

**AGREEMENT**

**BETWEEN**

**MASON BOARD OF EDUCATION**

**AND**

**MASON ADMINISTRATORS' ASSOCIATION**

**JULY 1, 2017 – JUNE 30, 2020**

**Mason Public Schools  
Mason, Michigan**

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**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 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 not to exceed one semester unless 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 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.
- 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

McLaren HMO \$500/\$1000 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.

OR

McLaren HMO HSA \$2000/\$4000 Annual Deductible  
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 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**  
**PHYSICAL EXAMINATION**

Under the terms of this contract, the Board of Education agrees to pay all charges not covered by the insurance company for a physical examination. A maximum of one physical every two years will be reimbursed.

**ARTICLE 16**  
**WAGES**

(See Schedule – Attachment B)

**ARTICLE 17**  
**OTHER PROVISIONS**

- A. The District will attempt to provide leave privileges, insurance and fringe benefits equal to or greater than those provided for other building level professional employees.

The Board will provide additional compensation to administrators annually at the following levels:

Assistant Principals/Athletic Director	\$2700
Elementary Principals/ Special Education Director	\$2850
High School and Middle School Principals	\$3000

This compensation is not to be reflected in the salary schedule and may be used for any of the following: term life insurance, universal life insurance, variable adjustable life insurance, or annuity.

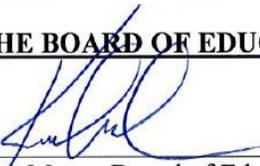
- B. Administrators, employed by the district prior to August 2017, are entitled to terminal leave pay of 1% of their salary schedule for the year the Administrator leaves the District for each year of service to the District, provided the bargaining unit member has been employed as an Administrator 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.
- C. If the District offers a retirement incentive, the Association will be notified.

- D. The Board will reimburse administrators per the rate established in Board Policy for mileage required to perform their duties. Furthermore, administrators will receive a stipend of \$55.00 (fifty-five dollars) for any miles exceeding 1000 (one thousand) in a contract year and an additional \$27.50 (twenty-seven dollars and fifty cents) for each 500 (five hundred) miles thereafter.
- E. The Board will reimburse an administrator for the cost of a state issued Administrator Certificate at a rate of one hundred sixty dollars (\$160.00).
- F. 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, 2017 and terminating June 30, 2020.

**FOR THE BOARD OF EDUCATION:**

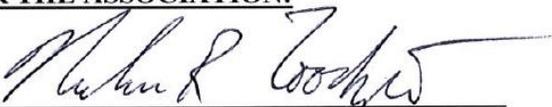
  
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President, Mason Board of Education

8-14-17  
Date

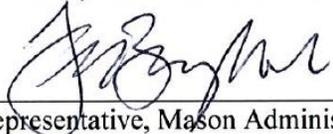
  
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Secretary, Board of Education

8-14-17  
Date

**FOR THE ASSOCIATION:**

  
\_\_\_\_\_  
President, Mason Administrators' Association

9/21/17  
Date

  
\_\_\_\_\_  
Representative, Mason Administrators' Association

9/20/17  
Date

**ATTACHMENT B**

**MASON PUBLIC SCHOOLS  
2017-18 SALARY**

	<b>Exper.</b>	<b>EP</b> 220 days	<b>MSAP</b> 220 days	<b>MSP</b> 230 days	<b>HSAP/AD</b> 220 days	<b>HSP</b> 230 days	<b>SED</b> 220 days
	1	80,461	78,046	86,897	78,851	92,527	82,875
	2	82,633	80,158	89,246	80,983	95,029	85,112
	3	84,809	82,263	91,593	83,113	97,531	87,352
	4	86,985	84,373	93,943	85,245	100,031	89,592
	Factor	1	0.97	1.08	0.98	1.15	1.03

**Longevity**

Factor	Years						
1.0125	5	88,072	85,428	95,117	86,311	101,282	90,712
1.0225	7	88,943	86,272	96,057	87,159	102,282	91,608
1.0325	11	89,811	87,116	96,996	88,015	103,282	92,504
1.0425	15	90,682	87,959	97,936	88,868	104,283	93,401
1.0525	19	91,552	88,803	98,875	89,720	105,282	94,298

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

The longevity steps are for administrative experience in the district. Individuals who have teaching experience in the district and move directly into a district administrative position, will have their total years used for determining longevity after the completion of five administrative years (0-4 steps).

Association members will receive an off-schedule payment of \$1,000.00.

**ATTACHMENT B**

**MASON PUBLIC SCHOOLS  
2018-2019 SALARY**

	<b>Exper.</b>	<b>EP</b> 220 days	<b>MSAP</b> 220 days	<b>MSP</b> 230 days	<b>HSAP/AD</b> 220 days	<b>HSP</b> 230 days	<b>SED</b> 220 days
	1	81,265	78,826	87,766	79,639	93,452	83,703
	2	83,459	80,959	90,138	81,793	95,979	85,963
	3	85,657	83,086	92,509	83,944	98,506	88,225
	4	87,855	85,217	94,883	86,097	101,032	90,488
	Factor	1	0.97	1.08	0.98	1.15	1.03

**Longevity**

Factor	Years						
1.0125	5	88,953	86,282	96,068	87,174	102,295	91,619
1.0225	7	89,832	87,135	97,018	88,031	103,305	92,524
1.0325	11	90,709	87,987	97,966	88,896	104,314	93,429
1.0425	15	91,589	88,838	98,915	89,757	105,325	94,335
1.0525	19	92,468	89,691	99,864	90,618	106,335	95,241

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

The longevity steps are for administrative experience in the district. Individuals who have teaching experience in the district and move directly into a district administrative position, will have their total years used for determining longevity after the completion of five administrative years (0-4 steps).

Association members will receive an off-schedule payment of \$1,000.00.

**2018-2019 SALARY**

The parties agree to a wage reopener for the 2019-2020 contract year.

**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 \_\_\_\_\_