

***Contractual Agreement***

***Between the***

***WELLS TOWNSHIP SCHOOL DISTRICT #18***

***Board of Education***

***and the***

***Wells Township Teachers***

**Effective September 1, 2017**

**Through June 30, 2018**

Revised 8/4/2017

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## **INTRODUCTION**

The following terms as listed in the Agreement between the Wells Township School Board of Education and Teachers' Bargaining Unit should be interpreted as follows:

- Administration/administrator refers to Superintendent, Principal, Administrator or designated official.
- Board refers to Board of Education of Wells Township School District.
- Bargaining Unit refers to certified teachers of the district.

## **ARTICLE I – TEACHERS' RIGHTS**

- A. The teachers shall have the right to use school building facilities for school purposes at all reasonable hours for meetings, provided the Administration is notified of the building's proposed use. Availability of the school building facilities to the teachers is subject to prior commitments.
- B. The Board agrees to make available in school adequate typing, computing, and facilities for making copies and transparencies to aid teachers in the production of instructional material.
- C. The provisions of this agreement shall be applied without regard to race, creed, religion, color, national origin, sex or marital status.
- D. Teachers have a right to file a grievance (Form A) if they feel any part of this contract has not been upheld. Grievances must be filed, with the administration, within fourteen (14) days after the employee knew or should have known if he/she exercised reasonable diligence and attention that the cause of the grievance had occurred in order to become the basis for a claim. Administrative response must occur within five (5) days after grievance is filed. If a solution can not be met, the local ISD/RESA will be brought in for mediation.

## **ARTICLE II – PROFESSIONAL COMPENSATION**

- A. The salaries of teachers covered by this agreement are set forth in Schedule A, which is attached to and incorporated in this agreement. Each pay period each teacher shall receive the following information:
  - a. Gross Pay

b. Breakdown of deductions including:

- i. Federal Income Tax
- ii. State Income Tax
- iii. Social Security
- iv. Other deductions to be limited to whatever number that can be accommodated by current payroll processing programs.

B. The salary schedules are based upon a normal weekly teaching load according to the accepted school calendar.

C. The following legal holidays shall be observed and school closed:

- New Year's Day
- Memorial Day
- Labor Day
- Thanksgiving Day
- Christmas Day

D. Teachers will be paid on a basis of (26) twenty-six payments. Pay dates for the new contract are as follows:

September 01, 2017	March 02, 2018
September 15, 2017	March 16, 2018
September 29, 2017	March 30, 2018
October 13, 2017	April 13, 2018
October 27, 2017	April 27, 2018
November 10, 2017	May 11, 2018
November 24, 2017	May 25, 2018
December 08, 2017	June 08, 2018
December 22, 2017	June 22, 2018
January 05, 2018	July 06, 2018
January 19, 2018	July 20, 2018
February 02, 2018	August 03, 2018
February 16, 2018	August 17, 2018

### **ARTICLE III - PREPARATION TIME**

Teachers will be provided a duty-free thirty-(30) minute lunch period except for teacher on rotating supervision schedule. This teacher accepts the responsibility for total supervision and control over those pupils on lunch break.

#### **ARTICLE IV – INSURANCE PROTECTION**

- A. The District declares that through June 30, 2018, it shall comply with PA 152 by limiting its contribution to employee medical benefit plans to a hard cap- \$17,892.36 family, \$6,560.52 single, and \$13,720.02 two person. The Board will pay the hard cap for the bargaining unit member and his/her entire family and any other eligible dependents as defined by Blue Cross Blue Shield. The Board also agrees to provide SET/SEG Assurant 80/80 dental coverage and Ultra-Vision Plan 3 without cost for the bargaining unit. The Board agrees to pay \$3000.00 to any teacher in lieu of health insurance. The \$3000.00 is the amount agreed upon for the Cafeteria Plan.

#### **ARTICLE V – EXPENSES AND EXTRACURRICULAR ACTIVITIES**

- A. The teachers will not be responsible for any extracurricular activities with the exception of Christmas and Awards Night. The teachers' attendance at Parent Teacher Organization Meetings shall be optional.
- B. Dates for the above extracurricular activities shall be established with teacher input and be published two (2) weeks prior to the activity.
- C. Teachers shall receive mileage, according to IRS per diem, to any conference or special meetings approved by the Board or its designee that they are requested to attend.
- D. Teachers whom have assumed extracurricular responsibilities (LEGO, after school programs, morning programs) shall be reimbursed at the rate of twenty dollars (\$20) per hour worked.

#### **ARTICLE VI– LEAVES OF ABSENCE WITH PAY – SECTION I**

- A. PERSONAL DAYS /ILLNESS – A maximum of twelve (12) days of personal and/or sick leave per school year is granted. A teacher may accumulate up to one hundred twenty (120) personal/sick leave days with seventy-five percent (75%) reimbursement of actual daily pay at retirement (up to \$7500.00), **OR** fifty percent (50%) reimbursement of actual daily pay if leaving district (up to \$5000.00).

- B. FUNERAL LEAVE shall be allowed to a maximum (unless further extended by the Board) of five (5) successive days, counting the day of death as the first day, in the event of the death of a teacher's immediate family member or the death of the teacher's spouse's immediate family. (Spouse, parents and grandparents, and grandchildren, brothers and sisters, mother-in-law and father-in-law, brothers-in-law and sisters-in-law, daughters-in-law and sons-in-law. Adopted and step members are also included in immediate family.)

### **LEAVES WITHOUT PAY – SECTION II**

- A. PREGNANCY – The District shall grant a child care or pregnancy leave of up to twelve weeks (12) in a school year without pay to teachers requesting such leave in writing. The teacher may use all accumulated sick and personal days with full pay for those days until such days run out or terminate. The teacher will be guaranteed the same or similar position when he/she returns from leave.
- B. SHORT-TERM LEAVE – There may be occasions during a school year when an employee (teacher) of the District may find it convenient or necessary to request a leave of absence without pay. Such leave would be allowed under the following conditions:
1. Any teacher desiring such leave must notify the Administrator in writing at least two (2) weeks in advance of the planned leave;
  2. A fully qualified substitute teacher must be available and agree to substitute.
  3. Any time the leave is under 2 weeks must be approved by Administrator, over 2 weeks Board approval.
  4. A teacher will not be allowed more than two (2) weeks leave without pay in any one (1) school year without approval of the Board of Education.

- C. LONG-TERM LEAVE – One (1) teacher shall be granted a maximum of one (1) school year sabbatical leave. The teacher must have at least seven (7) consecutive full-time years of service with the WTSD system. Any teacher going on sabbatical must notify the Board in writing ninety (90) days prior to the opening of school for the school year in which leave is anticipated. Board approval will be contingent upon the availability of a fully qualified substitute and that substitute’s commitment to take the position for the entire school year.

**ARTICLE VII – STAFF REDUCTION / RECALL / SENIORITY**

- A. In the event it becomes necessary to reduce the number of teachers due to program reduction or elimination or to reduce the number of teachers in a given grade or to layoff teacher(s) because of financial hardship via the District, the Board shall work with the Administrator on making such reductions.
- B. Any layoff pursuant to this Agreement shall automatically terminate the individual’s employment contract. All benefits allowed therein including all benefits under this Master Agreement shall be reinstated in full upon re-employment.
- C. The Board shall give no less than thirty (30) days written notice prior to the end of the semester to the teacher being laid off, stating reason for discharge.
- D. It is intended that this Article, VIII, takes precedence over and governs the individual teaching contracts; and the individual teaching contract is expressly conditioned by this Article.

**ARTICLE VIII – MANAGEMENT RIGHTS**

- A. The Wells Township School District, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and Constitution of the State of Michigan and of the United States including the right to the executive management and administrative control of the school

system. The exercise of these powers, rights and authority, duties and responsibilities by the School and the adoption of such rules, regulations and policies as it may deem necessary shall be limited only by the specific and express terms of this Agreement. It is understood between the parties that any policy changes, real or contemplated, which shall bear on this Agreement, shall be subject to negotiation.

**ARTICLE IX- DURATION**

- A. This Agreement shall be effective as of September 1, 2017, and shall continue in effect for one (1) year until June 30, 2018.
- B. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.
- C. Copies of this agreement titled “Contractual Agreement between the Wells Township School District #18 and the Teachers’ Bargaining Unit” shall be printed at the expense of the board within 30 days after the agreement is signed and presented to all teachers now employed, hereafter employed or considered for employment by the Board. All school district personnel policies or any changes in said policies shall be distributed to all teachers within thirty days of the commencement of this contract or upon employment.

**Bargaining Unit and Board Signatures**

_____	Board President	_____	Teacher
_____	Vice-President	_____	Teacher
_____	Treasurer	_____	Teacher
_____	Secretary		
_____	Trustee		



**Schedule A**

<b>WELLS TOWNSHIP SALARY SCHEDULE 2017-2018</b>				
YEARS	BA	BA+18	MA	MA+15
1	<b>26,790</b>	27,790	28,790	29,790
2	27,540	28,540	29,540	30,540
3	28,290	29,290	30,290	31,290
4	29,040	30,040	31,040	32,040
5	29,790	30,790	31,790	32,790
6	30,540	31,540	32,540	33,540
7	31,290	32,290	33,290	34,290
8	32,040	33,040	34,040	35,040
9		33,790	34,790	35,790
10		34,540	35,540	36,540
11		35,290	36,290	37,290
12		36,040	37,040	38,040
13		36,790	37,790	38,790
14		37,540	38,540	39,540
15		38,290	39,290	40,290
16		39,040	40,040	41,040
17		39,790	41,790	42,790
18		40,540	41,540	42,540
19		41,290		
20		42,040		
21		42,790		
22		43,540		
23		44,290		
24		45,040		
25		45,790		
26		46,540		
27		47,290		
28		48,040		
29		48,790		

All salary schedules are based on 185 days (includes 5 professional development days) and 7.5 hour workday.

## Wells Township School District 2017-2018 Calendar

<ul style="list-style-type: none"> <li>▪ 180 Student/185 Teacher</li> <li>▪ 6.25 hours (6 hrs 15min)</li> <li>▪ (175X6.25)</li> <li>▪ +(5X3.33)=1110.04 hours</li> <li>▪ Start Time 8:40</li> <li>▪ End Time 3:35</li> </ul>		<p>16 ½ Day Days = 20 Students/20Teacher</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #000080; color: white;"> <th colspan="7">FEBRUARY 2018</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td></tr> </tbody> </table>	FEBRUARY 2018							S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28																																																											
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<p>Winter Break- December 23-January 2</p> <p>22 ½ Day</p> <p>Days = 16 Student/16 Teacher</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #000080; color: white;"> <th colspan="7">DECEMBER 2017</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	DECEMBER 2017							S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p>7 Final Day for Students</p> <p>8 &amp; 11 PD Teachers</p> <p>Days = 5 Student/7 Teacher</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #000080; color: white;"> <th colspan="7">JUNE 2018</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table>	JUNE 2018							S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
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**WELLS TOWNSHIP GRIEVANCE FORM**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE(S) OF VIOLATION OR GRIEVANCE: \_\_\_\_\_

SECTION(S) OF CONTRACT VIOLATED: \_\_\_\_\_

FACTS: \_\_\_\_\_

RESOLVED: \_\_\_\_\_

\_\_\_\_\_  
Signature of Grievant(s)

\_\_\_\_\_  
Signature of Administrator





