names and identifying criteria.
- S. Teachers Serving as Substitutes: In order to facilitate the lack of regular substitutes for covering a class assignment when the assigned staff member is unavailable, a teacher with a planning period during that time period may sub for the staff member. This might also include coverage for a teacher who has to attend an IEP or other parent meeting. A teacher may not sub for more than one (1) planning period per day. A teacher shall not be required to substitute teach for another staff member during their planning period. The district will develop a protocol, in consultation with the ZEA, and share it with staff, regarding the preferred sequence of who is pulled to cover a classroom when there is no substitute teacher available.

The following provisions shall apply when a teacher subs for another staff member:

1. The teacher may choose one of the following methods of payment for substituting:
 - a. One hour of subbing equals one hour of "comp" time and may be used as needed later.
 - b. One hour of subbing shall pay be paid at the summer rewrite rate per hour. See pg. 34 for additional information. Payment shall be made at the end of each pay period.
 - c. Comp time can be carried over from year to year. It functions just like personal days and follows the same guidelines as personal days from the Master Agreement. The only difference is comp time can be taken in increments as small as one hour, where the minimum length of a personal day is a half day.
 2. At all three levels, one period of subbing will be equal to one hour of time.
- T. Teachers Dispensing Medication: Teachers cannot be forced by administration to dispense medication to students or perform medical procedures, but may be asked to do so optionally. If no teachers are willing to dispense medication or perform medical procedures, whether at school or for a special events like a field trip, administration shall make other arrangements. If teachers do agree to dispense medication or perform medical procedures to students optionally, appropriate training will be provided, in a time frame that will allow them to feel comfortable meeting students' needs.
 - U. Zeeland Quest: Zeeland Quest is a building that operates on a balanced calendar, has multi-age classrooms, and a focus on Project Based Learning. As such, there are a few contractual items that pertain only to Zeeland Quest. These include:
 1. The number of days of school for students and teachers fluctuates from year to year, depending on when they start in August. A calendar will be published for the following year each spring.

2. Most years, there are a couple more days in the Zeeland Quest year than in the rest of ZPS, but the total number of hours is normally less than their elementary counterparts in the rest of ZPS. We consider this to be a “wash” as long as they are as close as possible.
3. Start and end times during the traditional school year is as follows:
 - a. K-5: 8:40 am – 3:35 pm
 - b. 6-8: 7:35 am – 2:30 pm
4. In June and August when the rest of ZPS is not in session, Zeeland Quest holds classes Monday through Thursday and the start and end times are 8:30 am – 2:00 pm
5. Zeeland Quest teachers will have the same thirty-minute, duty-free lunch as is true of all ZPS teachers, both during the traditional year and during the summer months as well.
6. Recess will be scheduled using the K-5 master schedule, with all K-5 teachers sharing recess duty equally. The goal is two teachers on duty at any one time. When the master schedule is not as flexible, each grade level team will be responsible for creating a shared recess duty schedule and reporting it to Zeeland Quest administration for approval.
7. When determining class size in multi-age classrooms, the cap will be the same as the rest of ZPS, using the lower of the two grades. For example, the first grade cap is 24 and the second grade cap is 25, so a 1st/2nd multi-age classroom is capped at 24. One grade level might be over the individual cap, but that can be offset by a smaller class in the other grade level. For example, there might be a total of 27 first graders and 21 second graders, but that works out to two classes with 24 students each, which is still at the cap.
8. For purposes of payroll, the Zeeland Quest contract begins the first day of school in August each year, and runs through July 31st of that same school year.

V. Student with Aggressive Behavior

1. Special education students must remain in the least restrictive environment, per federal law.
2. Teachers will work in collaboration with school professionals and administrators to follow the ZPS [Process for Significant Behavior Difficulties](#), which included data collection and behavior support implementation. The process may be updated at times to reflect new guidelines and changes to law.
3. Teachers will be provided an opportunity to receive CPI training (Crisis Prevention Institute) to learn strategies and techniques related to crisis prevention, de-escalation, and crisis response.
4. Teachers will not be charged sick time for time that they miss outside the classroom as a result of a physical injury from working to de-escalate a student. A physician’s note may be required.
5. If a teacher’s personal property is destroyed during a behavior incident, the district agrees to reimburse the teacher for the cost of the item(s), either directly or after law enforcement involvement, if appropriate.

W. Teacher Files and Privacy

1. NON-DISCIPLINE COMPLAINT PROCEDURES
 - a. Any non-discipline report of unsatisfactory conduct or any unsatisfactory report submitted by parents, students, other teachers, or based on any other sources of information shall not be placed in the teacher’s personnel file. A copy shall be provided to the teacher.
 - b. Except in disciplinary situations, the District shall ask complainants to meet with the teacher, to provide the teacher and the complainant the opportunity to resolve the issue.
 - c. If the teacher believes that the personnel file contains information which is false, the teacher may utilize the contractual grievance procedure to have said material removed and destroyed, provided the material is not a prohibited subject of bargaining under MCL 423.215.
2. FILES AND FOIA
 - a. Before any written document is placed in a teacher’s personnel file, the following shall be done:
 - i. To the extent the document does not pertain to a prohibited subject of bargaining, like discipline or evaluation, any document about a teacher or teachers that is to be placed in a file shall be put in writing and dated. The teacher shall be given a copy of such documents when it is put in the file. [This paragraph would exclude pre-hire credentials; transcripts; certificates; standard District business documents such as leave records, contacts, notice of assignments, etc.; personal financial information such as annuities, pay records, loan information; documents that the teacher provided to the District; insurance forms; etc.]
 - ii. The District shall correct or expunge from all District files any information determined by the District and/or an arbitrator to be inaccurate.

- b. The teacher shall have the right to submit a written response to any material placed in their file, to the extent that the material does not pertain to a prohibited subject of bargaining under MCL 423.215. This response shall be attached to all copies of the written document, including but not limited to all copies provided to third parties. In the event that a teacher's files are requested by any third party, the teacher shall have the right to attach a written response to any material(s) in the files prior to the release of the documents, regardless of whether any deadlines for submitted written responses has passed, and this response shall be attached to all copies of the written document, including but not limited to all copies provided to all third parties.
- c. In the event that any material from the teacher's personnel files is provided to any third party, the teacher shall be notified of the name(s) of the parties that received the information, and shall, upon request, be given a copy of all information provided to the third parties.
- d. If the District releases any material from the teacher's personnel file, the District shall simultaneously release the corresponding teacher's response(s) to the material.
- e. In the event that the District receives a Freedom of Information Act (FOIA) request for the personnel file(s) of any teacher(s), or any portion thereof, the District shall immediately notify the teacher by telephone or email (or if the teacher is unavailable, by mail), and shall provide the following to the affected teacher(s) and to the Association:
 - i. A copy of the FOIA request;
 - ii. The name(s) of the requesting parties, and all documents and communications received by the District.
 - iii. The District shall take the maximum time allowable by law to respond to a FOIA request to allow the teacher(s) and/or Association the opportunity to take whatever legal action is available to bar disclosure of any or all of the requested information.
 - iv. The teacher will be provided the opportunity to review the contents before the release of the information, and will, upon request, be provided with copies of all communications and documentation sent to the requesting parties by District administrators or other District agents or attorneys.
- f. Upon receiving the FOIA request, the District will only divulge those items it is compelled by law to disclose, and will withhold all information it is permitted to withhold.
- g. Records of disciplinary action which are more than four (4) years old shall not be released to any third party.
- h. Each teacher shall have one (1) "personnel file" to be kept in the District's central office.
- i. A record regarding an occurrence or fact about a teacher kept in an administrative file shall, by August 31 of each year, be expunged from the administrative file, or be entered into the teacher's personnel file if it is to be used relative to the teacher's qualifications for employment, promotion, transfer, additional compensation, or disciplinary action.
- j. The parties recognize that this Agreement is based on their best mutual understanding of current law in this area; they agree to meet to discuss changes should further judicial proceedings or legislative action so require. The parties understanding a binding interpretation of the courts supersedes this Agreement.

ARTICLE VII

LEAVES OF ABSENCE

- A. Paid Sick Leave. Each teacher shall be credited with ten (10) days (60 hour equivalent) of sick leave as of the first work day of the school year. Teachers employed after the first month of the school year will be deducted one day (6 hour equivalent) of sick leave for each month not previously employed in the school year. Teachers may accumulate a maximum of 50 sick days (300 hours) over the course of their employment. At the end of each school year, teachers will lose any days beyond 40 and receive no compensation for lost sick days. Instead there is a new incentive for unused sick and personal days

found below. Up to 40 unused sick days can be rolled over to the following year.

There shall be no future accumulation by any teacher in excess of 50 days (300 hour equivalent). The Board of Education is authorized to offset against the final paycheck of an employee, the dollar amount of any unearned sick days taken by a teacher who leaves the district before the teacher has accrued each such day.

- B. Absence Charged Against Sick Leave. Leaves of absence with pay chargeable against the teacher's sick leave allowance shall be granted for the following reasons:
1. The sick leave may be used for sickness, accident, or disability of self or immediate family.
 - a. In case of the family, this is expected to be limited to those cases of any emergency nature. Extended cases of nurse care or babysitting are not to be interpreted as coming under this provision.
 - b. Personal Illness or Disability - The teacher may use all or any portion of his sick leave to recover from his own illness or disability which shall include childbirth and complications of pregnancy.
 2. The sick leave may be used for the funeral of immediate relation or of a close associate--such as close friends or neighbors.
 3. Upon approval by the administration, the sick leave may be used for the other leaves resulting from an emergency of an unusual nature.
 4. The Board reserves the right to require a written report from a licensed physician indicating the teacher's inability to perform his duties. If a teacher should be absent more than 10 consecutive school days, the Board may provide a list of 5 licensed physicians from which the teacher shall select one for the purpose of providing a new examination. If any type of request is made, the Board will compensate the physician making the report.
 5. Staff may use/convert up to 10 days of sick leave time for formal adoption proceedings (including out-of-state/country visitations, etc.) This would be in addition to the formal Adoption Bonding Time (see I below)
 6. Pre-planned sick days, such as for medical appointments, shall not be scheduled on the same day as professional development without previous written permission from the Superintendent.
- C. Short/Long Term Illness. When a teacher is absent for an extended period of time, the first 30 calendar days of illness will be covered by the teacher's sick time (or either unpaid or possibly donated days if they do not have enough sick time). The district reserves the right to have this illness certified by a physician, but the illness does not necessarily have to qualify for FMLA leave. Calendar days 31-90 shall be considered Short Term Disability. Teachers on Short Term Disability will receive their full salary and benefits, paid by the district, and they do not have to use sick or personal time to cover these absences. Calendar days 91+ would be considered Long Term Disability. Long Term Disability is run through the district insurance provider, and may be approved or denied by the provider. Terms of Long Term Disability are dependent on the current insurance program. If Long Term Disability is denied, a teacher may apply for Medical Leave (see D below).
- D. Medical Leave. Any teacher who is unable to perform his duties because of a personal illness or disability (including for this purpose maternity) which extends beyond the period for which sick pay is received under Paragraph A. above shall be granted a medical leave of absence without pay for the duration of such illness or disability, up to a total of three (3) calendar years, provided that this period may be extended at the sole discretion of the Board up to the number of years of service of such teacher in the district.

Any application for Medical Leave shall be in writing and be supported by a doctor's statement if requested by the Superintendent.

Teachers who return from medical leave are entitled to a position at the same FTE (Full Time Equivalency) as what they had before they went on leave.

- E. Personal Business. At the beginning of each school year each teacher shall be credited with three (3) days of personal business, to be taken on a work day chosen by the teacher. Any such day must be scheduled at least two (2) days in advance, except in case of emergency. It is understood and agreed that no such day shall be scheduled on the work day immediately before or after a holiday or vacation period, nor on a previously scheduled professional development day.

No more than 10% of teachers per building shall be allowed to schedule a personal day on any given day. This number changes

to 5% in the months of May and June. This number is calculated by counting classroom teachers per building, including special education teachers, and counting five specialist teachers per elementary school (even if the building has more than five shared specialists), not counting professional support staff such as speech therapists, school psychologists and social workers. When making this calculation, administrators should always round up to the nearest whole number.

A teacher may still be granted a personal day beyond the 10% cap (or 5% in May and June), if the request is submitted at least 48 hours before the requested day off and a substitute can be found.

- F. Incentive for Unused Sick and Personal Days. Teachers who use three or less sick days in a given school year will receive a \$300 bonus in June, following completion of the school year. Unused personal days can be sold back to the district, at the option of the teacher, at a rate of \$150 each. Unused personal days can be converted into sick days if they are not sold back to the district, but not if they will cause the teacher to end the year with more than 40 sick days.

One form will be provided by the district that will allow teachers to both request their sick day incentive pay and declare if they are selling back unused personal days or would like them converted to sick time.

The association agrees that the misuse of sick and personal days, including but not limited to using sick time when personal business time would be more appropriate, is not only contrary to professional behavior, but would be considered misconduct.

In addition, upon retirement, all staff with 15 years or more service to the District will have the ability to sell up to 50 unused sick days back to the district provided that they put their intention to retire at the end of that school year in writing by the following dates:

- \$100/day if retirement is received by Human Resources office in writing by March 1st
- \$75/day if retirement is received by Human Resources office in writing by April 1st
- \$50/day if retirement is received by Human Resources office in writing by August 1st
- After August 1st, there is no ability to sell back unused sick days upon retirement.

- G. Maternity Leave. After the birth of a child, mothers who are staff members are entitled to six weeks of maternity leave time for traditional delivery, from the birth of the baby. This leave becomes eight weeks in the case of Cesarean section delivery. Staff members can use sick time to cover calendar days 1-30 of the maternity leave, but if they do not have enough sick days, this time will be unpaid. Sick days cannot be donated to cover maternity leave. Days 31 through the end of the leave are covered by short term disability (see letter C above). Any time requested beyond the six- or eight-week limit would be considered unpaid child care leave (see letter N below).
- H. Paternity Leave. After the birth of a child, fathers who are staff members are entitled to fifteen days of paternity leave time, to be used in the first six months of the life of the child. These days do not have to be taken consecutively. Staff members can use sick time to cover paternity leave, but if they do not have enough sick days, the remaining time will be unpaid. Sick days cannot be donated to cover paternity leave. In the event of health concerns for the mother or the child, the father could qualify for FMLA leave, which would allow them to take additional time off (paid or unpaid depending on sick days available).
- I. Adoption Bonding Time. After the adoption of a child, staff members can take up to six weeks of time off for bonding with the child. Adoption bonding time is similar to maternity leave (see letter G above), but an adoptive parent would not qualify for short term disability. Staff members can use sick time to cover adoption bonding time, but if they do not have enough sick days, the remaining time will be unpaid. Sick days cannot be donated to cover adoption bonding time.
- J. Jury Duty Service. Any teacher who performs jury duty and/or any other kind of witness duty service under subpoena during school hours shall receive his normal compensation. Any remuneration received by a teacher for such service (excluding mileage allowance) shall be remitted to the Board. Not more than three (3) teachers may be released at one time for the purpose of testifying or representing the Association at any arbitration or fact finding proceedings involving employees covered by this Agreement held during a normally scheduled school day.
- K. Association Days. At the beginning of each school year, the Association shall be credited eight (8) Association days, for use by teachers who are designated by the Association, for Association business involving the representation of employees covered by this Agreement. The Association shall notify the Superintendent at least forty-eight (48) hours in advance of taking such a day. Unused Association days shall not accumulate from year to year.
- L. Military Leave. The school district shall pay the difference between the reservists' pay rate and his daily school rate for fifteen (15)

days only when reserve duty cannot be fulfilled outside of the school year.

- M. Visitation Day. A teacher shall be allowed one day per year without loss of pay to be used to visit other schools for the purpose of observing methods and practices of instruction. The choice of day and school visited must have approval of the Principal and Superintendent by using the forms available in each Principal's office well ahead of the day being requested. Additional days may be given at the request of the Administration.
- N. Child Care Leave. An unpaid leave of absence for child care shall be granted on request of a teacher under the following conditions:
 - 1. The first requested year or less will be granted by the district.
 - 2. The second requested year for the same child may be granted at the sole discretion of the district based on enrollment, staffing needs, and the availability of qualified replacement teachers.
 - 3. A third requested year for the same child will not be granted, except in cases where there is a serious health concern. The non-tenured teacher leave shall begin on the date requested, and shall extend for a period up to the remainder of that semester, and for no longer than such remainder plus an additional one (1) semester.
 - 4. A teacher returning from child care leave shall be given a position at the same FTE (Full Time Equivalency) as what they had before taking a child care leave. Notice of intent to return must be made no later than June 1st for the fall semester and December 1st for the spring semester. In the event of miscarriage or death of a child, such leave may be terminated by the teacher.
- O. Sabbatical Leave. Sabbatical leave shall be available after 7 years of consecutive full-time employment in the Zeeland school district. The intent of Sabbatical leave is to engage in research, or engage in continuing education that will help the teacher grow as a professional. The district reserves the right to ask for documentation that verifies that this is a true Sabbatical and not simply a chance for a teacher to travel. No compensation shall be given by the school district during the year of study; however, full fringe benefits shall be given. A teacher will still be responsible for the employee portion of their insurance costs. A teacher returning from sabbatical leave shall be given a position at the same FTE (Full Time Equivalency) as they had before going on sabbatical. Permission must be with the approval of the Board of Education.

P. Other Provisions.

- 1. Increment. A teacher on an unpaid leave of absence under Paragraphs D, G, or I. above shall not receive credit for time on leave when computing salary increments.
- 2. Fringe Benefit Continuation. In the event a teacher resigns, or goes on an unpaid leave of absence during the school year, the Board shall continue payments of the applicable insurance premiums per the following formula:

3.

# teacher staff days completed in school year	X	365	-minus	# of calendar days completed in school year	=	# of additional calendar days the Board shall continue payment of insurance after any FMLA is completed
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Any and all fringe benefits should cease when the teacher moves to Long Term Disability (see C above).

Whenever insurance benefits cease in the middle of a month, the teacher is entitled to receive benefits for the remainder of that calendar month. If a staff member is hired midyear, their insurance benefits will begin on the first day of the following month.

- Q. Family and Medical Leave Act – The district will comply with all aspects of the Family and Medical Leave Act (“FMLA”). Because laws and regulations surrounding FMLA are constantly changing, please refer to the board guidelines on FMLA or contact the Human Resources Office for more information.

Teachers who have been employed for at least twelve (12) months and have worked at least 1250 hours during the previous twelve (12) months shall be eligible for unpaid Family Medical Leave of up to twelve (12) or twenty-six (26) weeks, depending on the qualifying reason for leave. The District and the Association agree that the District shall have the right to develop, approve

and implement policies on family and medical leave which comply with the Family and Medical Leave Act. For additional information regarding FMLA, please refer to Board Policy or contact the Human Resources Office.

- R. Unpaid Leave of Absence - An unpaid personal leave of absence for a period of one (1) school year may be granted at the discretion of the Board. Any such request must be made in writing no later than April 1st. There shall be no fringe benefits paid, no sick leave accumulated, nor shall there be any credit given on the salary schedule for time spent on such leave. It is understood that a refusal by the Board to grant a requested leave hereunder shall not be subject to the grievance procedure.

ARTICLE VIII

PROFESSIONAL COMPENSATION

- A. Salaries. The salaries of teachers covered by this Agreement are set forth in Schedule A, which is attached to and incorporated in this Agreement.
- B. Paydays. Teachers shall be paid every other Friday during the year beginning the first or second Friday in September. Salary payments shall be based upon a 12-month year rather than upon the school calendar year.
- C. Summer pay. Teachers have the option of taking their summer pay in a lump sum at the end of the school year. There is paperwork available through the payroll office that needs to be completed for this request. This paperwork needs to be completed and submitted to the Business Office by the first day of the new school year.
- D. Extra Duty Compensation will be given only for those duties listed in the extra duty schedule, A-1 and attachments 1-2 of the contract.
- E. Credit for Prior Teaching. New teacher employees who qualify for a Michigan teaching certificate shall be subject to the following:
1. All teachers under certification shall be granted teacher experience for placement on the salary schedule as negotiated with the new hire.
 2. Credit for all teaching experience gained under other than a provisional or permanent certificate or its equivalent shall be determined by the Board of Education.
- F. Teachers Without Certificates. Any teacher who does not have a valid Michigan teaching certificate shall receive six percent less than their normal placement on Salary Schedule A.
- G. Certification Fees will be 100% reimbursed for certification required for the teacher to remain employed. In the case of optional certification, those fees will not be reimbursed. The same is true for ancillary staff, who often have different certification than teachers. We will also reimburse 100% for certification that is required for ancillary staff, but not reimburse certification that is considered optional.
- H. Mileage. A teacher who is required in the course of their work to drive a personal automobile from one school building to another shall receive a car allowance per mile as may be approved by the Internal Revenue Service. This same allowance shall be given to a teacher who uses a personal car for field trips, or other approved business of the district who has secured prior approval. Teachers must furnish written proof of public liability coverage of at least \$100,000/\$300,000 and medical coverage of at least \$2,000.
- A teacher who is required to travel from building to building during their regularly assigned planning period or duty free lunch will be given supplemental pay for their actual driving time at the rate of .06% of BA base per hour. Request for supplemental pay must be submitted to the business office at the end of each semester.
- I. Pay for Extended School Year. Those professional staff whose duties are the same as during the school year and are required to work longer than the number of days contained in the school calendar shall be paid at the per diem rate of 1/(total number of teacher days) of their annual salary for each additional day worked.
- J. Pay for Added Teaching Load. For classroom assignments in excess of the regular school year and the normal teaching load, the teachers will be compensated-based on-the additional FTE. For example, at the high school level, a teacher picking up a 6th Assignment and teaching on their planning time would be paid as a 1.2 FTE teacher, at their current salary. There are no

additional benefits when teaching more than 1.0 FTE. The teacher must agree to accept this 6th Assignment.

- K. Part-Time Pro-ration. Part-time certified teachers and teachers whose contracts begin after the opening of the school year, or who are granted leaves of absence for part of a year, will be granted credit for advancement on the salary schedule in one-tenth (0.1) increments. Said increments shall be determined by dividing the individual teacher's experience credit days, as defined below, by the number of contracted work days in the District as determined by the Master Agreement. The increment quotient shall always be rounded to the nearest tenth (0.1) increment. Experience credit days shall include the teacher's actual work days plus all days of absence found in Article VII except those listed in Sections D, N and Q.

Example: Teacher at Step 3 (BA) teaches 76/177 days. Will be advanced to Step 3.4 (BA).

Part-time teachers shall advance on the salary schedule in proportion to the fractional time employed (in one-tenth (0.1) increments) each contract year.

Example: If 1/2 time, the teacher will go up (0.5) step that year on the schedule even though it will take 2 years to advance one step.

- L. The Insurance Program shall be as follows:

The Board shall provide the employees the following MESSA insurance protection for the employee, their family, and other eligible dependents as defined by MESSA for 12 months each year.

1. PLAN A - For employees needing health insurance

- OPTION 1 – MESSA ABC Plan 1, \$1400/\$2800 Deductible, ABC Rx, HEQ Rider.
- OPTION 2 – MESSA ABC Plan 1, \$1400/\$2800 Deductible, 20% Coinsurance, ABC Rx, HEQ Rider
- OPTION 3 – MESSA ABC Plan 2, \$2000/\$4000 Deductible, 20% Coins., 3 Tier Mail Rx, HEQ Rider.
- OPTION 4 – MESSA Choices, \$500/\$1000 Deductible, No Coinsurance, \$20/\$20/\$20 OL/OV/SV Copay, \$25/\$50 UC/ER Copay, Saver Rx, and no rider.

2. The Board shall pay the following annual amounts towards the total cost of the MESSA Medical plans available to members described below for each medical benefit plan coverage year.

The 2021 Hard Cap Amounts:

- \$7043.89 times the number of Single Subscribers (\$586.99 monthly)
- \$14,730.96 times the number of Two-Person Subscribers (\$1227.56 monthly)
- \$19,210.66 times the number of Family Subscribers (\$1600.89 monthly)

These annual employer paid amounts shall adjust at the beginning of each medical benefit plan coverage year, to the maximum payment permitted in Section 3 of the Publicly Funded Health Insurance Contribution Act.

Employees who enroll in a MESSA medical plan shall have all of the employer Hard Cap contribution paid towards the MESSA medical plan premium. If the cost of any plan is below the Hard Cap, the employee shall receive the difference between the premium and the Hard Cap as payment into their Health Equity Savings Account (HSA) by January 30th of each year, so long as the plan includes an HSA. If the selected plan does not include an HSA, the teacher would have the option of receiving the difference in a Flexible Spending Account (FSA) for medical costs. If a staff member resigns or is terminated before the end of the school year, they will need to pay back a prorated portion of what was placed in the HSA or FSA based on how much of the calendar year remains.

Employees may contribute, through payroll deduction and electronic transfer, additional money towards their HEQ HAS up to the maximum allowed by Federal Law.

The remaining cost for the employee's elected medical plan premiums shall be paid by the employee. The employee's premium contribution will be payroll deducted, in equal amounts, from each employee paycheck through a qualified Section 125 Plan and, as such, will not be subject to withholding. The employer's "qualified

Section 125 Plan” shall include any and all of the provisions necessary for pre-tax contributions to employee’s HAS accounts administered through HEQ.

3. All other non-medical MESSA Ancillary benefits described below shall be fully employer paid and provided to all employees in the bargaining unit.
 - LONG TERM DISABILITY – 70% of annual contractual salary, \$7500 maximum benefit, 90 Calendar Days (modified fill), Pre-Existing Condition Waiver, Maternity Coverage, Primary Social Security Offset, Alcoholism/Drug (same as illness), Mental/Nervous (same as illness), No Cost of Living Benefits
 - NEGOTIATED LIFE -- \$50,000 w/AD&D and Waiver of Premium
 - VISION – VSP 3 Plus (250 CL)
 - DENTAL – 100/90/90, \$2500 annual maximum, 90% orthodontics with UCR (no max), and 2 cleanings July thru June.

4. PLAN B – For employees not needing health insurance

Employees electing the MESSA Package B that does not include a medical plan must provide the Employer, each year and during open enrollment, annual proof of minimum essential coverage through another employer/provider.

The non-medical benefits provided shall be the same as those listed above in paragraph 3.

Employees electing Plan B shall receive 82.5% of the hard cap for a single subscriber benefit as cash in lieu, payable on a bimonthly basis. Part-time teachers shall receive a prorated amount of cash in lieu.

5. An open enrollment period shall be provided whenever premium subsidy amounts change for the groups. To be eligible for Plan A or Plan B coverage, employees must enroll.
6. Part-time teachers who elect Plan A above shall reimburse the Board for the amount of medical insurance premium, as they have elected, prorated for the amount of time the part-time teacher is to full time.

M. Direct Deposit. All teachers must participate in the direct deposit option(s) for payroll checks in accordance with the procedures established by the Business Office.

N. Comp Time for Presenting. When teachers present as part of formal professional development for their colleagues in Zeeland, they can earn thirty (30) minutes of comp time for each thirty (30) minute increment of their presentation. Comp time can only be earned in thirty (30) minute increments and does not include time spent preparing for the presentation. This applies only to formal, pre-planned presentations, and not “sharing time” that might occur at a staff meeting or the like. This stipulation does not apply to staff members who regularly present to their colleagues as part of their job, as is the case with instructional coaches, or department/grade level chairs when they are running the department or grade level meeting. If the teacher leaders present outside of their department or grade level, then they would qualify for this additional comp time.

ARTICLE IX

GRIEVANCE PROCEDURE

- A. Definition – A “grievance” is a written claim by a teacher, a group of teachers, or the Association, of an alleged violation, misinterpretation, or misapplication of a specific, identified provision of the contract. While it is quite common that staff members have issues that arise and need that need to be resolved, the issue only rises to the level of a formal grievance if a) it relates to language from the contract (as defined above), and/or b) the issue could not be resolved informally.
- B. Purpose – The primary purpose of this procedure is to secure, at the most appropriate level of administration, equitable solutions to the problems of the parties.
- C. Structure – The structure of this process shall be as follows:

- a. A grievance shall be filed using a form which is acceptable to the Association and the District. This form shall be included in this Agreement as Addendum #1.
 - b. Grievances will normally be filed at Level One, except grievances involving more than one person or building may be filed at Level Two by mutual agreement between the Superintendent and the Association President.
 - c. Grievances formally filed at the first level shall contain a designation of the remedy sought in connection with the grievance. Any amendments to proposed relief shall be made no later than Level Three.
- D. Time Limits – The following time limits exist for this process.
- a. The number of days indicated at each level shall be considered as maximum, and every effort shall be made to expedite the process. The time limits may be compressed or extended, in writing, by mutual consent.
 - b. Time limits are expressed below in terms of “business days”, but both parties agree that Christmas Break and Spring Break will not count as “business days” in working through a grievance.
 - c. If a teacher does not file a written grievance within twenty (20) teacher attendance days after the act or conditions on which the grievance is based occurred, then the grievance shall be considered waived.
 - d. Failure by the grievant at any level to appeal a grievance to the next level within the specified time limits shall be deemed the same as declining the right to appeal through this grievance procedure.
 - e. Failure by the administration to respond within the time limits shall cause the grievance to be advanced to the next level at the option of the grievant.
- E. Procedures – If a teacher of the Association feels that there is a grievance, the teacher or Association Representative shall first discuss the matter with the principal or other appropriate administrator. The teacher shall have the right to have their Association Representative assist them in efforts to resolve the problem informally.
- a. Level One – School Principal
 - i. If the grievant is not satisfied with the outcome of the informal procedure, they may, within twenty (20) business days following the act or conditions on which the grievance is based, present their claim as a formal grievance to their principal or supervisor.
 - ii. The principal or supervisor shall, within ten (10) business days, render their decision in writing to the grievant.
 - b. Level Two – Superintendent or Designee
 - i. If the grievant is not satisfied with the disposition of their grievance at Level One, they may file their written grievance with the Superintendent or Designee within ten (10) business days following receipt of the decision at Level One.
 - ii. The Superintendent or Designee shall, within ten (10) business days after receipt of the referral, meet with the grievant and/or with a representative of the Association’s Grievance Committee for the purpose of resolving the grievance.
 - iii. The Superintendent or Designee shall, within ten (10) business days after the hearing, render their decision in writing to the grievant with a copy to the Association’s Grievance Committee Chairperson.
 - c. Level Three – Board of Education
 - i. If the grievant is not satisfied with the disposition of their grievance at Level Two, they may file the grievance with the Board of Education within ten (10) business days following receipt of the Level Two decision.
 - ii. A committee of no less than three members of the Board of Education shall, within ten (10) business days after receipt of the appeal, meet with the grievant and/or with representatives of the Association for the purpose of reviewing the grievance. The meeting shall be public or private, at the option of the grievant, to the extent permitted by law.
 - iii. The Board shall, within ten (10) business days after such a meeting, render its decision in writing to the grievant with a copy to the Association’s Grievance Chairperson.
 - d. Level Four – Arbitration
 - i. Individual teachers shall not have the right to process grievances at Level Four. If a satisfactory disposition of the grievance is not made as a result of the meeting provided in Level Three above, the Association shall have the right to appeal the dispute to an impartial arbitrator under and in accordance with the rules of the American Arbitration Association. Such appeal must be taken within twenty (20) business days from the date of the receipt of the decision following the meeting provided for in Level

Three above.

- F. Arbitration – Upon filing with the American Arbitration Association, the Association and the Board may agree to process the case under the Expedited Labor Arbitration Rules.
- G. Powers of the Arbitrator – It shall be the function of the arbitrator, and they shall be empowered, except as their powers are limited below, after due investigation, to decide cases of alleged violation of the specific articles and sections of this Agreement.
- a. The arbitrator shall have no powers to add to, subtract from, disregard, alter, or modify any terms of this agreement.
 - b. The arbitrator shall have no power to establish salary scales or change any salary.
 - c. The arbitrator shall have no powers to rule on the following:
 - i. The termination of services of or failure to re-employ any probationary teacher.
 - ii. The failure to re-employ any teacher to a position on the Schedule B schedule.
 - iii. 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 Teacher Tenure Act (Act IV of Public Acts, extra session, of 1937 of Michigan, as amended).
 - iv. Any matter involving the evaluation of a non-classroom professional, unless it is a claim of failure to follow contractually agreed upon procedures.
 - d. The arbitrator shall have no power to change any practice, policy, or rule of the District, nor to substitute their judgement for that of the District as to the reasonableness of any such practice, policy, rule, or action taken by the District. The arbitrator's power shall be limited to deciding whether the District has violated the expressed articles or sections of this Agreement; and they shall not imply obligations and conditions binding upon the District from this Agreement, it being understood that any matter not specifically set forth herein remains within the reserved rights of the District.
 - e. The arbitrator shall have no power to decide any questions which, under this Agreement, is within the responsibility of management to decide. In rendering a decision, an arbitrator shall give due regard to the responsibility of management and shall so construe the Agreement that there will be no interference with such responsibilities, except as they may be specifically conditioned by this Agreement.
 - f. If either party disputes the arbitrability of any grievance under the terms of this Agreement, the arbitrator shall determine the arbitrability of said dispute, except that either party reserves the right to seek resolution of any dispute of arbitrability in court of competent jurisdiction before or after arbitration.
 - g. There shall be no appeal from an arbitrator's decision if within the scope of their authority as set forth above. It shall be final and binding on the Association, its members, the employee or employees involved, and the District.
 - h. The fees and expenses of the arbitration shall be shared equally by the Association and the District.
- H. Claim for Back Pay – The District shall not be required to pay back wages more than twenty-five (25) days prior to the date a written grievance is filed.
- a. All claims for back wages shall be limited to the amount of wages that the employee would otherwise have earned, less any compensation that they may have received from any source during the period of the back pay.
 - b. No decision in any one case shall require a retroactive wage adjustment in any other case.
 - c. Claims of underpayments attributed solely to Board error shall be reimbursed up to six (6) months prior to the date a written grievance regarding such underpayment is filed. The Association acknowledges the Board's right pursuant to MCLA 408.477 to make deductions from a bargaining unit member's salary within six (6) months of making an overpayment.
 - d. If the member has erred by failing to meet a contractual time requirement for reporting a change in status, the District shall not be held at fault, but will put the member at the proper place on the salary schedule at the beginning of the semester following verification of the member's contention.

ARTICLE X

NEGOTIATION PROCEDURES

It is contemplated that matters required to be negotiated under the Michigan Public Employment Relations Act (MCLA 423.201 et. seq.) which are not specifically covered by this Agreement but of common concern to the parties, shall be subject to professional negotiations between them from time to time during the period of this Agreement upon the request by either party to the other. The parties undertake to cooperate in arranging meetings, selecting representatives for such discussions, furnishing necessary information, and otherwise constructively considering and resolving any such matter. Nothing contained herein shall be construed to provide a grievance arbitration procedure for a subject designated by law as a prohibited subject.

ARTICLE XI

AGREEMENT CONTRARY TO LAW AND MATTERS CONTRARY TO AGREEMENT

- A. If any provision of this Agreement or any application of this 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.
- B. In the event of a conflict, the terms of this Agreement shall take precedence over policies or regulations of the Board concerning the same subject or matter.

ARTICLE XII

VACANCIES, PROMOTIONS AND TRANSFERS

- A. Posting of Vacancies. Whenever there is a vacancy in any position covered by this Agreement (including for this purpose those positions set forth in the Extra Duty Schedule) or in any administrative position, the Board shall give written notice of such vacancy to all employees in the form of an email to the entire ZPS staff.
- B. Filling Vacancies. Any teacher may apply for such a vacancy.
- C. Preference to Qualified Teachers (Extra Duty). As to positions set forth in the Extra Duty Schedule, the Board shall give preference to teachers having the necessary qualifications over other applicants, it being understood that the Board may employ such other applicants where there are no qualified teachers who apply.
- D. Administrative Vacancies. A written request by any teacher for a vacant Administrative position will be forwarded directly to the Superintendent of Schools, with a copy to the Secretary of the Board. The failure to obtain appointment to any such Administrative position shall not be a grievable issue, provided the notice posting procedures listed above have been followed.
- E. Requested Transfer. Each year, in January, the Human Resources Office will send a letter to all staff asking about anyone who might be interested in a change of assignment for the following year. This letter will also invite anyone who is interested in a Schedule B position that is currently held by someone who is not a teacher in the district, to reach out to the Principal, Athletic Director, or supervisor of that positions and inform them of their interest. No teacher will be discriminated against because of a request to transfer.
- F. Involuntary Transfer. Every attempt shall be made to prevent the involuntary transfer of any teacher to another building two (2) years in a row. Any time a teacher is transferred involuntarily, even between grade levels or departments in the same building, it is a difficult time and can result in lower quality teaching for students. These kinds of transfers will try to be minimized, but cannot be avoided in many cases.

ARTICLE XIII

REDUCTION OF PERSONNEL

In 2011, Public Acts 101-104 made several issues that were formerly part of teaching contracts prohibited subjects of bargaining. One such issue was reduction of personnel. As a result, all information regarding reduction of personnel is now considered district policy. Information about reduction of personnel can be found on the shared drive. Copies are also found in the H.R. Office or with each building principal.

ARTICLE XIV

NON-CLASSROOM PROFESSIONALS

In 2011, Public Acts 101-104 changed the way public schools handle evaluations, tenure, promotion, demotion and discipline of

teachers. These changes only apply to teachers and those who hold teaching certificates. Public schools also have Non-Classroom Professionals or "NCP's" (i.e. School Psychologists, Social Workers, Occupational Therapists, Physical Therapists, Instructional and Behavioral Coaches, Speech and Language Pathologists and others without a teaching certificate who are members of the association for whom these changes do not apply. To avoid confusion for those reading this agreement, all items that impact only NCP's were moved to this section of the contract. Everything found in this article only applies to NCP's and not to anyone whose positions require that they hold an active teaching certificate.

A. Evaluations.

NCP evaluations shall be made in accordance with the following procedure:

1. Probationary NCP's shall be evaluated annually. As with the teachers, tenured NCP's can move to being evaluated every other year once they earn a final evaluation score of Highly Effective for three consecutive years. Once this threshold is met, tenured NCP's can continue to be evaluated every other year as long as their final evaluation rating is Highly Effective when they are evaluated.
2. Most NCP's will be evaluated by either the Assistant Superintendent of Special Education or the Assistant Superintendent of Curriculum, as they often serve more than one building. Input will be sought from building principals who work with the NCP. Evaluations for NCP's can be delegated to building principals at the discretion of the primary evaluator.
3. NCP's are asked to develop a goal they will work on during that school year. They will schedule a time to meet with their evaluator in the fall to review the goal and have it approved. At this same meeting, the NCP will also review their key responsibility areas and/or job description with their evaluator. If they are part time, the expectations surrounding their schedule will also be discussed.
4. In the spring, principals will be asked to provide input on the NCP's that they work with in their building. This input will go to the evaluator and be used as part of the evaluation process.
5. Starting in late spring, meetings will be scheduled by the evaluators with each NCP where they can go over both the evaluation for the year as well as the progress on their annual goal. It is the responsibility of the NCP to provide documentation regarding their goal.
6. Prior to the meeting described in letter E above, the NCP will have an opportunity to complete a self-reflection on how the year has gone.
7. At the meeting described in letter E above, the NCP will be provided with their overall effectiveness rating and a written summary of their performance, including input from principals, if available.
8. If the NCP disagrees with any portion of the final evaluation, they can type up a rebuttal, which will be attached to the final evaluation.

B. Reduction of Personnel.

The following provisions shall apply to a necessary reduction in personnel of Non-Classroom Professionals only:

1. The parties realizing that education, to a large degree, depends upon the financial resources available to the Board as provided by the local public and the State of Michigan, and in accordance with this realization, understands that in some instances it may be economically necessary to reduce the educational program and subsequently the staff when funds are not available.
2. It is hereby specifically recognized that it is within the sole discretion of the Board of Education to reduce the educational program and the staff when economic necessity dictates.
3. Such personnel reductions will be made in a way to assure the community that the most adequate educational program is maintained.
4. In order to promote an orderly reduction in personnel when the education program is curtailed, the following procedure shall be used:
 - a. The Board or its designee shall confer with the Association regarding those programs that should be adjusted or eliminated.
 - b. For employees whose employment is not regulated by the tenure act employees with the least seniority will be laid off first where any employee who has acquired any seniority and whose position has been curtailed is certified and

qualified to perform the services of the probationary employee. In the event senior employees not regulated by the Tenure Act must be laid off, layoff will be on the basis of least seniority first provided that the remaining staff is certified and qualified for that position.

- c. Seniority shall be defined as the length of continuous service in the bargaining unit. A leave of absence shall not be deemed a break in service.
 - d. If two or more persons not regulated by the Tenure Act have equal seniority, such ties will be broken by using the last four digits of social security numbers, with the highest seniority ranking going to the highest social security number and rank thereafter computed respectively.
 - e. It is noted that items A-D above ONLY apply to professional employees whose employment is not regulated by the Tenure Act, also known in this agreement in NCP's.
 - f. Any notice of layoff must be sent by June 30th.
5. All reduction in school personnel due to financial causes shall be so indicated on the personnel records of the employees. Other possible employers shall be encouraged to furnish employment to those dismissed.
6. Any Zeeland Public Schools non classroom professional staff member whose services are terminated because of a necessary reduction in personnel shall be appointed to the first vacancy in the school district in accordance with Section 1248 of the Michigan Revised School Code, provided they are qualified
- C. Discipline.
No non-classroom professional bargaining unit member shall be demoted, transferred, reduced in rank, discharged, or otherwise disciplined without just cause. The foregoing sentence is not applicable to any teacher whose employment is regulated by the Michigan Teachers Tenure Act, as amended July 19, 2011.

ARTICLE XV

MISCELLANEOUS PROVISIONS

- A. All individual teacher contracts shall be made expressly subject to the term of this Agreement for the duration of this Agreement. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.
- B. Absence due to injury or illness incurred in the course of the teacher's employment and for which benefits are received under the Michigan Workmen's Compensation Act, shall not be charged against the teacher's sick leave days. The Board agrees to pay the difference in cases covered by this Workmen's Compensation Act, between all other disability benefits received from other sources and 70% of regular salary until such time as long-term disability becomes effective.
- C. An emergency manager appointed under the local government and school district fiscal accountability act may reject, modify, or terminate the collective bargaining agreement as provided in the local government and school district fiscal accountability act.
- D. In order to comply with Section 164h(1)(d) of PA 108 of 2017, the Board shall adopt policies to comply with this provision and communicate the details of those policies to all bargaining unit members no later than October 1 of each year. Such policy shall not, in any way, alter the provisions contained in this Collective Bargaining Agreement.

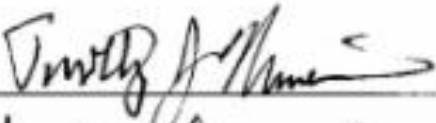
ARTICLE XVI

DURATION OF AGREEMENT



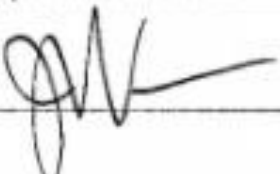
This agreement shall be effective as of September 1, 2021 and shall continue in effect through August 31, 2023.

IN WITNESS WHEREOF, the parties here to have set their hands and seals this the 9th day of June 2012 in Zeeland, Michigan.

For the Association:

 _____	President
 _____	Secretary
 _____	Chief Negotiator

For the Board:

 _____	President
 _____	Secretary
 _____	Chief Negotiator

Zeeland Public Schools Salary Schedule for 2021-22

(2.75% of base at each step)

Step	BA	MA	MA + 30/Ed. Spec.
1	\$45,135	\$48,745	\$50,551
2	\$46,376	\$50,085	\$51,939
3	\$47,615	\$51,425	\$53,330
4	\$48,858	\$52,765	\$54,719
5	\$50,097	\$54,106	\$56,110
6	\$51,340	\$55,448	\$57,499
7	\$52,580	\$56,787	\$58,891
8	\$53,822	\$58,128	\$60,282
9	\$55,062	\$59,468	\$61,668
10	\$56,304	\$60,807	\$63,059
11	\$57,544	\$62,149	\$64,451
12	\$58,787	\$63,489	\$65,841
13	\$60,027	\$64,828	\$67,230
14	\$61,269	\$66,169	\$68,619
15	\$62,511	\$67,512	\$70,011
16	\$63,751	\$68,852	\$71,401
17	\$64,991	\$70,191	\$72,790
18	\$66,234	\$71,532	\$74,181
19	\$67,473	\$72,873	\$75,571
20	\$68,715	\$74,213	\$76,960
21	\$69,956	\$75,553	\$78,351
22	\$71,198	\$76,893	\$79,742
23	\$72,439	\$78,233	\$81,131
24	\$73,681	\$79,575	\$82,520
25	\$74,921	\$80,915	\$83,911
26	\$76,163	\$82,255	\$85,302
27	\$77,403	\$83,595	\$86,692
28	\$78,645	\$84,936	\$88,082
29	\$79,885	\$86,278	\$89,471
30	\$81,127	\$87,617	\$90,862
31	\$82,368	\$88,957	\$92,252
32	\$83,608	\$90,299	\$93,641
33	\$84,851	\$91,639	\$95,032
34	\$86,093	\$92,978	\$96,424
35	\$87,333	\$94,320	\$97,813
36	\$88,575	\$95,661	\$99,202
37	\$89,815	\$97,001	\$100,592
38	\$91,055	\$98,341	\$101,982

- (a) Baseline for each year is that teachers receive a step.
- (b) In order to receive credit for the advanced degree, and move a column on the salary schedule, the credits must be earned and reported before the beginning of the school year. Advanced degrees earned and reported before the beginning of the second semester will receive salary adjustment for the second semester.

Zeeland Public Schools Salary Schedule for 2022-23

(2.75% of base at each step)

Step	BA	MA	MA + 30/Ed. Spec.
1	\$46,038	\$49,720	\$51,562
2	\$47,304	\$51,087	\$52,978
3	\$48,567	\$52,454	\$54,397
4	\$49,835	\$53,820	\$55,813
5	\$51,099	\$55,188	\$57,232
6	\$52,367	\$56,557	\$58,649
7	\$53,632	\$57,923	\$60,069
8	\$54,898	\$59,291	\$61,488
9	\$56,163	\$60,657	\$62,901
10	\$57,430	\$62,023	\$64,320
11	\$58,695	\$63,392	\$65,740
12	\$59,963	\$64,759	\$67,158
13	\$61,228	\$66,125	\$68,575
14	\$62,494	\$67,492	\$69,991
15	\$63,761	\$68,862	\$71,411
16	\$65,026	\$70,229	\$72,829
17	\$66,291	\$71,595	\$74,246
18	\$67,559	\$72,963	\$75,665
19	\$68,822	\$74,330	\$77,082
20	\$70,089	\$75,697	\$78,499
21	\$71,355	\$77,064	\$79,918
22	\$72,622	\$78,431	\$81,337
23	\$73,888	\$79,798	\$82,754
24	\$75,155	\$81,167	\$84,170
25	\$76,419	\$82,533	\$85,589
26	\$77,686	\$83,900	\$87,008
27	\$78,951	\$85,267	\$88,426
28	\$80,218	\$86,635	\$89,844
29	\$81,483	\$88,004	\$91,260
30	\$82,750	\$89,369	\$92,679
31	\$84,015	\$90,736	\$94,097
32	\$85,280	\$92,105	\$95,514
33	\$86,548	\$93,472	\$96,933
34	\$87,815	\$94,838	\$98,352
35	\$89,080	\$96,206	\$99,769
36	\$90,347	\$97,574	\$101,186
37	\$91,611	\$98,941	\$102,604
38	\$92,875	\$100,308	\$104,022
39	\$94,139	\$101,675	\$105,440

- (a) Baseline for each year is that teachers receive a step.
- (b) In order to receive credit for the advanced degree, and move a column on the salary schedule, the credits must be earned and reported before the beginning of the school year. Advanced degrees earned and reported before the beginning of the second semester will receive salary adjustment for the second semester.

EXTRA DUTY SCHEDULE A-1
ARTICLE VIII - SECTION D

It is understood between the parties that a contract stipulating extra compensation for a teacher performing extra duties has a non-tenure status. For a teacher who has attained continuing tenure, failure of the board to re-employ such a teacher in a capacity other than as a classroom teacher shall not be deemed a demotion within the provisions of Act. 4, Michigan Public Acts of 1937, extra session as amended.

Use the chart below to determine compensation for the first seven years in any extra duty position during the 2021-22 school year. Compensation Base below is multiplied by the percentage earned for the position to determine salary for the first seven years in the position:

Year	Compensation Base
1	\$45,465
2	\$47,640
3	\$49,815
4	\$51,989
5	\$54,164
6	\$56,339
7	\$58,513

Use the chart below to determine compensation for the first seven years in any extra duty position during the 2022-23 school year. Compensation Base below is multiplied by the percentage earned for the position to determine salary for the first seven years in the position:

Year	Compensation Base
1	\$46,375
2	\$48,593
3	\$50,811
4	\$53,029
5	\$55,247
6	\$57,465
7	\$59,684

Any extra duty person having fifteen (15) years in the same activity or in the same sport will receive an additional 10% their pay for that position.

Previous experience in the same activity in another school district will be credited for compensation according to the procedure stated above.

SECONDARY DEPARTMENT MEMBERSHIP

1. All secondary teachers will be assigned to the departments in which they teach.
2. Teachers who work in more than one department will be assigned to the department in their majority subject area.

EXTRA DUTY SCHEDULE A-1

High School Athletics

HIGH SCHOOL SPORTS (Boys)

HIGH SCHOOL SPORTS (Girls)

Any sport marked with an asterisk () is combined between schools.

Baseball	Varsity	10%	Basketball	Varsity	13%
	Junior Varsity	8%		Junior Varsity	8%
	9 th Grade	8%		9 th Grade	8%
*Bowling	Head	10%	Sideline Cheer	Varsity	6%
	Assistant	8%		Junior Varsity	4%
	(Combined Boys & Girls)		Competitive Cheer	Head	6%
Basketball	Varsity	13%		Junior Varsity	4%
	Junior Varsity	8%	Golf	Varsity	10%
	9 th Grade	8%		Junior Varsity	8%
Cross Country	Head	10%	Cross Country	Head	10%
Football	Varsity	13%	*Lacrosse	Varsity	10%
	Varsity Assistant (3)	8%		Junior Varsity	8%
	Junior Varsity	8%	Soccer	Varsity	10%
	Junior Varsity Assistant	8%		Junior Varsity	8%
	9 th Grade	8%		9 th Grade	8%
	9 th Grade Assistant	8%	Softball	Varsity	10%
Golf	Varsity	10%		Junior Varsity	8%
	Junior Varsity	8%	*Swimming	Varsity	13%
*Lacrosse	Varsity	10%		Assistant Coach	8%
	Junior Varsity	8%		Diving Coach	8%
Soccer	Varsity	10%	Tennis	Varsity	10%
	Junior Varsity	8%		Junior Varsity	8%
	9 th Grade	8%	Track	Varsity	10%
*Swimming	Varsity	13%		Varsity Assistant	8%
	Assistant Coach	8%		2 nd Assistant	8%
	Diving Coach	8%		(shared boys and girls)	
Tennis	Varsity	10%	Volleyball	Varsity	13%
	Junior Varsity	8%		Junior Varsity	8%
Track	Varsity	10%		9 th Grade	8%
	Varsity Assistant	8%	*Water Polo	Varsity	10%
	2 nd Assistant	8%		Junior Varsity	8%
	(shared boys and girls)				
Wrestling	Varsity	13%			
	Varsity Assistant	8%			
*Water Polo	Varsity	10%			
	Junior Varsity	8%			

EXTRA DUTY SCHEDULE A-1

High School Activities

HIGH SCHOOL ACTIVITIES

All School Drama Production	13%
Clubs* (per building)	18% total
Dance	10%
Dutch Dance Sponsor	8%
Dutch Dance Assistant	6%
Flag Corp	4%
Instrumental Music (Fall)	7.5%
Instrumental Music (Spring)	2.5%
Marching Band Assistant (Fall)	6%
Marching Band Assistant (Spring)	2%
Musicals	13%
Instrumental for Musical	5%
Vocal for Musical	5%
Choreography for Musical	5%
National Honor Society (per building)	3%
Orchestra	6%
Play Director – 9 th & 10 th Grades	5%
Sponsors (per school)	---
Freshman Class	2%
Sophomore Class	2%
Junior Class	3.5%
Senior Class	3.5%
Student Government (per building)	6%
Testing Accommodations (campus-wide)^	16%
US First Robotics	5%
Vocal Music	10%
Yearbook (per building)	7%
Zeeland High Players	8%

*Total percentage set aside for clubs can be split at the discretion of the principal.

^If a teacher on staff takes this position, they are required to work part time to be able to complete the work.

NOTE: All of the positions above are combined between East and West unless otherwise noted.

When it comes to athletics, on occasion there are not enough athletes to run one of the teams listed in the following pages under high school or middle school sports. When this happens, assuming a coach for the team that does not run has already been hired, the coach can serve as a program assistant and will be placed where they are deemed to best fit by the varsity coach and athletic director. This only applies if the coach is already on staff. If the coach is not yet hired when it is decided that the team will not exist, we would not go out and hire someone. If this happens three consecutive years, we would no longer pay the coach starting in year three.

EXTRA DUTY SCHEDULE A-1

Middle School Athletics

MIDDLE SCHOOL SPORTS (Boys)

MIDDLE SCHOOL SPORTS (Girls)

Any sport marked with an asterisk () is combined between schools

Basketball	7 th Grade (2 teams)	7% ea		Basketball	7 th Grade (2 teams)	7% ea
	8 th Grade (2 teams)	7% ea			8 th Grade (2 teams)	7% ea
Football	7 th Grade Head	7%		Co-Ed Cross Country	Head	6%
	7 th Grade Assistant	6%			Assistant	4%
	8 th Grade Head	7%		Soccer	7 th Grade	7%
	8 th Grade Assistant	6%			8 th Grade	7%
Soccer	7 th Grade	7%		*Swimming	Head	6%
	8 th Grade	7%			Assistant Coach	4%
*Swimming	Head	6%			Diving Coach	6%
	Assistant Coach	4%		Tennis	Head	6%
	Diving Coach	6%				
Tennis	Head	6%		*Track	Head	6%
					Two Assistants	4%
*Track	Head	6%			3 rd Assistant	4%
	Two Assistants	4%			(shared boys and girls)	
	3 rd Assistant	4%		Volleyball	7 th Grade (2 teams)	7% ea
	(shared boys and girls)				8 th Grade (2 teams)	7% ea
*Wrestling	Head	7%				
	Assistant	6%				

MIDDLE SCHOOL ACTIVITIES

Clubs*	12% total per building
Instrumental Music	6%
Intramurals	2% per grade level
Jazz Band	2%
Orchestra (one position)	6%
Percussion	3%
Play/Musical Director	8%
Instrumental for Musical	1-3%
Vocal for Musical	1-3%
Choreography for Musical	1-3%
<i>(total not to exceed 6% for the extra help as needed for production)</i>	
Robotics	3%
Spring Play (combined)	5%
Student Council	5%
Vocal Music	3%

*Total percentage set aside for clubs can be split at the discretion of the principal.

NOTE: All of the positions above will have one per building, with the exception of Orchestra, which is combined.

EXTRA DUTY SCHEDULE A-1 Elementary Activities

ELEMENTARY ACTIVITIES

Clubs*	6% total per building
Girls & Boys Recreation** (per ½ hour)	.03% (.0003 X BA Base)

*Total percentage set aside for clubs can be split at the discretion of the principal. If this building has Safety Patrol, that must be counted in the 6% total compensation for clubs.

** Recreation positions are for activities that take place at lunch and/or recess. Clubs are positions that meet outside the school day.

DISTRICT MISCELLANEOUS

Department Heads/Grade Chairs (see Attachment #1)

Voluntary Lunchroom/Playground Duty - .07% (.0007 X BA Base). For 2022-23 this rate is \$32.23/hour

Staff Subbing - .07% (.0007 X BA Base – per hour) For 2022-23 this rate is \$32.23/hour

Summer Rewrite - .07% (.0007 X BA Base – per hour) For 2022-23 this rate is \$32.23/hour

Summer School Courses (per hour) - .09% (.0009 X BA Base)

- The ratio of teaching time to prep time for a summer school course is 5:1
- As summer school courses are offered, the district will require students who sign up for such classes to maintain full schedules during the school year.

ATTACHMENT #1 - EXTRA DUTY DEPARTMENT CHAIRS/GRADE GROUP CHAIRS

SECONDARY DEPARTMENTS SHALL BE AS FOLLOWS:

High School and Middle School Department Chairs will be calculated as below.

Core Department Chairs (ELA, Math, Science, Social Studies, Spanish Immersion and Foreign Language) will earn .75% per FTE in the department. This will be calculated at the start of the school year, and can be adjusted should the FTE change second semester. In each case, there will be a HS department chair and a MS department chair, with the exception of Spanish Immersion and Foreign Language, which operate as 6-12 departments. At the middle school, if there are separate department chairs by building, they will split the calculated stipend.

Non-Core Department Chairs (Art, Business, Physical Education/Health/LME, Performing Arts, and Technology Education, will earn .50% per FTE in the department. This will be calculated at the start of the school year, and can be adjusted should the FTE change second semester. These departments are all considered 6-12 departments, with the exception of Professional Support Staff and Speech, which are K-12 departments. The minimum a Department Chair in any department can earn is 2%.

The stipend for Special Education Department Chairs at HS and MS, and well as the Department Chairs for Speech Therapists and Professional Support Staff will be calculated at 1%/FTE given the additional work expected from these teacher leaders.

Zeeland Venture Academy Director will be paid 11%. The Guidance Chair will earn 4%. Each middle school will have an Exploratory Department Chair which will each earn 2%.

ELEMENTARY DEPARTMENTS SHALL BE AS FOLLOWS:

<u>Department</u>	<u>Elem Percent</u>
1. Language Arts	2%
2. Math	2%
3. Science	2%
4. Social Studies	2%
5. Elementary Art	2%
6. Elementary PE	2%
7. Elementary Music	2%
8. Elementary Spanish	2%
9. Elementary Technology	2%
10. Flex % (To be split between core departments by Curriculum Director based on work that year)	6%
11. Special Education	10.5%
12. Gifted & Talented	2%
13. Young 5's Chair	8%
14. Kindergarten Group Chair	8%
15. 1 st Grade Group Chair	8%
16. 2 nd Grade Group Chair	8%
17. 3 rd Grade Group Chair	8%
18. 4 th Grade Group Chair	8%
19. 5 th Grade Group Chair	8%
20. K-5 Spanish Immersion	8%
21. K-12 English Language Learners	4%

In addition, the group formerly known as the Zeeland Leadership Team will be replaced by a new District School Improvement Team. Each member of this new group will receive 1% stipend for no more than 12 hours per year attending meetings outside the school day with the Curriculum Director working on School Improvement. Other than

these 12 hours, there will be no other responsibilities for these positions. The remaining School Improvement work will fall on administration. There will be one member per building, plus one additional member representing the Zeeland Education Association, and one position for a Special Education staff member who works directly with students. Attendance at these meetings is required, unless previous approval from the Curriculum Director.

ATTACHMENT #2 - EXTRA DUTY
MENTOR TEACHER
JOB DESCRIPTION/GUIDELINES

- A. A teacher in their first three (3) years of employment shall be assigned a Mentor Teacher. A minimum of five (5) days of professional development each year for three (3) years will also be provided to the mentee.
- B. The Mentor Teacher assignment is to provide professional support, instruction, resources, counseling, guidance, observation, demonstration and information to assist the mentee.
- C. Participation as a Mentor Teacher shall be voluntary. To the extent possible, the mentor shall be assigned only one mentee. Administrators will not participate as Mentor Teachers.
- D. The Mentor Teacher assignment shall be for one (1) year and shall be reviewed by the administration at the end of the year for renewal. The Mentor Teacher shall not participate in the evaluation process.
- E. The Mentor Teacher shall attend a workshop or conference approved by the administration for training to serve as a mentor teacher. All expenses are to be paid by the school district.
- F. The Mentor Teacher program is to assist the mentee and
 - 1. Provide an overview - Help the mentee to become an independent fully-functioning teacher, able to problem solve in a variety of contexts in the teaching and learning environment.
 - 2. Provide outcomes - Give background knowledge regarding research and knowledge for teaching as well as methods to incorporate skills.
- G. Mentor compensation will follow the schedule listed:
 - 1. \$750 for assignment with a 1st year mentee
 - 2. \$500 for assignment with a 2nd year mentee
 - 3. \$250 for assignment with a 3rd year mentee
- H. When a teacher is involuntarily transferred to a new position, they will be assigned a paid mentor for the first year in that new position only. This mentor will be paid at the 1st year mentee rate (\$750). This applies to an involuntary change in department or grade level and it also applies to an involuntary change in building assignment. It does not apply at the secondary level when a teacher involuntarily picks up a new prep in the same department, and does not change buildings. For example, if a 7th grade Math teacher is involuntarily assigned to teach 8th grade Math in the same building, or a high school History teacher is assigned to teach Civics in the same building, in neither case would these secondary teachers qualify for a paid mentor.

SCHEDULE A-2

2021-2022 CALENDAR – All Schools (except ZQuest)

August 2021					September 2021					October 2021									
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					
2	3	4	5	6			1	2	3					1					
9	10	11	12	13	6	7	8	9	10	4	5	6	7	8					
16	17	18	19	20	13	14	15	16	17	11	12	13	14	15					
23	24	25	26	27	20	21	22	23	24	18	19	20	21	22					
30	31				27	28	29	30		25	26	27	28	29					
November 2021					December 2021					January 2022					February 2022				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3	4	5			1	2	3	3	4	5	6	7		1	2	3	4
8	9	10	11	12	6	7	8	9	10	10	11	12	13	14	7	8	9	10	11
15	16	17	18	19	13	14	15	16	17	17	18	19	20	21	14	15	16	17	18
22	23	24	25	26	20	21	22	23	24	24	25	26	27	28	21	22	23	24	25
29	30				27	28	29	30	31	31					28				
March 2022					April 2022					May 2022					June 2022				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	1	2	3	4					1	2	3	4	5	6			1	2	3
7	8	9	10	11	4	5	6	7	8	9	10	11	12	13	6	7	8	9	10
14	15	16	17	18	11	12	13	14	15	16	17	18	19	20	13	14	15	16	17
21	22	23	24	25	18	19	20	21	22	23	24	25	26	27	20	21	22	23	24
28	29	30	31		25	26	27	28	29	30	31				27	28	29	30	

Teacher Professional Development
 Students Begin
 Labor Day Vacation
 Half-Day Friday (Staff PD)
 Half-Day Friday (Staff PD)
 Half-Day Friday (Staff PD)
 Teacher Professional Development
 K-12 Teacher Conf. (secondary)
 K-12 Teacher Conf. (elementary)
 K-12 Teacher Conf. (all)
 No School
 Thanksgiving Vacation
 Half-Day Friday (Staff PD)
 Christmas Vacation
 Students Return
 Exam Days (secondary only)
 Exam Day (secondary only)
 Half-Day Friday (elem. only PD)
 Begin 2nd Semester
 Half-Day Friday (Staff PD)
 Winter Break
 IRIP Meetings (elementary only)
 Half-Day Friday (Staff PD, sec only)
 Half-Day Friday (Staff PD)
 Spring Vacation
 Students Return
 Half-Day Friday (Staff PD)
 Tulip Time
 Half-Day Friday (Staff P.D.)
 Memorial Day Vacation
 Records/Exam Days (All Schools)
 Last Day/Exam Days (All Schools)

August 30
 August 31
 September 3 & 6
 September 17
 October 8
 October 29
 November 1
 Nov. 9-10 (3:00 – 6:00)
 Nov. 9-10 (4:00 – 7:00)
 Nov. 11 (1:00 – 7:00)
 November 12
 November 24-26
 December 10
 December 20–31
 January 3
 January 19-20
 January 21
 January 21
 January 24
 February 11
 February 14-15
 March 3-4
 March 4
 March 25
 April 1-8
 April 11
 April 22
 May 11-12
 May 13
 May 30
 June 8-9
 June 10

No School for Students
 Full Day of School
 No School for Students
 Half-Day for Students
 Half-Day for Students
 Half-Day for Students
 No School for Students
 Full Day of School
 Full Day of School
 Half-Day for Students
 No School for Students
 No School for Students
 Half-Day for Students
 No School for Students
 Full Day of School
 Half-Day for Students
 Half-Day for Students, Teachers work PM
 Half-Day for Students, Teachers PD in PM
 Full Day of School
 Half-Day of School
 No School for Students
 Half-Day of School
 Half-Day of School
 Half-Day of School
 No School for Students
 Full Day of School
 Half-Day of School
 Half-Day for Students
 Half-Day of School
 No School for Students
 Half-Day for Students, Teachers work PM
 Half Day for Students, Teachers leave when done

First Semester Student/Staff Days – 87/89

Second Semester Student/Staff Days – 91/91

*Note: If "inclement weather" closures exceed six days or the equivalent in hours, as allowed by the state, refer to Article VI, C., (2) for makeup of additional hours due to inclement weather.

SCHEDULE A-2

2021-2022 CALENDAR – ZQuest K-8 Balanced Calendar

August 2021					September 2021					October 2021									
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					
2	3	4	5	6			1	2	3					1					
9	10	11	12	13	6	7	8	9	10	4	5	6	7	8					
16	17	18	19	20	13	14	15	16	17	11	12	13	14	15					
23	24	25	26	27	20	21	22	23	24	18	19	20	21	22					
30	31				27	28	29	30		25	26	27	28	29					
November 2021					December 2021					January 2022					February 2022				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3	4	5			1	2	3	3	4	5	6	7		1	2	3	4
8	9	10	11	12	6	7	8	9	10	10	11	12	13	14	7	8	9	10	11
15	16	17	18	19	13	14	15	16	17	17	18	19	20	21	14	15	16	17	18
22	23	24	25	26	20	21	22	23	24	24	25	26	27	28	21	22	23	24	25
29	30				27	28	29	30	31	31					28				
March 2022					April 2022					May 2022					June 2022				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	1	2	3	4					1	2	3	4	5	6			1	2	3
7	8	9	10	11	4	5	6	7	8	9	10	11	12	13	6	7	8	9	10
14	15	16	17	18	11	12	13	14	15	16	17	18	19	20	13	14	15	16	17
21	22	23	24	25	18	19	20	21	22	23	24	25	26	27	20	21	22	23	24
28	29	30	31		25	26	27	28	29	30	31				27	28	29	30	

Students Begin
 Teacher Professional Development
 Students Begin
 Labor Day Vacation
 Half-Day Friday (Staff PD)
 Half-Day Friday (Staff PD)
 Half-Day Friday (Staff PD)
 Teacher Professional Development
 K-12 Teacher Conf. (secondary)
 K-12 Teacher Conf. (elementary)
 K-12 Teacher Conf. (all)
 No School
 Thanksgiving Vacation
 Half-Day Friday (Staff PD)
 Christmas Vacation
 Students Return
 Exam Days (secondary only)
 Exam Day (secondary only)
 Half-Day Friday (elem. only PD)
 Begin 2nd Semester
 Half-Day Friday (Staff PD)
 Winter Break
 IRIP Meetings (elementary only)
 Half-Day Friday (Staff PD, sec only)
 Half-Day Friday (Staff PD)
 Spring Vacation
 Students Return
 Half-Day Friday (Staff PD)
 Tulip Time
 Half-Day Friday (Staff P.D.)
 Memorial Day Vacation
 Half Day of School
 Last Day of School

August 9
 August 30
 August 31
 September 3 & 6
 September 17
 October 8
 October 29
 November 1
 Nov. 9-10 (3:00 – 6:00)
 Nov. 9-10 (4:00 – 7:00)
 Nov. 11 (1:00 – 7:00)
 November 12
 November 24-26
 December 10
 December 20–31
 January 3
 January 19-20
 January 21
 January 21
 January 24
 February 11
 February 14-15
 March 3-4
 March 4
 March 25
 April 1-8
 April 11
 April 22
 May 11-12
 May 13
 May 30
 June 8-9
 June 23

Full Day of School
 No School for Students
 Full Day of School
 No School for Students
 Half-Day for Students
 Half-Day for Students
 Half-Day for Students
 No School for Students
 Full Day of School
 Full Day of School
 Half-Day for Students
 No School for Students
 No School for Students
 Half-Day for Students
 No School for Students
 No School for Students
 Half-Day for Students
 Full Day of School
 Half-Day for Students
 Half-Day for Students, Teachers work PM
 Half-Day for Students, Teachers PD in PM
 Full Day of School
 Half-Day of School
 No School for Students
 Half-Day of School
 Half-Day of School
 Half-Day of School
 No School for Students
 Full Day of School
 Half-Day of School
 Half-Day for Students
 Half-Day of School
 No School for Students
 Half-Day for Students, Teachers work PM
 Full Day of School – last day

First Semester Student/Staff Days – 87/89

Second Semester Student/Staff Days – 91/91

SCHEDULE A-3

2022-2023 CALENDAR – All Schools (except ZQuest)

August 2022					September 2022					October 2022				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3	4	5	5	6	7	8	9	3	4	5	6	7
8	9	10	11	12	12	13	14	15	16	10	11	12	13	14
15	16	17	18	19	19	20	21	22	23	17	18	19	20	21
22	23	24	25	26	26	27	28	29	30	24	25	26	27	28
29	30	31								31				

November 2022					December 2022					January 2023					February 2023				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	1	2	3	4				1	2	2	3	4	5	6			1	2	3
7	8	9	10	11	5	6	7	8	9	9	10	11	12	13	6	7	8	9	10
14	15	16	17	18	12	13	14	15	16	16	17	18	19	20	13	14	15	16	17
21	22	23	24	25	19	20	21	22	23	23	24	25	26	27	20	21	22	23	24
28	29	30			26	27	28	29	30	30	31				27	28			

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

Teacher Professional Development
 Students Begin
 Labor Day Vacation
 Half-Day Friday (Staff PD)
 Half-Day Friday (Staff PD)
 Half-Day Friday (Staff PD)
 Teacher Professional Development
 K-12 Teacher Conf. (secondary)
 K-12 Teacher Conf. (elementary)
 K-12 Teacher Conf. (all)
 No School
 Thanksgiving Vacation
 Half-Day Friday (Staff PD)
 Christmas Vacation
 Students Return
 Exam Days (secondary only)
 Exam Day (secondary only)
 Half-Day Friday (elem. only PD)
 Begin 2nd Semester
 Half-Day Friday (Staff PD)
 Winter Break
 IRIP Meetings (elementary only)
 Half-Day Friday (Staff PD, sec only)
 Half-Day Friday (Staff PD)
 Spring Vacation
 Students Return
 Half-Day Friday (Staff PD)
 Tulip Time
 Half-Day Friday (Staff P.D.)
 Memorial Day Vacation
 Records/Exam Days (All Schools)
 Last Day/Exam Days (All Schools)

August 29
 August 30
 September 2 & 5
 September 16
 October 7
 October 28
 October 31
 Nov. 7 & 9 (3:00 – 6:00)
 Nov. 7 & 9 (4:00 – 7:00)
 Nov. 10 (1:00 – 7:00)
 November 11
 November 23-25
 December 9
 December 26 – January 6
 January 9
 January 18-19
 January 20
 January 20
 January 23
 February 10
 February 13-14
 March 2-3
 March 3
 March 24
 March 31 - April 7
 April 10
 April 28
 May 10-11
 May 12
 May 29
 June 7-8
 June 9

No School for Students
 Full Day of School
 No School for Students
 Half-Day for Students
 Half-Day for Students
 Half-Day for Students
 No School for Students
 Full Day of School
 Full Day of School
 Half-Day for Students
 No School for Students
 No School for Students
 Half-Day for Students
 Half-Day for Students
 No School for Students
 Full Day of School
 Half-Day for Students
 Half-Day for Students, Teachers work PM
 Half-Day for Students, Teachers PD in PM
 Full Day of School
 Half-Day of School
 No School for Students
 Half-Day of School
 Half-Day of School
 Half-Day of School
 Half-Day of School
 No School for Students
 Full Day of School
 Half-Day of School
 Half-Day for Students
 Half-Day of School
 No School for Students
 Half-Day for Students, Teachers work PM
 Half Day for Students, Teachers leave when done

First Semester Student/Staff Days – 87/89

Second Semester Student/Staff Days – 91/91

*Note: If "inclement weather" closures exceed six days or the equivalent in hours, as allowed by the state, refer to Article VI, C., (2) for makeup of additional hours due to inclement weather.

SCHEDULE A-3

2022-2023 CALENDAR – ZQuest K-8 Balanced Calendar

August 2022					September 2022					October 2022									
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15					
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29					
29	30	31																	
November 2022					December 2022					January 2023					February 2023				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
28	29	30			31														
March 2023					April 2023					May 2023					June 2023				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
20	21	22	23	24	25	26	27	28	29	30	31								
27	28	29	30	31															

Students Begin
 Teacher Professional Development
 Labor Day Vacation
 Half-Day Friday (Staff PD)
 Half-Day Friday (Staff PD)
 Half-Day Friday (Staff PD)
 Teacher Professional Development
 K-12 Teacher Conf. (secondary)
 K-12 Teacher Conf. (elementary)
 K-12 Teacher Conf. (all)
 No School
 Thanksgiving Vacation
 Half-Day Friday (Staff PD)
 Christmas Vacation
 Students Return
 Exam Days (secondary only)
 Exam Day (secondary only)
 Half-Day Friday (elem. only PD)
 Begin 2nd Semester
 Half-Day Friday (Staff PD)
 Winter Break
 IRIP Meetings (elementary only)
 Half-Day Friday (Staff PD, sec only)
 Half-Day Friday (Staff PD)
 Spring Vacation
 Students Return
 Half-Day Friday (Staff PD)
 Tulip Time
 Half-Day Friday (Staff P.D.)
 Memorial Day Vacation
 Half Day of School
 Last Day of School

August 8
 August 29
 September 2 & 5
 September 16
 October 7
 October 28
 October 31
 Nov. 7 & 9 (3:00 – 6:00)
 Nov. 7 & 9 (4:00 – 7:00)
 Nov. 10 (1:00 – 7:00)
 November 11
 November 23-25
 December 9
 December 26 – January 6
 January 9
 January 18-19
 January 20
 January 20
 January 23
 February 10
 February 13-14
 March 2-3
 March 3
 March 24
 March 31 - April 7
 April 10
 April 28
 May 10-11
 May 12
 May 29
 June 7-8
 June 22

Full Day of School
 No School for Students
 No School for Students
 Half-Day for Students
 Half-Day for Students
 Half-Day for Students
 No School for Students
 Full Day of School
 Full Day of School
 Half-Day for Students
 No School for Students
 No School for Students
 Half-Day for Students
 No School for Students
 Full Day of School
 Half-Day for Students
 Half-Day for Students, Teachers work PM
 Half-Day for Students, Teachers PD in PM
 Full Day of School
 Half-Day of School
 No School for Students
 Half-Day of School
 Half-Day of School
 Half-Day of School
 No School for Students
 Full Day of School
 Half-Day of School
 Half-Day for Students
 Half-Day of School
 No School for Students
 Half-Day for Students, Teachers work PM
 Full Day of School – last day

First Semester Student/Staff Days – 87/89

Second Semester Student/Staff Days – 91/91

**SCHEDULE A-4
TEMPORARY TEACHER
LETTER OF AGREEMENT**

The Board of Education of the Zeeland Public Schools and the Zeeland Education Association hereby agree that the following terms and conditions will apply to TEMPORARY TEACHERS.

1. A Temporary Teacher is defined as a person who is not presently a bargaining unit member and who is employed to teach while another teacher is on a leave of absence beyond 60 working days.
2. Temporary Teachers are members of the ZEA bargaining unit.
3. Temporary Teachers have all of the rights and duties of other members of the bargaining unit except that:
 - a. No seniority shall accrue while in the temporary assignment.
 - b. After the temporary assignment is concluded, the Temporary Teacher will have no rights to recall in the district under the contract.
 - c. In the event the district chooses to employ the person in a subsequent assignment which is not a Temporary Teacher assignment, seniority will be granted to said teacher even if the time served as a Temporary Teacher was not continuous with the subsequent assignment.
4. Temporary Teachers will be issued contracts with a termination date stated thereon. A copy of this Letter of Agreement will be attached to each contract and made a part thereof.
5. This Letter of Agreement shall not be interpreted to deny a teacher any rights they may have as a matter of law. This Letter may also not be interpreted to require the District to violate sections 1248 of the Michigan Revised School Code or section 15 of the Public Employment Relations Act, as written.
6. Subject to paragraph 5 above, this letter of Agreement shall not be interpreted to deny any other member of the bargaining unit any rights granted by the contract.
7. _____(name)_____ shall be considered a Temporary Teacher (full time) for _____(teacher being replaced)_____ at _____(school)_____ School.
8. This agreement shall run from _____(date of contract)_____.

For the Board of Education

For the Zeeland Education Association

Date

Date

(Name of teacher)

Date

ADDENDUM #1 – Grievance Form

Grievance Number: _____ Date Filed: _____
Name of Grievant: _____ Building: _____
Assignment: _____

LEVEL ONE – SCHOOL PRINCIPAL

Date the Cause of Grievance Occurred: _____
Statement of Grievance: _____

**Additional information may be attached*

Article(s) of Contract Violated: _____

Relief Sought: _____

**Additional information may be attached*

Grievant Signature: _____ Date: _____

Level One Hearing of Grievance:

Date of Level One Hearing: _____ Disposition: Granted Denied

Position of Principal: _____

**Additional information may be attached*

Signature of Principal Date

Position of Grievant and/or Association: _____

**Additional information may be attached*

Signature of Grievant or Association

Date

LEVEL TWO – SUPERINTENDENT or DESIGNEE

Date Received by Superintendent of Designee: _____

Level Two Hearing of Grievance:

Date of Level Two Hearing: _____ Disposition: Granted Denied

Position of Superintendent or Designee: _____

**Additional information may be attached*

Signature of Superintendent or Designee

Date

Position of Grievant and/or Association: _____

**Additional information may be attached*

Signature of Grievant or Association

Date

LEVEL THREE – BOARD OF EDUCATION

Date Received by Board of Education: _____

Level Three Hearing of Grievance:

Date of Level Three Hearing: _____ Disposition: Granted Denied

Position of Board of Education: _____

**Additional information may be attached*

Signature of Board of Education _____
Date

Position of Grievant and/or Association: _____

**Additional information may be attached*

Signature of Grievant or Association _____
Date

LEVEL THREE – ARBITRATION

Date Demand for Arbitration Filed: _____

Arbitration Summary: _____

**Additional information may be attached*