

AGREEMENT

BETWEEN

MASON BOARD OF EDUCATION

AND

MASON ADMINISTRATORS' ASSOCIATION

JULY 1, 2022 – JUNE 30, 2025

**Mason Public Schools
Mason, Michigan**

INDEX

Article 1 – Recognition3

Article 2 – Employer Rights.....3

Article 3 – Association Rights4

Article 4 – Administrator Rights.....4

Article 5 – Layoff, Reassignment.....4

Article 6 – Vacancies.....4

Article 7 – Transfer.....5

Article 8 – District Discipline Policy.....5

Article 9 – Individual Contract Length5

Article 10 – Evaluation5

Article 11 - Grievance Procedure6

Article 12 – Work Schedule7

Article 13 – Insurance/Leave Benefits.....8

Article 14 – Professional Improvement.....9

Article 15 –Vacant.....10

Article 16 – Wages (See Schedule – Attachment B)..... 10

Article 17 – Other Provisions.....10

Article 18 – Duration of Agreement11

ATTACHMENT A vacant

ATTACHMENT B– Administrative Salary Schedule.....12

ATTACHMENT C– Sample Individual Agreement17

ARTICLE 1
RECOGNITION

- A. The BOARD hereby recognizes the ASSOCIATION as the exclusive bargaining representative pursuant to Act 379, P.A. 1965, as amended, for all administrative employees including Building Administrators, High School Athletic Director, and the Director of Special Education, but excluding the Superintendent, Chief Financial Officer, Director of Information Technology Services, Executive Director of Curriculum, Director of Human Resources, and the Supervisors of Food Service, Maintenance and Transportation.
- B. When the BOARD shall create any new administrative classification, the parties shall meet to bargain concerning the status of that classification in the unit. Should the parties be unable to reach agreement, the dispute shall be settled pursuant to a unit clarification petition filed with the Michigan Employment Relations Commission.
- C. The term "administrator", when used herein, shall refer to all members of the bargaining unit represented by the ASSOCIATION.

ARTICLE 2
EMPLOYER RIGHTS

- A. Rights Reserved
It is agreed that the Employer hereby retains and reserves unto itself, without limitation and without prior negotiations with the Union, all the powers, rights, and authority granted by law or which ordinarily vest in and have been exercised by the Employer, except those which are clearly and expressly relinquished herein by the Employer. These rights include, by way of illustration and not by way of limitation, the right to:
 - 1. Establish policies, manage and control the school district, its facilities, equipment, and its operations and to direct its working forces and affairs.
 - 2. Continue its policies and practices of assignment and direction of its personnel, determine the number of personnel, and the scheduling of all personnel.
 - 3. Hire all employees and, subject to the provisions of law, determine their qualifications and the conditions of their continued employment or their dismissal, discipline, or demotion and to promote, assign, transfer, and lay off employees, and to reduce or increase the number of hours worked and to determine work hours and days.
 - 4. Determine job vacancies and descriptions.
 - 5. Determine fitness for continued employment and require physical or mental examinations of employees, including drug and alcohol testing, by Employer-selected licensed physicians and technicians for reasonable cause.
 - 6. Determine the services, supplies, and equipment necessary to continue its operations and to determine all processes, methods, and means of providing its services and determine schedules and standards of operation, and the institution of new or improved methods.
 - 7. Establish, modify, or change any work, business, shift, or school hours or days.
 - 8. Determine the number and location or relocation of its facilities and work stations.
 - 9. Adopt rules and regulations.
 - 10. Determine the financial policies, including all accounting procedures.
 - 11. Determine the size of the administrative organization, its functions, authority, amount of supervision, and structure of organization.
 - 12. Establish, modify, or change any condition except those covered by the specific provisions of this Agreement.

B. Limitation on Employer Rights

Management shall have all other rights and prerogatives including those exercised unilaterally in the past, subject only to express restrictions on such rights, if any, as are provided in this Agreement. The exercise of the above powers, rights, and authority by the Employer and the adoption of policies, rules, and regulations shall be limited only by the express terms of this Agreement.

ARTICLE 3
ASSOCIATION RIGHTS

Representatives of the Association shall be permitted to transact official Association business on school property provided that such business occurs during non-business hours, unless otherwise having mutual agreement with the Superintendent, or designee.

ARTICLE 4
ADMINISTRATOR RIGHTS

- A. Each administrator shall have the right to review the contents of his/her personnel file. The administrator shall have the right to choose an individual to accompany him/her for such review. No more than one (1) official file (personnel record) be kept for each administrator, and the contents herein shall remain in the building housing the Human Resources Department and Superintendent.
- B. Administrators have the right to due process under the law.
- C. Administrators shall be entitled to Association representation upon request.
- D. Bargaining unit members will be provided with a seniority list annually.

ARTICLE 5
LAYOFF, REASSIGNMENT

- A. Any administrator with teaching experience in the District, who returns to teaching in the District, shall be placed on the teacher salary schedule at least at a level equal to their frozen teacher seniority level. Individuals who return to teaching within three years of accepting an administrative position shall be granted those three years for placement on the teacher salary schedule and seniority list.
- B. Seniority within the School District shall be considered as years of service as a teacher and/or an Administrator. Bargaining unit seniority shall be defined as the length of service within the Mason Administrators' Association bargaining unit.

ARTICLE 6
VACANCIES

- A. A vacant MAA administrative position, that the employer intends to fill, shall be posted within the School District for not less than ten (10) business days. Such posting shall include the minimum qualifications, general duties, and the application and selection procedure to be employed for the position.
- B. It is understood that the Board may fill any of the vacancies described above on an interim basis whenever a need arises for a period of time to be mutually agreed upon. Interim persons from outside of the bargaining unit will not be a part of the Association.

ARTICLE 7
TRANSFERS

- A. Definition: Transfer shall mean the movement from one position to another which has essentially the same job specifications, movement to a position which the Administrator meets the qualifications of, or the movement to a position in which an Administrator has had previous experience as a full time, permanent appointee.
1. Each Administrator requesting a transfer shall be informed, in writing, of the approval or denial of her/his transfer request within ten (10) working days after the interview with the Superintendent upon her/his request and the reasons for denial will be placed in writing at the option of the Administrator.
- B. An Administrator, who has been involuntarily transferred, has the right to request a transfer back to the individual's former or comparable position, per section A.

ARTICLE 8
DISTRICT DISCIPLINE POLICY

In accordance with District policy, an Administrator may only be discharged, demoted or otherwise disciplined for a reason that is not arbitrary or capricious.

ARTICLE 9
INDIVIDUAL CONTRACT LENGTH

Any Administrator after serving two (2) years in any one administrative position or combination of administrative positions within the Mason School system shall be granted a two (2) year contract renewable yearly. A year's experience as an Administrator is defined as any year in which more than fifty percent (50) of that school year was served in an administrative capacity.

Upon mutual agreement by the Board and an Administrator, the individual contract and employment of the Administrator may be terminated without penalty or prejudice against the Board or the Administrator. In this event the Board will pay the Administrator all remuneration and benefits accrued unpaid during the period of employment immediately prior to such termination. In the event the Administrator wishes to obtain the Board's agreement to such mutual termination, the Administrator shall notify the Board at least ninety days before such termination by mutual consent would be effective.

ARTICLE 10
EVALUATION

For the purposes of this document, the term Administrator will be used to identify the members of the Mason Administrators' Association.

A. Evaluator

Evaluations shall be conducted by the Superintendent or an individual designated by the

Superintendent.

ARTICLE 11
GRIEVANCE PROCEDURE

- A. A "Grievance" is an alleged violation of the express terms of this Agreement by an Administrator or Mason Administrators' Association.
- B. The term "day" as used herein shall mean Monday through Friday except when a holiday shall fall on one of those days.
- C. When submitting a written grievance, the grievant will provide the following information on a grievance:
 - 1. It shall be signed by the grievant.
 - 2. It shall contain the date of the alleged violation.
 - 3. It shall be specific.
 - 4. It shall contain a summary of the facts giving rise to the alleged violation.
 - 5. It shall cite the section(s) or subsection(s) of this Agreement which are alleged to have been violated.
 - 6. It shall specify relief requested.

Any grievance not substantially in accordance with the above shall be rejected as improper and shall not extend the time limits contained herein.

- D. Any matter involving the content of the evaluation shall not be grievable. Non-renewal of an Administrator's contract shall not be grievable as the bargaining unit member has redress in the court system. Non-extension shall be handled in accordance with Section H.

Any grievance considered under this procedure must be initiated within ten (10) days of its alleged occurrence.

- E. **Step One** - An Administrator may initiate a grievance by first discussing the matter with the Superintendent or his/her Designee. If the matter cannot be resolved orally, it shall be reduced to writing and submitted to the Superintendent within five (5) days of the oral discussion. The Superintendent shall respond in writing within five (5) days of receipt of the written grievance.
- F. **Step Two** - If the response of the Superintendent is not satisfactory, the Administrator may appeal to the Board of Education within five (5) days of the date of the Superintendent's response. The appeal shall be to the Secretary of the Board who shall transmit the appeal to the Board of Education at its next regularly scheduled meeting. The Board or a designated Board committee will hear the grievance within twenty (20) days of that meeting. The Board shall render its final decision no later than ten (10) days from the date of the hearing. The Board's decision shall be final in this grievance procedure. Thereafter, the Administrator/Association may seek redress in the court system.
- G. The time limits stated herein shall not be extended except by written mutual agreement between the Association and the Administration.
- H. If the Board shall determine not to extend the Administrator's contract it shall adopt a resolution

informing the Administrator of its decision. Upon request of the Administrator, it shall afford the individual a hearing before the Board to discuss the reasons for non-extension.

ARTICLE 12
WORK SCHEDULE

- A. Annual contracted workdays by administrative position are listed below. The holidays of Labor Day (1), Thanksgiving (2), Christmas Eve/Christmas Day (2), New Years' Eve/New Years' Day (2), Mid-Winter Break (2), and Memorial Day (1) are credited as workdays. If school is in session on any of these holiday(s), the holiday(s) will be placed on the administrator's work calendar on a non-instructional day.

High School Principal	230 days
Middle School Principal	230 days
High School Asst Principal	220 days
Middle School Asst Principal	220 days
Elementary Principal	220 days
Special Education Director	220 days
Athletic Director	220 days

- B. In addition, the administrator may work an additional five (5) days in a contract year with the prior written approval of the superintendent at the daily rate. The Superintendent, at his/her own discretion, may grant additional workdays, paid at the daily rate.
- C. Assistant Principals may count up to two days on their work calendars for work of eight (8) hours or more required on a Saturday or Sunday. Approval for such days must be granted by the building principal. The building principal will notify the Superintendent of the calendar adjustment and the specific day(s) being traded.
- D. The administrators will have the same work schedule as the teachers for Parent-Teacher Conferences.
- E. All Administrators will receive three (3) flex days per fiscal year. A one (1) week notice of request to utilize a flex day, along with a description of the work performed in advance, is required to be submitted to the Superintendent before the request is approved.

ARTICLE 13
INSURANCE/LEAVE BENEFITS

- A. The Board shall remit premiums as presented below to provide all full-time MAA members health, dental, vision, life and long term disability insurance for a full twelve (12) month period. The Board agrees to pay the cost of health insurance premiums up to the annual ‘hard cap’ limit that is in place at the start of the medical plan year, as established by MCL 15.563, as amended by 2013 Public Act 270, for cost of health insurance premiums, taxes, and fees, with the employee paying the balance of the cost of health insurance premiums, taxes, and fees via payroll deduction. MAA members who do not elect Plan A will select Plan B:

PLAN A

West Michigan Health Insurance Pool, BCBS PPO \$250 (90% plan) Annual Deductible
In-Network \$500 (100% plan)
Delta Dental Plan 80/80/80 \$1,500 Annual max; \$1,500 Lifetime Orthodontic max
\$25,000 Life Insurance with AD&D
\$5,000 Basic Life with AD&D
Vision VSP-3 Plan
LTD 60 day modified fill, 66 2/3%, \$7,500 monthly max.

OR

West Michigan Health Insurance Pool, BCBS PPO \$500 (100% plan) Annual Deductible
In-Network
Delta Dental Plan 80/80/80 \$1,500 Annual max; \$1,500 Lifetime Orthodontic max
\$25,000 Life Insurance with AD&D
\$5,000 Basic Life with AD&D
Vision VSP-3 Plan
LTD 60 day modified fill, 66 2/3%, \$7,500 monthly max.

PLAN B (No health insurance)

\$250 per month in cash
Delta Dental Plan 80/80/80 \$1,500 Annual max; \$1,500 Lifetime Orthodontic max
\$30,000 Life Insurance with AD&D
Vision VSP-3 Plan
LTD 60 day modified fill, 66 2/3%, \$7,500 monthly max.

Cash in lieu payments are conditional upon the District receiving documentation of other coverage that meets the Affordable Care Act minimum value and coverage requirements.

The parties agree to reopen negotiations annually, at the request of either party, for the purpose of agreeing on a health insurance carrier, prior to the district’s health insurance plan year.

- B. The Board shall provide, without cost to the Administrator, the opportunity to utilize the benefits of a Child/Dependent Care Spending Account, a Medical Spending Care Account, and Cash in Lieu of Health Insurance as provided for in Section 125 and 129 of the Internal Revenue Code. The program shall be devised mutually by the Board and the Association and will be in accordance with IRS rules and regulations. In the event that IRS regulations, federal law, or state law regarding these programs are changed, the Board and the Association shall meet to rewrite the program to comply with changes in the law.

In accordance with IRS regulations, any money deducted and not claimed for reimbursement cannot be returned to the Administrator. The school district shall retain the portion of such

excess funds needed to fund the administrative costs of the programs. Any additional monies, including interest earned on those monies, shall be put into a scholarship fund for students.

C. Sick Leave Benefits

Each Administrator shall upon employment with Mason Public Schools be credited with seventy-two (72) days of sick leave. During the first six (6) years of service additional yearly sick leave allotments of twelve (12) days per year will not be granted. Upon completion of six (6) years of service, the Administrator will be credited with all unused sick leave and thereafter, yearly sick leave allotments of twelve (12) days will be granted with no limit as to accumulation of days. At the beginning of every school year, each administrator shall be credited with three (3) personal business days. The personal business days herein granted when used shall be deducted from the sick leave.

D. Earned Days

Upon the completion of three years as an Administrator in the Mason Public Schools, an individual who has accumulated at least thirty (30) sick days and misses two days or less the previous year will be granted an "earned day." Earned days may be used at any time during the year upon application to and approval by the Superintendent. A maximum of five (5) earned days may be accumulated. The use of an earned day shall not be counted as part of any other leave, and the employee may elect to be compensated at the rate of \$100 per day rather than take the time off.

E. Leave of Absence

Upon the administrator's written request and the Superintendent's recommendation, a leave of absence without pay may be granted to the administrator for the enumerated reasons found below. Unless otherwise stated below, the leave of absence will be granted at the discretion of the Board of Education. The administrator on leave shall provide written notification regarding his/her intent to return from the leave ninety (90) days prior to the termination of the leave.

1. Maternity leave shall be granted for up to a maximum of one calendar year.
2. Any administrator whose medically documented personal illness or disability extends beyond the compensated period as listed in Section C. of this Article shall be granted an unpaid leave of absence for such time necessary for complete recovery from such illness or disability, or for up to one (1) year, whichever is shorter.
3. Any administrator may voluntarily request a leave of absence for one year in such case where a reduction of administrative staff within the unit becomes necessary.

ARTICLE 14
PROFESSIONAL IMPROVEMENT

A. Professional improvement of Administrators is encouraged. It is understood that no reasonable request for professional improvement shall be denied as long as funds are available. These activities will be congruent with the District's curriculum and leadership goals. Prior approval by the Superintendent is required.

B. The Board shall pay dues to a state and national professional organization. Dues paid on behalf of the Administrator will be deducted from the building level administrative inservice account. Organizational membership shall be related to the Administrators' professional duties and

responsibilities.

- C. The Board agrees to reimburse any administrator for the costs incurred for tuition, books and supplies associated with up to four (4) credits of graduate level coursework in any one year. The employee will only be reimbursed if a passing grade is earned. One year is defined as beginning July 1 and ending June 30 of the next calendar year. Reimbursement will be contingent upon the Superintendent's decision as to whether the course is related to the administrator's responsibilities.

ARTICLE 15
VACANT

ARTICLE 16
WAGES

(See Schedule – Attachment B)

ARTICLE 17
OTHER PROVISIONS

- A. Administrators, employed by the district prior to August 2017, are entitled to terminal leave pay of 1% of their salary schedule for the year the Administrator leaves the District for each year of service to the District, provided the bargaining unit member has been employed as an Administrator in the District for 5 years. The Administrator need not enter the retirement system to receive terminal leave pay.
Administrators employed by the district beginning August 2017 or later are entitled to terminal leave pay of 1% of their salary schedule for the year the Administrator leaves the District for a total of 10 years of service to the District, provided the bargaining unit member has been employed as an Administrator in the District for 10 years and is entering the retirement system. Administrators terminated by the Board are not eligible for termination pay.
- B. If the District offers a retirement incentive, the Association will be notified.
- C. The Board will reimburse administrators per the rate established in Board Policy for mileage required to perform their duties.
- D. The Board will reimburse an administrator for the cost of a state issued Administrator and Teacher Certificate at a rate of one hundred sixty dollars (\$160.00) each.
- E. An emergency manager appointed under the Local Financial Stability and Choice Act is authorized to exercise powers as provided in the Local Financial Stability and Choice Act, 2012 Public Act 436.

ARTICLE 18
DURATION OF AGREEMENT

The duration of this Agreement shall be three (3) years, commencing July 1, 2022 and terminating June 30, 2025.

FOR THE BOARD OF EDUCATION:



President, Mason Board of Education

10/18/22
Date



Secretary, Board of Education

10/14/22
Date

FOR THE ASSOCIATION:



President, Mason Administrators' Association

10/19/2022
Date



Representative, Mason Administrators' Association

10/19/2022
Date

ATTACHMENT B

2022-23	EP	MSP	AP/AD	HSP	SED
STEP	220 days	230 days	220 days	230 days	220 days
1	\$ 93,620	\$ 100,856	\$ 91,811	\$ 107,188	\$ 96,332
2	\$ 95,024	\$ 102,368	\$ 93,188	\$ 108,796	\$ 97,777
3	\$ 96,450	\$ 103,904	\$ 94,586	\$ 110,428	\$ 99,243
4	\$ 97,896	\$ 105,463	\$ 96,005	\$ 112,085	\$ 100,732
5	\$ 99,365	\$ 107,045	\$ 97,445	\$ 113,766	\$ 102,243
6	\$ 100,855	\$ 108,650	\$ 98,907	\$ 115,472	\$ 103,777
7	\$ 102,368	\$ 110,280	\$ 100,390	\$ 117,204	\$ 105,333
8	\$ 103,904	\$ 111,934	\$ 101,896	\$ 118,962	\$ 106,913
9	\$ 105,462	\$ 113,613	\$ 103,425	\$ 120,747	\$ 108,517
10	\$ 107,044	\$ 115,317	\$ 104,976	\$ 122,558	\$ 110,145

2023-24	EP	MSP	AP/AD	HSP	SED
STEP	220 days	230 days	220 days	230 days	220 days
1	\$ 95,492	\$ 102,873	\$ 93,647	\$ 109,332	\$ 98,258
2	\$ 96,925	\$ 104,416	\$ 95,052	\$ 110,972	\$ 99,732
3	\$ 98,379	\$ 105,982	\$ 96,478	\$ 112,637	\$ 101,228
4	\$ 99,854	\$ 107,572	\$ 97,925	\$ 114,326	\$ 102,747
5	\$ 101,352	\$ 109,185	\$ 99,394	\$ 116,041	\$ 104,288
6	\$ 102,873	\$ 110,823	\$ 100,885	\$ 117,782	\$ 105,852
7	\$ 104,416	\$ 112,486	\$ 102,398	\$ 119,548	\$ 107,440
8	\$ 105,982	\$ 114,173	\$ 103,934	\$ 121,342	\$ 109,052
9	\$ 107,572	\$ 115,885	\$ 105,493	\$ 123,162	\$ 110,687
10	\$ 109,185	\$ 117,624	\$ 107,076	\$ 125,009	\$ 112,348

2024-25	EP	MSP	AP/AD	HSP	SED
STEP	220 days	230 days	220 days	230 days	220 days
1	\$ 97,402	\$ 104,930	\$ 95,520	\$ 111,519	\$ 100,224
2	\$ 98,863	\$ 106,504	\$ 96,953	\$ 113,192	\$ 101,727
3	\$ 100,346	\$ 108,102	\$ 98,407	\$ 114,889	\$ 103,253
4	\$ 101,852	\$ 109,723	\$ 99,884	\$ 116,613	\$ 104,802
5	\$ 103,379	\$ 111,369	\$ 101,382	\$ 118,362	\$ 106,374
6	\$ 104,930	\$ 113,040	\$ 102,903	\$ 120,137	\$ 107,969
7	\$ 106,504	\$ 114,735	\$ 104,446	\$ 121,939	\$ 109,589
8	\$ 108,101	\$ 116,456	\$ 106,013	\$ 123,769	\$ 111,233
9	\$ 109,723	\$ 118,203	\$ 107,603	\$ 125,625	\$ 112,901
10	\$ 111,369	\$ 119,976	\$ 109,217	\$ 127,509	\$ 114,595

Add an additional \$2,500 for any Association member that has earned an Education Specialist or Doctorate degree.

ATTACHMENT C
Sample Individual Contract

Account: **NUMBER**
Building: **NAME**

MASON PUBLIC SCHOOLS
Administrative Contract

THIS AGREEMENT, entered into this 1st day of **MONTH, YEAR**, between the Mason Board of Education, hereinafter called "Board", and **NAME** hereinafter called "Administrator."

WITNESSETH:

1. The Board agrees to employ the Administrator for a term of two (2) years, from July 1, **YEAR**, to June 30, **YEAR**. The current assignment at the time of entering into this Agreement is Elementary Principal. In that position the Administrator shall work 220 days each fiscal year.
2. The Administrator hereby accepts said employment for the term specified in paragraph 1, and specifically represents to the Board of Education that he/she is certified and qualified under the laws of the State of Michigan to perform the duties of Elementary Principal.
3. The wages, hours and working conditions of the Administrator including rights of layoff and transfer as well as salaries and fringe benefits are as stated in the Master Agreement now in effect between the Board of Education and the Mason Administrator's Association. Salary for the current year will be **\$AMOUNT**.
4. The Board agrees to pay the Administrator the wages specified in paragraph 3 on a bi-weekly basis in equal installments, commencing with the first payroll in August and ending with the last payroll in July.
5. This contract shall be deemed to have been renewed for a period of one (1) year unless the Board shall have given written notice to the contrary sixty (60) days prior to its termination date of July 1, **YEAR** in which case reasons shall be given and a hearing provided if requested in accordance with Section 245 of the School Code of 1976, as amended.
6. The Administrator may terminate this contract by delivering to the Secretary of the Board a written notice of his/her election to resign or retire at least ninety (90) days prior to any anniversary date of this contract.
7. It is mutually understood and agreed that this contract does not confer tenure upon the Administrator in any administrative capacity.

IN WITNESS WHEREOF the parties hereto have set their hands this day and year above written.

BOARD OR ITS DESIGNATE

ADMINISTRATOR

By _____
Superintendent

By _____

Date _____

Date _____