

**MASTER AGREEMENT
BETWEEN
WYOMING PUBLIC SCHOOLS
&
WYOMING EDUCATION ASSOCIATION
August 15, 2024 - August 14, 2027**

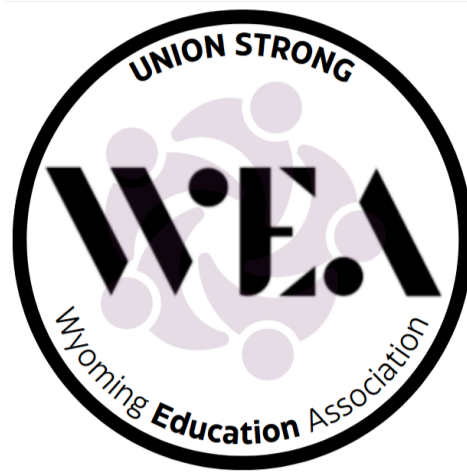


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**WYOMING PUBLIC SCHOOLS
BOARD OF EDUCATION
AND
WYOMING EDUCATION ASSOCIATION
MEA/NEA**

AGREEMENT

This Agreement is entered into this 15th day of August 2024, by and between the Board of Education of the Wyoming Public Schools, hereinafter called the “Board”, and the Wyoming Education Association, affiliated MEA/NEA, hereinafter called the “Association” or “WEA,” as the sole representative for the employees of the Wyoming Public Schools in the bargaining unit recognized in Article I.

PREAMBLE

WHEREAS the Board and Association recognize and declare that providing a quality education for the students of the Wyoming Public Schools is their mutual aim and that the character of such education depends predominantly upon the quality and morale of the teaching service, and

WHEREAS the members of the teaching profession are particularly qualified to assist in formulating policies and programs designed to improve educational standards, and

WHEREAS the Board has a statutory obligation, pursuant to the Michigan Public Employment Relations Act, as amended, to bargain with the Association as the representative of its teaching personnel with respect to hours, wages, terms and conditions of employment, and

WHEREAS the parties, following extended and deliberate professional negotiations, have reached certain understandings which they desire to memorize as follows:

**ARTICLE I
Recognition**

A. Employer Recognizes Association

1. Included and Excluded

The Board hereby recognizes the Association as the exclusive and sole bargaining agent for the appropriate bargaining unit, described and defined as:

All professional personnel certified by the Michigan State Department of Education on tenure or probation, including teachers, guidance counselors, media specialists, social workers, speech and hearing therapists, teachers of the home/bound or hospitalized, school nurses, occupational therapists, but excluding administrative and supervisory employees whose function is to evaluate the performance of professional personnel.

2. Term "Teacher"

The term "teacher", singular or plural, when used hereinafter in this Agreement, shall refer to all personnel represented by the Association in the bargaining unit as defined above, who are subject to the Teacher Tenure Act.

3. Term "Ancillary Staff Member"

An employee covered under this agreement who is not subject to the Teacher Tenure Act

4. Term "Unit Employee"

Any employee covered under this agreement whether or not subject to the Teacher Tenure Act.

B. New Position

The board agrees to post all new positions via e-mail sent to all Unit Employees.

C. Exclusive and Sole Bargaining Agent

The Board agrees not to negotiate with any Unit Employees' organization other than the Association, with regard to the Unit Employees covered by this contract, for the duration of this Agreement.

D. Annexation

In the event that this District shall annex one or more districts, the Board will continue recognition of the Association and the employment of its members consistent with the terms of this Agreement to the extent not prohibited by law.

In the event the Board annexes another District, the parties recognize that the Master Agreement shall continue in full force and effect, to the extent not prohibited by law, unless otherwise mutually agreed to by the parties.

ARTICLE II Board Rights

A. Retain Powers

The Board, on its own behalf and on behalf of the electors of the school district, hereby retains and reserves unto itself 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:

To the executive management and administrative control of the school system and its employees, properties and facilities.

To hire all employees and subject to the provisions of law to determine their qualifications, the conditions of their continued employment, their dismissal or demotion, and to promote and transfer all such employees.

B. Limit Employer of Rights

The exercise of the foregoing powers, rights, authorities, 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 by the specific and express terms of this 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 III
Association Rights**

A. Non-Discrimination

Pursuant to Michigan Statutes, the Board hereby agrees that every Unit Employee shall have the right to organize, join and support the Association as long as the Unit Employee's activities do not infringe upon the Unit Employee's assignment. The Board agrees that it will not discourage, deprive or coerce any Unit Employee in the enjoyment of any rights conferred by the laws of Michigan or the Constitutions of Michigan and the United States that it will not discriminate against any Unit Employee with respect to hours, wages or any terms and conditions of employment by reason of the Unit Employee's membership or non-membership in the Association; participation or non-participation in any activities of the Association or collective professional negotiations with the Board, or the institution of any grievance, complaint or proceeding under this Agreement with respect to any terms or conditions of employment.

B. Notification of Contract Changes

The Board shall notify the President of the Association of a pending change or adjustment in an individual Unit Employee's contract, if said change or adjustment results from the establishment of a new position, or the reassignment of a Unit Employee, or an extension of the same services previously contracted, or other changes which would represent a departure from the usual procedures which would produce contract change. During the summer recess, the President of the Association shall advise the Superintendent or his/her designee as to which officer of the Association reports are to be made if the President is not immediately available to furnish a prompt reply.

C. Board Providing Information

The Board agrees to furnish the Association with the agenda and the Minutes of all Board Meetings. Upon written request, the Board agrees to furnish all information which concerns the financial resources of the district, tentative budgetary requirements and allocation and such other information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the Unit Employees and their students. (The Board agrees to furnish information, which may be necessary for the Association to process any grievance or complaint). Personnel policies and changes to policies shall be made available on the district's website as soon as practicable.

The Board shall notify the WEA President and Membership Chair of all new hires and changes in Unit Employee status.

D. Millage or Bond Issues

The Board agrees to advise the Association before any announcement is made concerning any millage or bond issue to be presented to the voters of the school district.

E. Construction

The Board agrees to report to the Association information on all proposed construction including location, size, tentative floor plan, etc. Such information shall be reported before the finalization of plans.

F. Student Fundraising

All sales within the district by student groups that involve a house-to-house canvass must first have the approval of the Superintendent or his/her designee. Only those Unit Employees within a building that have given their prior written approval shall be involved in a sale.

G. Association Use of Buildings

Duly authorized representatives of the Association and their respective affiliates shall be permitted to transact official Association business on school property at times that a building is available and there is a custodian on duty. The Association president shall be provided one office space, telephone, and computer for the use of the WEA to conduct business, communicate with members, and maintain WEA documents.

H. Association Use of School Equipment

The Association has the privilege, with permission by the persons responsible, to use meeting facilities and office equipment of the schools for school related business, including computers, typewriters, duplicating equipment, calculating machines, and all type of audio equipment at reasonable times, when such equipment is not otherwise in use, provided those operating the equipment are skilled and knowledgeable in its operation and the material is not detrimental to the Employer and Association. The Association shall be responsible for any and all damages to the school facilities and equipment due to the misuse by the Association. Work performed in no way directly or indirectly may assist a profit-making enterprise.

I. Advisement of Issues by Board

The Association shall be duly advised by the Board of fiscal, budgetary and tax programs affecting the District.

J. Designated Bulletin Board

The Association and its members shall have the right to use the school building facilities for official Association Business at all reasonable hours outside the school day upon prior written request submitted to and approved by the Superintendent or his/her designee. A designated bulletin board in an established Unit Employee rest area (or lounge) shall be made available to the Association and its members. Other established media for communication in the school district will be made available to the Association, including the email system for communication to members relating to official Association business. The Board and Administration agree to allow for the email system to be used without risk to confidentiality between the Association and its members, to the degree permitted by law.

K. Financial Information

The Board agrees to make available to the Association, through the Superintendent or his/ her designee in response to written requests, all available financial information in the form maintained by the Board and available to the constituents of the school district.

L. Communication between Board and Association

Any communications from the Association to the Board shall be forwarded by its duly authorized officers, or its designated representative, to the Superintendent or his/her designee. Conversely, any communications from

the Board will be transmitted by the Superintendent or designated representative to the President of the Association.

M. Released Time

A Unit Employee engaged during the school day in any professional grievance negotiation on behalf of the Association with any representative of the Board shall be released from regular duties without loss of salary for any negotiations or arbitration requested by the Board which will involve the Unit Employee during the school day, and the Unit Employee will be released from regular duties without loss of pay.

Association officers or representatives of the Association shall, providing a qualified substitute is available, be released from regular duties without loss of salary for official union business purposes. The Association is entitled to use twenty (20) days per year. In the event of urgent association business, a maximum of ten (10) additional days may be granted. Unit employees released under this provision shall not be charged with leave days against their individual accumulations. No Unit Employee shall be absent from the classroom for more than four (4) work days per year for the purpose of conducting WEA business.

The Association President shall be granted leave time of up to .60 FTE with full salary and benefits, provided the Association shall reimburse the board \$13,500 for .40 leave, \$15,000 for .50 leave or \$16,500 for .60 leave. This time will be used for, but not limited to, shared common interests such as school business, district leadership, and employee advocacy. Upon completion of the said time, the Unit Employee shall be returned to the position previously held if it still exists. If a position does not exist, the employee will be given a comparable FTE that is otherwise consistent with the assignment. Any change in the release time FTE from year to year shall be mutually agreed upon by the WEA and administration.

ARTICLE IV

Unit Employee Rights and Protection

A. Rights Under Michigan Law

Nothing contained herein shall be construed to deny or restrict any employee rights guaranteed under the Michigan General School Laws and PERA. The rights granted to the unit employee hereunder shall be deemed to be in addition to those provided by law.

B. Wearing Identification of Membership

No unit employee shall be prevented from or required to wear insignia, pins, or other identification of membership in the Association either on or off school premises.

C. Rights of Citizenship

Notwithstanding their employment, unit employees shall be entitled to full rights of citizenship, and no religious or political activities of any unit employee or the lack thereof shall be grounds for any discrimination with the respect to the professional employment of such unit employee. The private and personal life of any unit employee is not within the appropriate concern or attention of the Board.

D. Board Support for Students with Special Needs

The Board recognizes its responsibility to give all reasonable support and assistance to the unit employee with respect to the maintenance of control and discipline in the classroom. When it appears that a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians or other

professional persons, the Board will take reasonable steps to provide appropriate services as determined by IDEA 97, State mandates and Section 504. The unit employee remains responsible for implementing the students' IEP or 504 plan where applicable.

E. Unit Employee Assault

Any case of assault upon a unit employee (physical, verbal, or digital--such as, but not limited to Twitter, Facebook, Instagram, other social media platforms, email, etc.), while in the performance of duties, or as an outgrowth of duties, shall be promptly reported to the Superintendent, or designated representative. The accused student shall immediately be removed from that staff member's classroom (i.e., classroom teacher/instructional paraprofessional) and/or caseload (e.g., social worker, psychologist, counselor), if requested by the staff member or required by statute and/or policy. The Board shall provide the staff member with paid time off without charge to any compensable leave bank needed for the handling of the incident by law enforcement and judicial authorities. The Board shall provide legal counsel to advise the unit employee of legal rights and obligations with respect to such assault and shall render all reasonable assistance to the unit employee in connection with the handling of the incident by law enforcement and judicial authorities.

F. Unit Employee Injury to Person or Damage/Loss of Property

In the event civil action is sought as a remedy as the result of an assault or credible threat upon the unit employee, while in the performance of assigned duties, or as an outgrowth of teaching duties, the Board of Education shall render all reasonable legal assistance to the unit employee in seeking a judgment for injury to person or damage to property.

The Employer shall reimburse any bargaining unit employee for the cost of damages to or destruction of the bargaining unit employee's vehicle, clothing, and/or personal items, provided such damage, destruction, or loss occurred on Wyoming Public Schools' premises and can be reasonably demonstrated was not occasioned by the negligence of the bargaining unit employee.

G. Assistance to Unit Employee in Complaints or Suits

If any unit employee is complained against or sued by reason of appropriate disciplinary action taken by the unit employee against the student, in performance of the assigned duties, the Board shall provide legal counsel. The Board shall render necessary assistance to the unit employee in the unit employee's defense, provided the unit employee is not in violation of Article VII, Section N.

H. Reasonable Legal Assistance

Reasonable legal assistance shall be interpreted as providing legal consultation to protect the unit employee's rights. Said consultation shall not mean the actual filing, processing, or a Board-provided lawyer's presence at a suit or trial. It shall mean the right to discuss with said Board provided lawyer all facets of the situation and be provided with legal recommendation.

I. Payment for Time Lost

The Board reserves the right to pay the unit employee for time lost on a case-by-case basis in connection with any incident in this Article.

J. Complaints

Any written complaint directed toward a unit employee shall be promptly called to the unit employee's attention through appropriate channels. No material related to complaints filed against a teacher, including but not limited to student, parental, or school personnel complaints originating after initial employment, will be

placed in a bargaining unit employee's personnel file unless the bargaining unit employee has had an opportunity to review the material. The unit employee may submit a written notation or reply regarding any material, including complaints, and the same shall be attached to the file copy of the material in question. Complaints that are investigated and found to be unsubstantiated shall not be included in the employee's file or used in the evaluation process.

K. Reasonable Care

Unit employees shall be expected to exercise reasonable care with respect to the safety of pupils and property, but shall not be held responsible by the Board, except in the case of gross negligence or gross neglect of duty, for any damage or loss to person or property.

L. Unit Employee Personnel Files

A unit employee will have the right to review the contents of their personnel record upon written request (can be via email) and to have a representative of the Association accompany them in such review. Such requests shall be at reasonable intervals (generally not more than two (2) times in a calendar year) and review will be scheduled during normal administration office hours. Other examination of a unit employee's file shall be limited to those who have a professional need for access.

Unit employees should review and sign all materials adverse to the unit employee that are to be included in their personnel file. Such signing does not necessarily indicate agreement. The unit employee may submit a written statement in regard to such materials for inclusion in the personnel file. If the bargaining unit employee believes the material placed in the file is inappropriate or in error, removal or correction of that information must be mutually agreed upon by the employer and the employee and a representative of the Association if desired. The unit employee may request removal of any written reprimand, or record of oral reprimand, which is more than three (3) years old. The removal of such records is conditional upon the approval of the Superintendent or designee, upon there having been no further problems in a similar area, and provided the record is not a record of unprofessional conduct as defined in MCL380.1230b.

A unit employee must first make a request for the removal of a record to the human resources department. The request must be in writing (an email will suffice) and include the unit employee's arguments for removal of the record(s) in question. In the written request for record(s) removal, an employee may request a meeting with human resources to present their case prior to HR issuing a determination. If a meeting is requested, it shall occur within ten (10) business days of the date HR receives the request. HR will provide the unit employee with a written decision (can be via email) within ten (10) business days of the date of the request (if no meeting is requested), or within ten (10) business days of the meeting.

If the unit employee's request to remove a record from their file is denied by HR, the unit employee may appeal the decision to the superintendent within ten (10) business days of receiving the denial. A request for appeal must be in writing (email) to human resources. HR will coordinate a meeting between the superintendent and the unit employee within fifteen (15) business days of receiving the request. The superintendent will provide a written determination within ten (10) business days following the appeal meeting.

A unit employee may elect to have an Association representative present at any of the meetings mentioned in this section.

The unit employee may request removal of any written reprimand, or record of oral reprimand, which is more than six (6) years old, and such records shall be removed upon there having been no further problems in a similar area, and provided the record is not a record of unprofessional conduct as defined in MCL380.1230b.

M. Freedom of Information Act Request (FOIA)

If a FOIA request is made for any information on any unit employee in the district, the Board of Education or administrator representing the Board shall:

1. Notify immediately the affected employee(s) orally and then in writing who are subject to a FOIA request.
2. Release to the employee(s) names of all those requesting the FOIA documents.
3. Allow the employee(s) and the Association to review said documents or files before releasing any information or documents.
4. Exclude from the FOIA request response all materials not timely or inappropriate and information excluded under federal and state laws.

N. Tobacco/Drug Free Environment

1. The Board of Education shall maintain a tobacco/drug free environment in accordance with State law and Board Policies.
2. Resources may be available through the Wellness Program.

O. Hazardous or Unsafe Working Conditions

In the event administration becomes aware of a situation that poses a health or safety threat to staff or students, unit employees will be notified as soon as possible and be provided appropriate guidance.

P. Audio/Video Surveillance and Electronic Monitoring

1. Video surveillance/electronic monitoring equipment may not ordinarily be used inside a classroom or laboratory. Absent extraordinary circumstances, video surveillance/electronic monitoring equipment may not be operated in areas where there is a reasonable expectation of privacy by staff or students and where appropriate confidential or private activities/functions are routinely carried out (e.g., rest rooms, locker rooms, private offices, conference/meeting rooms, and/or staff lounges.) Any exception to this rule must first be authorized by the Superintendent on the grounds that no other supervision option is feasible and that the need is pressing and outweighs the privacy interest of the students or other persons likely to be observed. Surveillance of such locations may not be authorized on an ongoing basis. Audio and/or video recordings generated from devices that are installed in public spaces such as gymnasiums, cafeterias, hallways, parking lots, and the like shall not be used in the performance evaluation process for any Unit Employee.

Real-time viewing shall be limited to the building principal or his/her designees (e.g., security personnel, other administrators, and secretarial staff responsible for providing visitors with access to the building).

Authorized users of video surveillance/electronic monitoring systems shall be approved by the Superintendent or building principal. Only individuals with a legitimate occupational or educational interest in the video recording shall be designated as authorized users.

Authorized users shall restrict system use to that for which it is intended.

Video monitors used to view video recordings should not be located in a position that enables public viewing.

2. Board Policies 5805 and 5806 will be followed regarding parents, guardians, and/or students making recordings of teachers without their prior consent. In the event these policies are violated, the

incident shall be promptly reported to the Superintendent, or designated representative to handle the situation with urgency. Any audio or video recordings made in violation of these policies shall not be used in the performance evaluation process for any unit employee. Should changes to these policies be under review by the Board, the Union and Administration will meet to reevaluate and agree to the language for this section of the contract.

Q. Discipline and Discharge Standards

No Unit Employee who has earned tenure with Wyoming Public Schools shall be discharged without reasonable and just cause.

No unit employee shall be disciplined for reasons that are arbitrary and capricious.

R. Progressive Discipline

A process of progressive discipline shall be followed. The following progression of discipline for each incident shall be followed:

1. Oral reprimand, then
2. Written reprimand, then
3. One-day suspension without pay, then
4. Three days suspension without pay, then
5. Further suspensions without pay, then
6. Discharge.

The parties recognize that the severity of an offense may justify the acceleration of the above progression of discipline. In such situations, the Association and the Administration will meet to discuss the appropriate level of discipline.

S. Applicability to Evaluation Scoring

Discipline as defined above should not take the place of effective evaluation nor comprise a major component of the evaluation score.

T. Association Representation

The employer shall offer association representation to the bargaining unit employee in any case where an allegation has been made against the employee by a parent, student, or colleague that is the subject of the meeting or if the administration suspects the employee may have committed some offense.

The Association Representative and Association President shall be informed of the subject matter of any meeting a bargaining unit employee is required to attend related to discipline or any student/parent complaint about the Unit Employee in advance of the meeting and shall be permitted to meet privately with the employee in advance of such a required meeting.

A Unit Employee shall be entitled to have present a representative of the Association during any meeting which will or may lead to disciplinary action by the Employer. When a request for such representation is made, no action shall be taken with respect to the Unit Employee until such representative of the Association is present. The employee shall be entitled to the specific representative of their choice, but if that person is not immediately available, the meeting will not be unreasonably delayed. Should disciplinary action likely occur at a given meeting, the Unit Employee shall be advised immediately of said possibility and be notified by the Employer of the right to representation under this provision of the Agreement. If a Unit Employee is offered

representation and declines, it is a best practice for the administrator involved in the meeting to get the denial of representation in writing, which could mean an email.

U. Committee Membership

The district shall indemnify and otherwise hold harmless any bargaining unit employee serving as a participant on District, state, or federally mandated committees. At District expense, the bargaining unit employee(s) shall be provided with legal counsel in the event of complaints and/or litigation arising because of participation on such committees.

ARTICLE V

Qualifications, Vacancies, Transfers, Reduction and Recall of Staff

A. Definition of Highly Qualified and Fully Certified

Fully qualified and certified shall mean that unit employees demonstrate certification requirements in compliance with the Michigan Department of Education, as well as highly qualified requirements set forth by the State and/or Federal Government.

B. Ability to Work

Unit employees shall possess and maintain sufficient good health (physical and mental) to satisfactorily perform the essential functions of their assigned position. In cases where the Administrator believes a unit employee's physical or mental condition has caused inadequate performance in the classroom, the unit employee may be requested by the Superintendent, or designated representative, to submit to a physical or psychiatric examination. Expenses for such examination shall be paid by the Board. Failure to acknowledge the request may be adequate cause for indefinite suspension and forfeiture of salary and leave benefits. The stages of progressive discipline will be followed, up to and including dismissal.

C. Notification and Posting of Vacancies and New Positions

1. A vacancy shall be defined for purposes of this Agreement as a position within the bargaining unit presently unfilled, including newly created positions.
2. Any vacancy that occurs after the beginning of the school year shall be posted as a temporary vacancy and remain posted until filled, which may be by long-term substitute if there are no internal applicants, or no external applicants that administration deems acceptable for the position. If the position is to continue beyond the initial school year, it shall be posted again prior to the next school year and filled in accordance with the provisions for filling vacancies outlined below.
3. In years when staff reduction is not required, the Superintendent's designee will notify all unit employees of pending staff vacancies. This will be implemented by posting notice of vacancies on the Wyoming Public Schools website, as well as transmission via District email to each employee. Interested persons have seven (7) working days to apply. Said positions shall be filled in accordance with the procedure outlined below.
 - a. When there is to be a vacancy within a building, the vacancy shall first be offered to staff within the building who are certified and qualified for the position. Any teacher working in multiple buildings shall have the opportunity to be considered as part of the building staff for which a vacancy arises. The most qualified internal applicant who is certified for the job shall

- be awarded the position. In the event two (2) or more applicants are tied for the qualification determinations outlined above, the position will be awarded to the most senior applicant.
- b. In the event a vacancy still exists after being offered to staff within the building, internal qualified applicants from the district at large shall be awarded the position prior to considering external applicants, except that external candidates may be awarded vacancies before internal candidates who are in their first year of employment, received a rating of “needs support” on their most recent evaluation, and/or on an IDP with a “developing” rating in the prior year. The most qualified and adequately certified district applicant shall be awarded the position. In the event two (2) or more applicants are tied for the qualification determinations outlined above, the position will be awarded to the most senior applicant.
 - c. Awarding a vacancy to external applicants shall only occur if no existing bargaining unit employees meet the criteria outlined in this Section, except that external candidates may be awarded vacancies before internal candidates who are in their first year of employment, received a rating of “needs support” on their most recent evaluation, and/or on an IDP with a “developing” rating in the prior year.

D. Transfers

1. **Definition of Transfer:** A “transfer” shall be defined as either a voluntary or involuntary change in (1) a bargaining unit employee’s position or assignment to another position or assignment within the bargaining unit, (2) building assignment, (3) grade level(s), (4) subject area(s) included in an assignment (but at secondary this does not apply to different classes within the same subject area), (5) a non-classroom assignment such as librarian, guidance counselor, etc., or (6) special education assignment such as learning disability, emotionally impaired, etc. Administration reserves the right to change the building assignments of Speech Pathologists, Physical Therapists, Occupational Therapists, and Social Workers based on the changing needs of students with IEPs.
2. **Voluntary Transfer of Teachers**
 - a. **Purpose**
With the knowledge that maximum results can be obtained in the instructional program by the most judicious assignment of teaching personnel, the Board will facilitate the assignment process by providing for the voluntary transfer of teachers between buildings and/or other positions for which they are certified. Teachers who wish to transfer to another position must have an effective rating in their most recent year-end evaluation. No bargaining unit employee shall be discriminated against because of a request to transfer. Vacancies caused by a voluntary transfer shall be posted unless that vacated position is eliminated or filled by another voluntary transfer.
 - b. **Request Procedure**
Personnel desiring to transfer to another grade level, content area, and/or building shall submit a written request to the Superintendent or designated representative, indicating the grade level, content area, and/or building to which the teacher desires transfer. A voluntary change in assignment between two (2) teachers within a building may be approved by the building administrator. A voluntary change in assignment between teachers in two different buildings shall be acted upon as follows:
 - i. Routine transfer requests will be acted upon commencing June 1st of each year. Subsequent to the submission of the letter of request to the Superintendent, or designated representative, conferences will be arranged with the principals concerned.
 - ii. The principals concerned shall submit within five (5) days of the arranged

conference a written statement recommending or denying release or acceptance, as the case may be, to the Superintendent or designated representative and to the Association.

- iii. The teacher and the Association shall receive notification of the decision of the Superintendent or designated representative, within fifteen (15) days after the receipt of the principal's recommendation.

C. Assignment

All class assignments shall be by building and handled as follows: By March 1 of each school year, unit employees within each departmental area or building shall be provided an opportunity to confer with and make recommendations to administration regarding offered courses and proposed unit employee teaching assignments as part of the process of developing a final master schedule for the next school year. A tentative master schedule for the following school year will be shared with all unit employees before the end of the current school year.

3. Involuntary Transfers

Involuntary transfers may be affected only for reasonable and just cause. Whenever involuntary transfers are required and volunteers are unavailable, thirty (30) calendar days' notice of the intention to transfer specifying the reasons for the transfer and the specific position to be transferred to shall be provided to the affected unit employee and the Association. The parties agree to meet as necessary to discuss the reassignment. Cause for involuntary transfer includes only cause involving the individual's performance or as part of a necessary reduction of force to maintain the most senior qualified staff possible district-wide consistent with the requirements of this Agreement. No unit employee shall be involuntarily transferred to implement a new curriculum, new program, or school improvement plan developed pursuant to any enacted State or Federal Laws unless required by that statute.

E. Change in Work Location/Moving Classrooms

In the event that a unit employee moves to another position, location, or temporary storage during the school year, the district will provide a substitute for up to three (3) working days. District custodial/maintenance personnel will assist in moving the teacher's classroom materials. The teacher shall be given access to the new location as soon as it is available.

In the event that a unit employee moves to another position, location, or temporary storage after the school year has ended, the district will, upon the teacher's request, provide a stipend of up to six (6) hours at the Schedule D rate for any time spent in moving locations. District custodial/maintenance personnel will assist in moving the teacher's classroom materials. The teacher shall be given access to the new location as soon as it is available.

F. Reduction of Personnel/Layoff

In the event Administration determines a reduction in staff is necessary, the following procedures will be used:

1. Non-certified, then probationary certified teachers will be laid off first, provided there are certified and qualified teachers to replace them.
2. In the event reduction is still necessary, then tenured teachers shall be retained according to the system outlined below:

a. Mid-Year Reductions

Beginning with the first name on the District seniority list, Unit Employees shall be placed in an assignment in the following order of priority:

- i. Current assignment.
- ii. Another department or grade in their current building for which they are certified and qualified, if there is an open position.
- iii. Current grade or department in another building for which they are certified and qualified.
- iv. Another grade or department in another building for which they are certified and qualified.
- v. If no position is available in any grade or department for which the individual is certified and qualified, in any building, the individual will then be laid off.

District administration will work in collaboration with union leadership to place affected staff in an assignment following the above process.

b. End-of-Year Reductions

In the event that staff reductions are necessary, the Board will determine which positions will be eliminated. District administration will work in collaboration with union leadership to place affected unit employees in an assignment following an agreed upon process that honors seniority, qualification, and certification.

3. After a reduction of teachers as outlined above, if there are teaching positions that are created and/or vacant, laid-off teachers who are adequately certified and qualified for the position(s) will be given the first opportunity to fill such positions. The notification shall be given to all laid-off teachers, and the vacancy or vacancies shall be filled by the most adequately qualified laid-off teacher(s) who are certified, according to the order on the recall list.
4. The Association will be notified of the contemplated reduction in personnel at least ten (10) calendar days before the layoff notices are distributed to the teachers. Teachers being laid off shall receive a 35-calendar day notice in writing before the effective date of layoff.
5. The Board shall give written notice of layoff or recall from layoff by first sending an electronic communication. If no response is received after 24 hours, the Board shall send a registered letter or certified letter to the teacher at their last known address. It shall be the responsibility of the teacher to notify the Board of any change in address. From the date the certified letter is delivered to the address on file, the employee will have 24 hours to respond before the District moves on to the next employee on the recall list. The employee who failed to respond will be permanently removed from the layoff list.
6. The certification and qualifications of an employee to be laid off shall be the certification and accumulated qualification on file with the Board at the time the layoff occurs. The certification and qualification of an employee to be recalled from layoff shall be the certification and qualifications on file with the Board at the time the notice of recall from layoff is sent. It is the employee's responsibility to notify the Board, in writing, of any inaccuracies in Board records and/or any changes as they occur.

7. Teachers laid off shall have insurance benefits continued and paid by the Board in accordance with the provisions in Article X until the end of the month following the notice of layoff. After that, a laid-off teacher may continue their insurance benefits in accordance with the carrier's layoff/benefit continuation policy, with the employee responsible for paying the full premium at the applicable COBRA rate.

G. Recall

1. Recall Procedure

Teachers on layoff shall be recalled in order of greatest seniority to the next available position for which they are certified and qualified as defined in Article V, Section A. above. Laid-off teachers who earn a new area of certification subsequent to their layoff, shall be eligible for recall in the area of new certification only when a position becomes open and available for recall without causing another teacher to be laid off. No new teacher shall be hired in a position for which there is a teacher awaiting recall who is certified and qualified as defined in Article V., Section A. above.

2. Part-time Recall rights

Part-time bargaining unit members who make application to the Superintendent or the Superintendent's designee in writing prior to March 15 of any calendar year to expand their hours, shall receive any available position for which they are certified and qualified prior to the recall of any laid-off teacher, except that a part-time teacher on an IDP will not be eligible for a job with expanded hours under this provision.

3. Forfeiture of Recall

A teacher refusing an offer of recall to a position for which the teacher is certified and qualified and which is equivalent in FTE to the one from which he/she was laid off shall be deemed a voluntary quit and shall result in forfeiture of the further right of recall and permanent removal from the recall list. The only exemption from this shall be if the teacher is under contract with a different Michigan School District at the time of recall. In such a case, the teacher shall have the ability to finish the term of their contract before reporting for duty at the district of recall. Should the teacher refuse that option, he/she shall be deemed to have voluntarily quit as set forth above.

H. Retirement/Employment

1. Retired teachers may be given an opportunity, at the employer's discretion, to work in various capacities after regular bargaining unit members have been given such opportunity. Seniority will not be accrued in these positions. Pay for these positions shall be at the discretion of the employer in consultation with the Association. Retirees shall not be eligible for insurance benefits, cash in lieu of insurance, or accumulation of leave time. The Association shall be consulted prior to any retiree's employment in a bargaining unit position. Retirees shall not be employed for greater than one school year in any bargaining unit position without reapplication, which will ensure the applicant pool is tested annually. Retirees will commit to their resignation at the end of each school year when they accept any position within the bargaining unit.
2. Retirees performing extra-duty positions must reapply to a posting the first year after retirement.

I. Seniority

1. Seniority Defined

Seniority is defined as length of continuous service in the Wyoming Public Schools in a bargaining unit position from the last date of hire by the Board. (The date used for the last date of hire shall be the first compensated day in the position or the date on which employment was acted upon by the Board, whichever comes first.)

2. Leaves of Absence

Leaves of absence granted in accordance with the provisions of the Master Contract shall not constitute an interruption in continuous service. However, seniority shall be frozen and shall not accrue during any unpaid leaves of absence greater than one (1) school year granted for reasons other than health or military leave.

3. Outside Credit

Credit given for outside experience in school districts shall not be considered for the purpose of accumulating seniority.

4. Administrative Experience

Unit Employees who return to the bargaining unit after having served in an administrative capacity shall retain all previously accumulated seniority as a member in the bargaining unit. This right shall be limited to two (2) years from the date any unit employee becomes an administrator.

5. Half-time Service

Half-time members who also have had half-time administrative duties shall be granted a half-year's seniority credit for every year employed under said circumstances.

6. Seniority List/Accrual

K-12 Accrual. All unit employees in the K-12 program shall accumulate seniority on a full-time basis regardless of hours worked.

7. Ties in Seniority

Ties shall be broken by ranking the tied unit employees in order of the highest four digits determined by the last four digits of their social security numbers. The seniority list should be printed with ties ranked by social security four-digit numbers (9999 beats 0000).

J. Furnishing a Seniority List

1. List Requirements

The Board shall provide the Association a complete and updated personnel list weekly (including itinerant employees) enumerating the following:

- a. First and Last Name
- b. Start date of employment
- c. Position assigned/place of work
- d. Classification and Step
- e. School email address and Personal email address (if collected)
- f. Mailing address and phone number

A seniority list shall also be made available to all staff via the WPS/IN intranet.

WEA President and Membership Chair shall be given, electronically, the same information above within five (5) business days of any new hires of bargaining unit members that occur throughout the year.

Termination of employment by any bargaining unit member shall be reported to the Designated Association Representatives, including the termination date, via e-mail no later than five (5) business days after the member's last day of employment.

Notification of any bargaining unit member placed on layoff or leave of absence (paid or unpaid) shall be reported to the WEA President and Membership Chair via e-mail no later than five (5) business days after the first day of leave.

2. List Corrections

Errors in the list should be brought to the attention of the Director of Human Resources.

K. Reporting Changes in Qualifications or Certification

Unit employees will provide all credit hours, majors and minors, and certification changes to the Human Resources Office.

L. Teaching Certificate Renewal

Unit employees are responsible to maintain proper certification. Failure to maintain a current teaching certificate may result in termination of employment. Administration will provide automated reminders of certification expiration dates to teachers each year.

Teachers holding emergency or temporary endorsements and who fail to secure their full approval in a timely manner may be reassigned to positions for which they are certified and qualified. If no such position exists, their employment may be terminated.

ARTICLE VI Evaluation

A. Evaluation System

Beginning with the 2024-25 school year the negotiated performance evaluation system shall include a rigorous, transparent, and fair performance evaluation system that includes the following:

1. Specific performance goals identified as follows to improve the teacher's effectiveness in the upcoming school year:
 - a. For probationary teachers, by their assigned administrator in consultation with the teacher
 - b. For teachers on an IDP, by their assigned administrator in consultation with the teacher
 - c. For tenured unit employees, or unit employees in their fifth year or greater not eligible for tenure, rated "developing" or "needing support" on their last evaluation ("minimally effective" or "ineffective" for evaluations prior to July 1, 2024), by their assigned administrator in consultation with the teacher
 - d. For tenured unit employees, or unit employees in their fifth year or greater not eligible for tenure, rated "effective" on their last evaluation ("effective" or "highly effective" for evaluations prior to July 1, 2024), by the employee, in consultation with their assigned administrator
2. An evaluation of the teacher's job performance with timely and constructive feedback.

3. Clear approaches to measuring student growth with relevant data on student growth.
4. Multiple rating categories that take into account student growth and assessment data or student learning objective metrics that have been negotiated with the Association.
5. An evaluation committee composed of teachers selected by the Association and designees selected by WPS administration to review and discuss the evaluation system each year.
6. A negotiated year-end evaluation form that utilizes other objective criteria for the 80% of the year-end evaluation determination that is not determined by student growth and assessment data and/or student learning objectives.
7. The use of student growth and assessment data and/or student learning objective metrics will account for 20% of the year-end evaluation determination.
 - a. The student growth and assessment data and/or student learning objectives shall be mutually agreed upon by the Association and WPS administration or their designees. These metrics will be posted on the WPS Evaluation Warehouse by WPS prior to the start of each school year and reviewed annually by the evaluation committee prior to posting.
 - b. The teacher, in consultation with their administrator, shall be allowed to eliminate data attributable to students who have excessive absences, are partial year transfers into/out of the teacher's classroom, or who have other anomalous circumstances that both the teacher and administrator agree warrant eliminating that data.

B. Process

The negotiated performance evaluation system will be outlined with detail on the WPS Evaluation Warehouse and will be updated and maintained regularly by WPS central admin. All information about the evaluation system and evaluation timelines will be available electronically to all unit employees on the WPS Evaluation Warehouse.

1. Classroom observations that are intended to assist in the year-end performance evaluation for teachers will be conducted as follows:
 - a. The teacher shall be notified no later than the end of the second week of school each year who the administrator will be that conducts their year-end evaluation. If no notification is provided by the end of the second week of school each year, that teacher shall be evaluated with the default rating of "effective." In the event that a teacher moves into a building after the start of the school year, the two-week window shall start from their first day on the job. In the event of a change in administrator for any building, teachers will be informed of any change in their evaluator.
 - b. The classroom observations used in the year-end evaluation will include a review of the teacher's lesson plan for the day of the observation and the state curriculum standard being used in the lesson. The lesson plan for the observation will be submitted electronically to the principal within 48 hours of the observation. Unless identified as a deficiency in performance within an existing IDP, or unless a teacher is in their first three years of employment as a teacher, teachers will only be required to submit lesson plans to an administrator for the day(s) they are being observed to comply with the provisions of this Section.
 - c. The observation must include a review of pupil engagement in the lesson that is observed.
 - d. Observations shall be no less than thirty (30) minutes, except that observations for tenured teachers rated effective or higher on their last year-end evaluation may be no less than fifteen (15) minutes.
 - e. There shall be notice of each observation date given to the teacher at least five (5) or more school days prior to the observation.

- f. Feedback on the observation will be discussed during the post-observation meeting between the administrator conducting the observation and the teacher. Post-observation meetings will take place in-person or electronically/virtually, as agreed upon by both parties, no later than fourteen (14) days after the observation occurred. At or before the post-observation meeting, the teacher will be provided written feedback on that observation via the digital evaluation platform.
 - g. There shall be at least 2 classroom observations of a teacher in each school year the teacher is evaluated that are conducted at least 45 calendar days apart. The first observation shall occur no later than December 15 for tenured teachers and no later than November 1 for non-tenured teachers each school year.
 - h. There shall be no unscheduled observations, but this does not impair the right of administrators to visit classrooms at any time.
 - i. No observation will be scheduled the day before or after vacation, without the agreement of the teacher, or the day after a teacher returns from a leave of absence.
 - j. Teachers shall be given the opportunity for a mid-year performance update. For teachers not on an IDP or in their first year of their probationary period, who were rated effective in their last year-end evaluation, this mid-year performance update will be optional.
2. Beginning July 1, 2024, the annual performance evaluation system will assign a year-end rating of “effective”, “developing” or “needing support”.
 3. The year-end evaluation determination and form shall be delivered in person or electronically no later than May 15. In the event there is no year-end evaluation as described above, the teacher shall be deemed “effective” per the year-end evaluation determination.
 4. Teachers who work less than 60 days in any school year, or who have their evaluation results vacated through the grievance procedure available only to tenured teachers as outlined in section C below, or are otherwise not evaluated due to extenuating circumstances the district deems applicable for exempting a teacher from the annual evaluation process as agreed upon by the Association, shall not be provided an evaluation for that year. Said teachers shall receive the same rating they received in the prior year for the current year if it was conducted by the district.
 5. If a tenured teacher had been rated “highly effective” or “effective” for three (3) consecutive year-end evaluations, they shall be evaluated every third year thereafter. If the subsequent year-end rating is not “effective” on an evaluation following the third year, the teacher shall be evaluated annually until receiving an “effective” rating for an additional three (3) consecutive years. Any teacher who is not being evaluated will not be required to participate in any part of the negotiated performance evaluation system.
 6. In addition to the above procedures, teachers who are evaluated with an IDP (received a “minimally effective”, “ineffective” prior to July 1, 2024, or “needing support”, or “developing” rating thereafter, and/or 1st year teachers) shall be provided the following:
 - a. Specific performance goals that will be used to assist in improving effectiveness for the next school year developed in consultation with the teacher.
 - b. Training to be provided by the district to assist the teacher in meeting the goals of the IDP. Training may be provided outside of contractual time.
 - c. A mid-year progress report, supported with at least two (2) classroom observations conducted consistent with Section B.1 above and completed no later than February 1, that is

- used as a supplemental tool to gauge a teacher's improvement from the preceding school year and to assist in any needed additional improvement that is aligned with the existing IDP.
- d. A Mentor teacher placed by administration in consultation with the Association who is informed of the conditions and requirements of the IDP in order to assist the mentee in the described performance goals of the IDP.
 - e. WEA president will be informed of any teacher being placed on an IDP in order to assist and monitor the process.
7. Any non-compliance with the evaluation process as described above shall be subject to the grievance process, though evaluation ratings themselves are not subject to grievance or appeal, with the exception of the options available to tenured teachers as outlined in C below.
8. All teachers shall have the right to submit a rebuttal to their evaluation which will be included in their personnel file and attached to the year-end evaluation.

C. Rights of Tenured Teachers

1. A tenured teacher who is rated as "needing support" shall have the following due process rights to challenge said rating:
- a. The teacher may request a review meeting of the evaluation and the rating to their administrator to discuss the evidence of the rating. In the event that the teacher still has concerns, they may move to the next step.
 - b. The teacher may request a review of the evaluation and the rating to the district's superintendent. Such a request must be made in writing within 30 calendar days after the teacher is informed of the rating. A written response to the review with any modifications of the year-end performance rating shall be provided to the teacher within thirty (30) calendar days from the date the request for review was made.
 - c. If the written response does not resolve the matter, the teacher or the Association may request mediation through the Michigan Employment Relations Commission and provide a copy of that request to the administration.
 - i. The request must be submitted in writing within thirty (30) calendar days after the teacher receives the written response from the superintendent.
 - ii. Within fifteen (15) calendar days of receipt of the request for mediation, the district shall provide a written response to the teacher and the association confirming the mediation will be scheduled as appropriate.
2. A tenured teacher who receives two (2) consecutive ratings of "needing support" may demand to use the grievance procedure as outlined in Article XIII.

D. Training on evaluation system, tools, and reporting forms

Within the first two (2) weeks of each school year, the district shall provide training to all New Teachers on the evaluation system, reporting forms and other important components of the year-end evaluation process and how each reporting form is used during the process. For all other teachers, a touchpoint on evaluation will be presented at the first staff meeting of the year in each building.

ARTICLE VII

Teaching Assignments and Hours

A. Term "Normal Teaching Day"

1. K-12 Hours

The normal teaching day will consist of a 7 hour and 30-minute day, of which a maximum of 6 hours and 15 will be spent in scheduled class periods. Unit employees are required to report 20 minutes prior to the start of scheduled class periods and remain until 25 minutes after scheduled class periods have ended.

2. Secondary Schedule and Planning Time

- a. A normal secondary teaching load where the class periods are 55 to 60 minutes duration will consist of an assignment of any combination of classes for six periods. The normal or basic assignment assumes the secondary teacher will have, daily, one (1) period of 55 to 60 minutes or its equivalent for planning (five periods of teaching, one of planning time). Planning time will not include any assigned duties and will be used solely at the professional discretion of the classroom teacher. Every attempt will be made to assign no secondary teacher more than three preps.
- b. Secondary unit employees in non-teaching roles (including, but not limited to social workers, counselors, speech pathologists, etc.) shall be granted a total of 55 to 60 minutes for planning daily, or its equivalent on a weekly basis. Such planning time will not include any assigned duties and will be used solely at the professional discretion of the Unit Employee. Unit employees in these roles shall have the liberty to flex their schedule in order to achieve the contractual planning time. In the event they are unable to facilitate such a schedule, they will work with building administration to establish schedules that include contractual planning time.
- c. Modifications to the contractual daily schedule for assemblies, testing, and the like, that result in the loss of planning time, shall be proposed to the Association, and unit employees shall be compensated for the loss of planning at the Schedule D rate if it amounts to at least .5 hours of lost planning time.
- d. All programming that uses flex, push-in, or similar models, shall utilize a method of scheduling to establish consistency and follow best practice. Schedules will include teacher planning time prescribed in section VII(A)(2). Said schedules shall also be provided to all involved teachers and building administrators. Any necessary adjustments to the schedule will be promptly communicated.

3. Elementary Schedule and Planning Time

In order to build collaboration and maximize quality instructional time in our elementary classrooms, administration will seek input from elementary classroom teachers on the elementary instruction schedules.

- a. Each elementary Specialists' teacher shall receive the equivalent of 100 minutes per week of planning time during the student instructional day. No block shall be less than 25 minutes. Administrators reserve the right to buy back up to 50 minutes from a Specialists' teacher's schedule at schedule A rate, if necessary. In addition, the 20 minutes immediately before and the 25 minutes immediately after the student instructional day will be considered planning time.

- b. Other elementary teachers shall receive weekly planning time as detailed below. As needed, a floating sub shall be provided during annual IEP reviews. Any additional parent meeting, requested by a parent, shall be scheduled by the teacher at the teacher's convenience. Planning time will not include any assigned duties and will be used solely at the professional discretion of the classroom teacher.

Elementary planning time (Grades K-6) will be provided as one 50-minute block per day. Elementary planning time K-6 will be provided by Specialists' teachers in the areas of Art, Music, PE, Media/Technology. While it is the goal to provide students with as many enrichment opportunities as possible during Specialists' time each week, it may not always be possible that every classroom receives each of these subjects every week as we strive to minimize travel for Specialists' teachers.

- c. Elementary unit employees in non-teaching roles (including, but not limited to social workers, counselors, speech pathologists, etc.) shall be granted a total of 50 minutes for planning daily, or its equivalent on a weekly basis. Such planning time will not include any assigned duties and will be used solely at the professional discretion of the Unit Employee. Unit employees in these roles shall have the liberty to flex their schedule in order to achieve the contractual planning time. In the event they are unable to facilitate such a schedule, they will work with building administration to establish schedules that include contractual planning time.
- d. Modifications to the contractual daily schedule for assemblies, testing, and the like, that result in the loss of planning time, shall be proposed to the Association, and unit employees shall be compensated for the loss of planning at the Schedule D rate if it amounts to at least .5 hours of lost planning time.
- e. All programming that uses flex, push-in, or similar models, shall utilize a method of scheduling to establish consistency and follow best practice. Schedules will include teacher planning time prescribed in section VII(A)(3). Said schedules shall also be provided to all involved teachers and building administrators. Any necessary adjustments to the schedule will be promptly communicated.

4. Travel/Passing Time

It is agreed that there is no less than a four (4) minute travel/passing period between classes of Art, Music and Physical Education, Media and Technology. Said travel/passing time will not be considered part of the teacher's planning time.

5. Meetings

Up to one (1) monthly staff meeting and up to one (1) quarterly department/PLC/grade level meeting may be held in each building during either the before or after school Unit Employee report time, dependent on district-established building report times. The principal in each building, in conjunction with the school improvement team, will develop the schedule for the content of one monthly staff meeting and the one quarterly department/PLC/grade level meeting. Meetings will be on Tuesdays and of a duration of no longer than forty-five (45) minutes per meeting. Meetings must end more than 15 minutes prior to the start of the instructional day or begin no earlier than 15 minutes after the end of the instructional day.

No required meetings or required activities (as outlined in Article VI.H) will be scheduled on any State of Michigan or federal elections day. This does not preclude voluntary meetings or activities and also does not apply to sporting events or other Schedule B job responsibilities.

6. State/Federal Mandated Assessments

Teachers supporting the administration of (i.e. administering or supervising non-testing students) State or Federal mandated assessments in lieu of teaching shall not lose planning time. Loss of planning time will be compensated at the Schedule D Rate.

7. K-12 Part Time Assignments

Part-time Unit Employees shall not be required to split their day for more than the time equivalent to one (1) class period (excluding lunch). For example, a .60 FTE teacher will not be required to teach first, second, and sixth hour.

Part-time Unit Employees are expected to participate in any in-service days, but only to the same proportion that they would normally work for that day (i.e., a staff member who works only half days in the mornings should attend the morning portion of the in-service and would be dismissed for the afternoon sessions). Faculty meetings are expected to be attended, except where the meetings occur at opposite ends of the staff member's reduced work day (i.e., staff members working mornings should attend faculty meetings held before school but would not be expected to attend an after-school meeting). They are expected, however, to ascertain the discussions of any meetings not attended. Part-time Unit Employees who are required to attend a meeting that exceeds their regular workday, will be compensated at the Schedule D rate.

Parent-teacher conferences are an obligation of all regular contract teachers, full or part-time.

8. Early Childhood

Because of the special nature of the students, schedule, and operations of the Early Childhood program, the Administration and the Association will meet yearly to agree upon a modified daily schedule. See below for the current agreed-upon schedule:

Monday - Thursday

School Day Start Time (Staff)	7:55am
School Day (Students)	8:15am - 3:30pm
School Day Ends (Staff)	3:55pm

Friday

Prep Time (Staff only)	8:00am-1:30pm
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9. Alternative Education

The WEA and administration acknowledge that the conventional educational model may not address the needs of every student. Therefore, alternative education approaches may vary from the standard model, including adjustments to the schedule such as start and end times, reporting days, flexibility in classroom attendance, among other aspects. In light of this, the commitment to recognizing the instructional and preparation minutes of teachers within alternative education will be integral to the program's development. The administration and the Association will collaborate and agree upon all areas of the above programming that alter or vary from the current CBA.

B. Departures from Normal Teaching Day

The following situations are to be considered departures from the normal teaching load and therefore subject to additional remuneration:

1. Extra Class

Teachers electing to fill an offered six (6) period teaching assignment with the loss of the planning period, shall receive an additional one-sixth ($1/6^{\text{th}}$) of the teacher's base pay.

2. Teaching Courses Simultaneously

Only in circumstances when a teacher agrees and when there is no other option to keep a unit employee's schedule a full time FTE will administration request an employee to teach low-enrollment courses simultaneously (eg. Spanish 3 and 4). Said teacher shall still be granted a duty free lunch (or compensated accordingly if an alternative agreement is reached) and said teacher shall still be granted a planning period (unless electing to fill an offered six (6) period teaching assignment).

3. Independent Study

In the event that a teacher is asked and agrees to do an independent study with a student or group of students while simultaneously teaching another course, said teacher will be compensated at a prorated amount of a 1/6th based on the number of independent study students enrolled. (For example, one independent study student in a class will be paid at - 1/6th contract * 1/28.)

4. Special Area Teaching Time

- a. When teachers of the special areas take over an elementary classroom, it is understood that the regular classroom teacher will be free to use this time for planning. The classroom teacher shall, if requested by the special teacher, assist the teacher of special areas on the day of the performance or activity. Whenever the teachers of these areas are absent and the classroom teacher must forfeit this planning and conference time, the teacher shall be compensated at the hourly rate specified in Schedule D. Teachers of special areas shall receive shared, pro rata, excess membership compensation with the elementary classroom teacher when applicable, with the pro rata amount determined at the beginning of the school year. Fractional parts of an hour shall be prorated.
- b. The classroom teacher and special area teacher will split responsibility for delivery of students between rooms.

C. Covering a Class for an Absent Teacher

In all situations of an absent teacher, Administration will attempt to attain a substitute teacher. In the event a substitute teacher is not available, at the option of the teacher and with prior supervisor's permission, covering a class for another instructor will receive in addition to regular compensation, the Schedule D hourly rate. In the event that a co-taught, push-in, or flex class is absent a teacher and no substitute is available, the teacher covering the class will receive in addition to regular compensation, the Schedule D hourly rate. If the teacher is asked and agrees to cover a class for another instructor while simultaneously teaching, the teacher will receive two (2) times the Schedule D hourly rate.

D. Assignments beyond the Normal Teaching Schedule

Any assignment in addition to the normal teaching schedule during the regular school year, Federal Programs, extra duties enumerated in Schedule B and Summer School courses, shall not be obligatory, but shall be made with the consent of the teacher. Preference in making such non-teaching assignments will be given to Unit Employees regularly employed in the district.

E. School Day

The school day shall not start before 7:00 a.m., (with the exception of zero and seventh hour) or extend beyond 4:00 p.m., without professional compensation as specified in Schedule D. Any teacher agreeing to teach a zero or seventh hour shall be given the opportunity to flex the start or end of their day in order to remain within the contractual seven (7) hour and thirty (30) minute day. In the event that this modification is

not possible, administration shall seek approval from the impacted Unit Employee and compensate accordingly.

F. Duty-Free Lunch

All teachers shall be entitled to a thirty (30) minute duty-free lunch period during the normal teaching day. Unit employees in non-teaching positions (including, but not limited to social workers, counselors, speech pathologists, etc.) shall have the liberty to flex their schedule in order to accommodate a daily lunch period. In the event they are unable to facilitate such a schedule, they will work with building administration to establish a schedule.

G. Teacher Conferences

The schedule for Fall and Spring Parent-Teacher conferences have been mutually agreed upon by the Administration and the Association. Conferences are incorporated into the school calendar with evening conferences scheduled for two nights in the fall and two nights in the Spring. All Unit Employees must participate in Parent-Teacher Conferences with exception to Elementary Specials teachers who will schedule conferences upon parental request, or as deemed necessary by the Specials teacher and building administrator. Staff members who miss conferences for any reason must reschedule conferences, providing building administration with the rescheduled conference date/time. At the start of each semester, the Administration shall collaborate with the Association and the Academic Advocacy Committee to agree upon the format and protocols for fall and spring conferences.

1. Secondary Conferences

Up to eight hours of evening conferences in the fall and six hours of evening conferences in the spring will be paid at the Schedule C rate. To receive compensation under this section, a teacher must submit a district-provided time sheet to their building principal for verification of conference attendance. Administration will communicate the process for receiving payment each semester.

2. Elementary Conferences

Up to seven hours of evening conferences in the fall and seven hours of evening conferences in the spring will be paid at the Schedule C rate. Conferences shall be 15 minutes in length. To receive compensation under this section, a teacher must submit a district-provided time sheet to their building principal for verification of conference attendance. The principal must sign off on the hours and the teacher must email the signed form to the business office for payment. Teachers will accrue 15 minutes of compensation at the Schedule D rate for each parent-teacher conference scheduled over 28. Administration will communicate the process for receiving payment each semester.

H. Attendance at School Functions

Unit Employees are expected to attend four (4) functions outside of the contractual school hours within the contracted calendar year. No more than two (2) of such functions shall be assigned. The attendance of Unit Employees at community programs and/or activities is desirable.

I. Elementary Busing

Elementary building administrators shall work with the Association rep in their building to develop a sensible and equitable system for getting students off and on the buses at the start and end of the day. Building administrators will also use deans, academic interventionists, and other non-Unit Employees as part of this system.

J. Virtual Learning

Virtual Learning shall refer to teaching and learning experiences where students do not attend school in-person other than for specific required and limited in-person learning experiences. Online Learning shall refer to teaching and learning experiences where students are in-person but working through an online program (such as, but not limited to Edgenuity, Apex, etc.). Virtual and Online Learning in WPS shall be taught by certified WPS Unit Employees. A teacher will not be required to teach traditional in-person students, virtual students, and/or online students simultaneously, but may have a blend of sections of the aforementioned throughout their daily schedule.

It is the intent of WPS and WEA when offering virtual learning to provide the best possible learning experience for students. To achieve these ends, WPS and WEA will mutually agree upon Virtual Learning structure, curriculum, and expectations based upon student enrollment.

No teacher shall be required to provide virtual learning for students on days when school is not in session, including, but not limited to school closures, student testing days, professional development, etc. without prior collaboration and consent from the Association in the form of an MOU.

K. Instructional Practices

Within the bounds of the approved curriculum, teachers shall retain autonomy in the methods of planning and delivering content. Teachers shall retain the option of utilizing Google Classroom or similar online learning platforms as a delivery method.

L. Summer School

The Administration shall collaborate with the Association to agree upon the format, protocols, and compensation of any summer school programming which involves Unit Employees.

M. Deviations

In the event of any disagreement between the representatives of the Board and the Association as to the need and desirability of any deviation, the matter may be processed through Negotiation Procedure as set forth in Article XIV.

ARTICLE VIII Working Conditions

A. Break Room and Lavatory Facilities

The Board shall make available in each school a reasonable number of working restrooms and lavatory facilities exclusively for staff use and one (1) room appropriately furnished which shall be preserved for staff use as a lunchroom and lounge.

B. Telephone and Computer

Telephone facilities shall be made available to Unit Employees for their reasonable use. This shall not be construed to include toll calls. All Unit Employees shall have access to a computer and printer during their planning period in an area not occupied by students or non-staff individuals.

C. Adequate Parking Facilities

Adequate parking facilities with appropriate lighting shall be made available to Unit Employees for their own use. Administration and the association will meet to remedy any concerns with the maintenance of parking facilities.

D. Equipment and Maintenance of School by Board

The Board agrees to keep the schools reasonably and properly equipped and maintained.

E. Office Equipment

The Board agrees to make available in each school office, equipment to aid teachers in the preparation of instructional material.

F. Self-Defense

In cases of self-defense, Unit Employees have a right to defend themselves. For further clarification see Board Policy #4203.

G. Access/Privileges to Buildings

All Unit Employees shall be issued card/key access for gaining admittance into the assigned building at times other than the normal school day for work purposes. A Unit Employee abusing their access and using school facilities in an inappropriate manner shall immediately forfeit access privileges.

H. Leaving Building During Normal School Day

1. Permission

The Board hereby recognizes the desirability and right of an Administrator to grant permission to an individual Unit Employee to leave the assigned building during the Unit Employee's normal school day subject to the following guidelines:

2. Guidelines

- a. Permission may be given only during time in which the Unit Employee is not responsible for students.
- b. Permission may be given so that Unit Employees may keep doctor or dental appointments after the Unit Employee's last class.
- c. Permission may be given so that Unit Employees may attend class or professional meetings.
- d. Permission may be given in case of personal emergency.

I. Health Safety

No Unit Employee shall be required to perform a medical procedure for a student without a proper "delegation" as defined in the Michigan Public Health Code and without prior consent from said teacher.

J. Professional Collaboration

Teachers who voluntarily miss their planning period to participate in Learning Labs and/or Instructional Rounds will be paid at the Schedule D rate.

ARTICLE IX

Class Size

A. Standards

Recognizing that the size of the class to be taught by the teacher is an important component in establishing a classroom environment that is conducive for teaching and learning, at no time shall a class exceed the reasonable physical limits of the classroom, lab facility or number of workstations available and equipped for students, the parties agree to abide by the standards hereinafter set forth:

1. Elementary

a. Elementary Standards

Grade Level	Class Size
DK/K1	16/20 students
Grades K-1	23 students
Grades 2-3	24 students
Grade 4	25 students
Grades 5-6	26 students
Elementary Specials	30 students
*Elementary Specials with mixed grades	25 students

b. Excess Membership Compensation Grades K-4

- 1) Excess membership will begin at the standard number. The teacher of the class shall be compensated for each additional student assigned over the class size standard at the rate of 12.5 percent of the hourly rate per student on the teacher's class list as of the official student count day per semester times the number of student days per semester up to two (2) additional students. Thereafter, should additional excess student membership be assigned, the teacher of the class shall be compensated at the rate of 18.75 percent of hourly rate per student assigned on the official student day for each additional student beyond the initial two (2).
- 2) Instead of paying the teacher additional compensation for excess student membership, at the discretion of the Board and with the input from the WEA, the teacher may be assigned teacher paraeducator assistance (excluding health care paraeducators) of at least ¼ time for each two (2) excess students otherwise requiring additional compensation. When a teacher is assigned excess student membership, which requires additional compensation, the teacher upon request shall be consulted to discuss the classroom conditions and possible alternatives to relieve the excess condition. The final decision on assignment of students is retained by the Board.
- 3) Split-grade classes may be organized by scheduling students from two consecutive grades in grades 1-4. First/second split-grade classes are not to exceed twenty (20) students. Second/third split-grade classes are not to exceed twenty-one (21) students. Third/fourth split-grade classes are not to exceed twenty-two (22).
- 4) Class size standard forms will be emailed to staff at the conclusion of each 30-day count window.

c. Excess Membership Compensation Grades 5-6

Excess membership will begin the standard number. Excess membership for grades 5 and 6 will be based on students in each rotation, not based on the number in homeroom. The excess rate for each rotation shall be 1/5 of the rate for the whole-day K-4 rates.

2. Secondary

a. Secondary Standards

Subject	Class Size
Language Arts	27
Composition Classes	26
Social Studies	28
Mathematics	28
Science	28
Foreign Language	28
Business	28
Life Skills	28
Art	28
Physical Education	35
Health	28
Video Production	28
Other Courses In Traditional Classroom Setting	28
Vocal Music	Unlimited
Instrumental Music	Unlimited
Online learning environments (e.g. e2020)	Unlimited providing each student has a computer workstation (it is not the intent to have auditorium style learning in an online environment)

b. Online Learning

Online learning shall be defined as any class available through a program to enroll students in which instruction of any kind is exchanged or provided electronically via the internet, intranet, email, interactive television, virtual high school, virtual university or through other electronic media.

c. Excess Membership Compensation

Excess membership will begin at the standard number. The teacher shall be compensated for each additional student assigned over the class size standard at the rate of 2.5 percent of the hourly rate per additional student per class period as of the official student count day per semester up to three (3) additional students. Thereafter, should additional excess membership be assigned, the teacher shall be compensated at the rate of 3.75 percent of the hourly rate per student assigned per class period for each additional student beyond the initial three (3).

3. Special Education Standards/Students Services

a. Elementary

<u>Classification</u>	<u>Standard</u>	<u>Caseload Number</u>
ECSE (PPI)	12	24
E.I.	10	15
MiCi	15	15
MoCi	15	15

Resource Room	15	20
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b. Junior High and High School

<u>Classification</u>	<u>Standard</u>	<u>Caseload Number</u>
E.I.	10	15
MiCI.	15	18
Resource Room	12	25

c. Student Services

Speech Pathologist	60
Teacher Consultants	25

d. Excess Membership Compensation

- 1) Overloads do not apply if the paraeducator is present in the special education classroom during that period/hour except for ECSE and elementary MiCI and MoCI.
- 2) Count dates for the purpose of overload shall be the same as general education.
- 3) The hourly rate for overload pay shall be in accordance with paragraph d. below.
- 4) Overloads for special education students will be at the rate of 3.75 percent of the hourly rate for each student assigned per class period. When students are assigned all day, the rate shall be 18.75 percent of the hourly rate (5 x 3.75). Overload that exceeds the caseload number shall be paid at the rate of \$50 per student per semester.

4. Sheltered/Self-contained EL

<u>Classification</u>	<u>Standard</u>
EL	20 students

Sheltered/self-contained instruction is defined as any classroom learning environment that is composed of 100% EL learners.

5. Co-teaching - Elementary and Secondary

In courses where two teachers are labeled as teacher of record for one common group of students and share planning, instruction, grading, and classroom management, the established class size standards shall be followed. In the event that the standard number is exceeded, excess membership will follow the Standards section above and teachers will divide the compensation equally.

6. Special Ed Co-teaching - Elementary and Secondary

The established class size standards in Article IX will not be exceeded for general education students. The number of special education students shall not exceed the State rules and regulations. Every effort will be made to keep the class size below the stated numbers.

- a. Should an excess membership situation occur (sum of established general education standard and special education standards, State mandated), the excess membership compensation shall be determined by Article VIII and paid to the general education teacher.
- b. Both the general education teacher and the special education teacher will be responsible for classroom management, i.e. lesson plans, discipline, class instruction, etc.

B. Unit employee Input

A building administrator shall annually consult with building faculty members and the School Improvement Teams in order to reach consensus about student grouping plans and individual student placements. If consensus cannot be reached, the building administrator and/or Superintendent or Superintendent's designee has the final right of assignment.

C. Reimbursement

Excess membership forms will be provided electronically each semester. Reimbursement for excess membership under the terms of this article shall be made no later than the second pay period after the end of each semester. The excess membership count shall be confirmed on the official student count day each semester.

ARTICLE X

Contracts and Compensation

A. Contracts

1. Continuing Contract

All tenure teachers will be considered to be on a continuing contract in this school system, to the extent not prohibited by law.

2. Individual Contracts

a. Probationary Unit Employees

Individual contracts will be issued only to probationary Unit Employees and for extra duties, irrespective of the probationary or tenure status of the Unit Employee.

b. Extra Duties

- 1) Individual contracts that stipulate duties assigned and the stipend for those duties shall be offered as soon as practicable. The Board will make available a list of extra duty assignments upon request.
- 2) Individual contracts issued for extra duties shall provide the failure to indicate acceptance of the contract by signing and returning within ten (10) days of the issuance of said contract shall be interpreted as a rejection of the extra duty assignment.
- 3) The use of riders as contract amendments for probationary or extra duties is forbidden. Any revision required in any contract, shall result in the issuance of a new contract, which shall indicate that the latest contract supersedes an earlier instrument. The latest contract shall also recite the date of the preceding agreement.

3. Teaching Year

a. Length

The teaching year shall be consistent with the calendar. The Association shall be granted two (2) hours out of the one (1) in-service day with first-year probationary Unit Employees prior to the beginning of the school year, to conduct an Association in-service with said Unit Employees. A minimum of 1,098 hours and 180 days shall be scheduled for instruction including professional development time where the law allows.

b. Days and Hours

Should the minimum required number of hours and/or days be changed by the State of Michigan, the Board and the Association shall meet to mutually agree on a solution.

c. Snow Days

Should scheduled student instruction days be canceled due to inclement weather or other conditions which make it impractical to hold classes, the scheduled student instruction days, including the timelines for marking periods, shall be advanced one weekday date on the calendar around designated holidays, break periods and parent teacher conferences to provide for make up of the canceled day. All make up days shall be without additional compensation. The Employer and the Association shall meet to discuss alternative ways to schedule makeup of the canceled instruction days, and may agree to vary from the method stated herein above by mutual agreement.

- 1) If the cancellation of school is within the legislated number of hours allowed for "Act of God" hours whereby the school district is not subject to a loss of state aid, and an employee has requested any type of paid leave (i.e. Association day, sick leave, bereavement leave, personal day, etc.), the employee's request for leave shall be voided, and the employee shall suffer no loss of time or hours to his/her respective leave bank nor any loss of pay.
- 2) If the cancellation of school is outside of the legislated number of hours allowed for "Act of God" hours whereby the school district would either have to make up said hour(s) or otherwise suffer a loss of state aid, and an employee has requested any type of paid leave (i.e. Association day, sick leave, bereavement leave, personal day, etc.), the request for leave shall be voided and without loss of time to the employee's respective leave bank. Any such hours that fall outside of the "allowed" Act of God hours shall be rescheduled for a later date mutually agreed upon by the parties.
- 3) If an employee attends a work-related conference or meeting on a date when school has been canceled due to unforeseen circumstances, attendance shall be optional to the employee. The employee shall not be additionally compensated for these hours.

d. Calendar

- 1) Copies of the school calendar, mutually acceptable to the Board and the Association, will accompany the contract posted on the district's website.
- 2) **Records Days/Work Days:** These hours are flexible in nature. Staff must perform their professional responsibilities (grading, recovery, lesson planning, etc.) either on site or offsite by the designated deadlines.
- 3) **PD/PLC Days:** These days listed in the mutually bargained calendar shall be no more than seven (7) hours in length, consisting of three (3) hours of PD in the morning, a one-hour lunch provided by the district, and three (3) hours of PLC in the afternoon. The day shall start at 8 am and conclude at 3 pm.

B. Compensation

1. 26 Pays

All Unit Employees shall receive their pay in 26 equal installments. New employees contracted after the beginning of the school year will be paid on a prorated pay schedule based on start date.

2. Computerized Payroll

The use of the computerized payroll system occasionally presents a problem. The problem arises from the process of dividing the contractual salary by the number of pay periods, which results in a quotient, which is the amount of the biweekly salary. On the final payroll, the biweekly salary amount may be different from the preceding amounts since the salary is not always evenly divisible. In such instances, it is understood that the Board of Education will have no liability for annual contractual salary balances in amounts of twenty-five cents (25¢), or less.

3. Extra Duty Pay

Unit employees having extra duties that are seasonal in character shall receive their remuneration for that activity at the conclusion of the season or activity concerned. Unit employees having extra duties that are continuous throughout the school year shall have the option of receiving the remuneration for the activity or activities in a lump sum at the end of the school year, or may receive the amount of their entitlement in biweekly installments from the first pay period following approval of the extra duty contract through the final pay in June. (If the first pay period following approval of the extra duty contract is less than five business days from a pay date, the first installment may not be made until the second pay period following approval.) To elect the biweekly option, a Unit Employee must make their choice known via email to the WPS payroll department.

4. Payroll Changes

The last date for changes in payroll will be two (2) weeks prior to the payroll in which the net changes will be reflected.

5. Individual Employment Agreements

Unit employees shall be provided with electronic copies of their individual employment agreements each year.

6. Salaries

A. Classification

Classification under the MA+30 lane requires a Unit Employee to have a total of thirty (30) semester/credit hours beyond the MA degree. Beyond is interpreted to refer to classes and credits taken and received after completion of the MA degree. Employees who completed a master's program requiring sixty (60) semester/credit hours beyond the BA will also qualify for the MA+30 lane.

B. Schedules

The salaries of Unit Employees in the K-12 program covered by this Agreement are set forth in Schedule A, which is attached to, and incorporated into this agreement. The salary schedule for extra duties is set forth in Schedule B. Unit employees who work less than full-time shall have their salaries prorated.

7. Retirement

The Board shall pay on behalf of each Unit Employee, the contribution to the Michigan Public Schools Employees' Retirement System based on each Unit Employee's specific retirement elections.

8. Compensation for Time Beyond the Normal School Day

a. Time beyond 7-hour 30-minute day

Unit employees shall be compensated for any time spent beyond the seven hour and thirty-minute day for any school activity assigned to the Unit Employee by the principal on any school day unless such activities are provided for in the Extra Duty Pay Schedule of this contract. Compensation shall be paid at the Schedule D rate unless a higher alternative compensation has been agreed upon by Administration and the Association.

b. Paid Activities

These rates shall apply for school activities such as, but not limited to mandated training for state testing, CPR training (when required by the district), substituting, curriculum writing, summer school, after school tutoring and homebound K-12. The District will provide meeting time and/or a portion of professional development time for the completion of GCN training modules that equals the minimum time required for completion.

c. Additional Professional Development Compensation

- 1) Unit employees shall be paid for time in attendance at any jointly approved additional professional development that falls outside of the contractual calendar year at the Schedule C rate.
- 2) The District will include Unit Employees in identifying professional learning opportunities for new hires such as but not limited to New Teacher Academy, Restorative Justice, Capturing Kids Hearts, Adaptive Schools.
- 3) Unit Employees shall be paid hourly at the Schedule D rate when leading professional development that is outside of their normal teaching assignment and/or duties and approved by Administration. Preparation time for such professional development will also be compensated at a ratio of 2:1. Unit Employees shall submit timesheets in increments of no less than .5 hours.

9. Duty Limits

Unit employees shall not be required to perform school duties on Saturday, Sunday or holidays, unless such duties are covered by Extra Duty Contracts.

10. Pre- and Post-Student Attendance Days

Any functions occurring earlier than three (3) weekdays prior to the first student attendance day shall be optional for returning Unit Employees, and any such hours worked will be compensated at the Schedule D rate. Any required functions worked within the three (3) day window will also be paid at the Schedule D rate. Dates for functions occurring within the three-day window will be provided as part of the contractual calendar and such functions are identified below:

Kindergarten Smart Start
1st - 6th grade Open House
Instructional Coaches facilitating learning

Up to three (3) days may be scheduled during the week prior to the start of the school year for the onboarding and professional development of New Hires—one day for onboarding and two days for professional development. A New Hire shall be defined as any newly hired Unit Employee in their first year at WPS. New Hire onboarding shall be obligatory and will not be compensated. The professional development days shall be obligatory and will be paid at the schedule C rate.

Up to two (2) days may be offered for all New Teachers for New Teacher professional development. A New Teacher shall be defined as any Unit Employee in their first three years in teaching. Attendance at this New Teacher professional development is strongly encouraged and will be paid at the schedule C rate.

11. Credit for Outside Experience/Degrees

New Hires shall be placed on the salary schedule in their proper classification up to five steps according to their prior teaching experience in the public school system.

12. Automobile Use/Travel

a. Travel Not Part of Regular Job Assignment

All Unit Employees will be offered the use of a District vehicle for approved travel. Reimbursement for use of a personal vehicle shall be subject to pre-approval by the business office. If approved, mileage will be paid at the applicable IRS rate.

b. Travel Between Buildings for Regular Job Assignment

Upon request, a Unit Employee whose regular assignment involves travel between two (2) or more buildings in a single day will receive a stipend of \$150.00 annually at the end of the school year.

c. Home Visits

A Unit Employee whose regular assignment involves home visits will receive a stipend of \$150 annually at the end of the school year.

13. Payroll Deductions

The Board agrees to make payroll deductions as executed in written agreement with the employee.

14. Part-Time Teachers

Part-time teacher contracts shall be equated as follows:

1 (one) class	.20
2 (two) classes	.40
3 (three) classes	.60
4 (four) classes	.80
5 or more classes	100% contract

Part-time teachers will be responsible for a prorated planning period.

A part-time teacher desiring a vacant full-time position will receive consideration including an interview prior to hiring outside. Part-time teachers recognize there is no contractual guarantee for full-time employment.

15. Event Passes

The Board shall provide athletic tickets to all Wyoming Public School Unit Employees and a guest. The Unit Employee understands that there is a responsibility to ensure the safety and security of all participants, and may be asked to assist in crowd control. The Board may also withhold tickets for specific misuse or inappropriate behavior. The Board will consult with the Association regarding the denial of tickets.

Article XI Benefits

A. Insurance

1. Contributions and Caps

The employer shall contribute the maximum payment permitted by Section 3 of the Publicly Funded Health Insurance Contribution Act (PA 152) toward the premium cost of the MESSA medical plans available to Unit Employees. This amount shall be adjusted on January 1 of each year according to the maximum single, double and family rates posted annually by the Michigan Department of Treasury. These cap rates will be subtracted from MESSA plan rates for the corresponding calendar year, and the balance will be divided evenly over all pays during the period of January 1 to December 31.

Should the premium be below the hard cap for any chosen plan, the employee is entitled to compensation equal to the difference between the employer's maximum contribution and the premium of the plan they elected. The difference in pay will be paid in bi-weekly amounts (26 pays) back to the employee as cash in lieu of insurance.

All employee contributions for health premiums will be paid through a qualified Section 125 Plan and not be subject to income tax and FICA withholding.

Employees may contribute, through payroll deduction and electronic transfer, additional money towards their HEQ HSA up to the maximum amounts allowed by the IRS. Such contributions will also be made through a qualified Section 125 Plan and not be subject to income and FICA taxation.

2. Choice of Benefits

a. Health Benefits

Unit employees shall have the following MESSA medical plans available in MESSA PAKS:

- 1) MESSA Choices, \$500/1,000 annual deductible, 20 OV/25 UC/50 ER Saver Rx,
- 2) MESSA ABC Plan 1, \$1,600/\$3,200 annual deductible, ABC Rx, with HEQ
- 3) MESSA \$300/\$600 annual deductible 20 OV/25UC/\$50ER, Saver Rx
- 4) Essentials by MESSA , \$375/750 annual deductible, 20% Co Insurance, 10 online, 25 OC, 50 Spec/50 UC/ 200 ER, EbM Rx,

The parties understand that in the event the minimum deductible necessary for a medical plan to comply with HSA eligibility is increased beyond the current deductible level in MESSA ABC Plan 1, the deductible will automatically adjust to meet the federal minimum requirement.

All employees enrolled in health care plans described above shall receive the following non-medical/ancillary PAK benefits:

- 1) MESSA Life Insurance (\$45,000/AD and D)
- 2) MESSA LTD (90 CDMF 66 2/3% Max 4,500 primary)
- 3) MESSA/Delta Dental Plan (100/100/90 \$2,500 annual max; 50% ortho; AO)
- 4) MESSA/Vision Service Plan (VSP 2 Silver) The District will move from VSP 2 S to MESSA VISION PREFERRED effective January 2022. The employer cap on ancillary lines increases at 4% per calendar year. See chart below for rates:

The employer shall cover up to 100% of the cost of dental, vision, life, AD&D, and LTD.

b. Cash-In-Lieu/PAK B

Those employees not electing health benefits shall receive cash in lieu equal to \$4,850 annually (\$404.17 per month without medical coverage) to be paid in equal installments over 26 pays). This amount will be prorated according to employee FTE.

For all non-medical/ancillary MESSA PAK benefits described below, the employer shall cover up to 100% of the cost at the single subscriber rate subject to the above caps. Members electing coverage beyond single subscriber rate will be responsible for the difference above the single subscriber rate.

Non-medical/ancillary PAK benefits:

- 1) MESSA Life Insurance (\$45,000/AD and D)
- 2) MESSA LTD (90 CDMF 66 2/3% Max 4,500 primary)
- 3) MESSA/Delta Dental Plan (100/100/90 \$2,500 annual max; 50% ortho;)
- 4) MESSA/Vision Service Plan (VSP 2 Silver) The District will move from VSP 2 S to MESSA VISION PREFERRED effective January 2022 as referenced above.

3. General Insurance Information

The benefits delineated herein above shall be according to the coverage provided for the option selected by the unit employee. The Board shall supply insurance information for coverage including applications and claim materials. Insurance coverage for unit employees shall be on a twelve (12) month basis from January to December.

4. Part-Time Unit Employees

a. Health Insurance

Current part-time unit employees selecting health insurance will receive a prorated district contribution toward the cap relative to their FTE. (For a .6 fte schedule, the board will pay 60% of the cap amounts as listed under Article X.A.)

b. Cash-In-Lieu/PAK B

Current part-time unit employees selecting cash-in-lieu/PAK B will receive non-medical/ancillary benefits and proration of cash in lieu.

B. Loss or Damage to Personal Property

The Board shall reimburse a teacher for loss, damage or destruction of their own personal property used in the course of provided instruction while on duty for the school. This obligation shall extend to loss, damage or destruction of a teacher's personal property while left unattended in any automobile parked in the designated parking area on the school premises, provided such automobile is equipped with a fully enclosed body, the property was left in a locked enclosure out of view unless prior approval is obtained otherwise, and the loss is a direct result of forcible entry into the fully enclosed body, the doors and window of which shall have been securely locked. Damage to a teacher's automobile due to vandalism or malicious acts related to employment while the automobile is parked in a designated parking area on the school premises, shall be covered under the limits of this provision. This obligation shall not encompass wear, tear or gradual deterioration of property or loss of money. The Board shall be obligated to pay for such loss, damage or destruction in an amount greater than twenty-five dollars (\$25.00) but not to exceed two hundred fifty dollars (\$250.00) This obligation shall extend only to (that portion of) any such loss not covered by insurance taken out by the teacher and shall be payable only after the teacher has first exhausted all possibility of collecting for such loss either under the teacher's own insurance, or from the person involved, if any. Written report of the loss shall be submitted to

the building principal within forty-eight (48) hours of the time sustaining such loss, weekends and holiday excepted. The written report shall provide sufficient evidence to support the proof of loss. In cases of damage, theft or vandalism a police report must be filed and the teacher must cooperate with the authorities and the Board in any investigation, prosecution or action to determine the person responsible and obtain recovery. No reimbursement for items under \$25.00 will occur. Vehicle must be repaired and proof of completion (i.e. invoice) provided to the district prior to compensation.

C. Injury in the Line of Duty

If a unit employee is injured while in the line of duty, the balance of medical or hospital care not covered by Worker's Compensation or hospitalization insurance will be furnished by the Board, at a designated hospital. In the event that an employee is eligible for worker's compensation, the time lost, if any, will not be charged against the employee's sick leave and the employee shall continue to be paid. Any wage differential between Worker's Compensation and salary will be reimbursed by the Board for the contractual year in which said injury occurs following depletion of leave time.

D. Reimbursement for Conference Expenses

1. Request For Reimbursement

Request for reimbursement of conference expenses shall be submitted at least two (2) weeks prior to the date of the conference. All receipted bills for expenses incurred must be filed with the claim for reimbursement. This clause is not to be construed to refer to M.E.A. Regional Conference days or area regional meetings of the Michigan Education Association.

2. Reimbursable Expenses

Properly documented costs at a pre-approved conference shall be reimbursable through payroll upon submission of receipts and a signed request form. A detailed procedure will be documented within the Business Office.

E. Documentation for Classification Change

Proof of classification (official transcripts) must be submitted to the Personnel Office prior to August 15th for a full-year credit, and January 15th for a half-year credit.

F. National Board Certification

Each teacher attaining National Board Certification shall be compensated \$1,000 annually in addition to the compensation for his/her step placement per Schedule A.

G. Tuition Reimbursement

The Board of Education will pay up to \$35,000.00 annually to be allocated for tuition reimbursement according to details outlined in the Tuition Reimbursement Request Form. Any remaining or unused funds remain with WPS. Teaching personnel with a valid teaching certificate are to be reimbursed the actual costs of tuition (minus any scholarships, fees, or taxes), for the successful completion of academic courses completed during the period from May 1 to April 30 each year subject to availability and not to exceed \$5,250 per person per calendar year. Tuition reimbursement is subject to all provisions provided in the Tuition Reimbursement Request Form which will be mutually agreed upon by WEA and WPS. This form will be made available to unit employees on WPSIN and included in an Appendix of the current CBA.

ARTICLE XII

Leave Provisions

A. Number of Days and Accumulations

Each Unit Employee will be granted fourteen (14) days of accumulated leave time each year. This paid leave time is available for use when the employee begins the scheduled assignment as authorized. The paid leave time granted at the beginning of each school year will be prorated for employees working less than full time or less than a full work year. For purposes of severance, paid leave time shall be deemed to be earned on a prorated basis at 1 and 1/3 days per month. No adjustment will be made for employees who exhaust all accumulated leave days and are subsequently forced to take a medical leave of absence. The unused paid leave time from the amount granted at the beginning of the school year shall be accumulated by the employee without limitation. Unit employees must be actively employed at the start of the school year to receive allocation of days and not on any extended unpaid leaves.

1. All absences, absent an emergency, must be posted in Red Rover by the Unit Employee at least two hours prior to report time.
2. Leave must be taken in ½ day increments.

B. Sick Leave

A Unit Employee may use accumulated leave time during the employee's regular work year as necessary because of the personal illness or accidental injury of the employee or the employee's immediate family or household members. Immediate family member is defined as spouse, parents and those who stand in their stead, grandparents, brothers, sisters, children and grandchildren. Household member is defined as a person established and living on a continuing basis with the employee as a resident in their household.

C. FMLA

Family Medical Leave Act (FMLA): A Unit Employee may use accumulated paid leave to substitute for unpaid leave provided under Family and Medical Leave Act of 1993, which allows up to twelve (12) work weeks/sixty (60) work days (or part thereof) of unpaid leave, providing the Unit Employee meets the eligibility requirements. FMLA eligibility is currently defined as an employee who has been employed at least twelve (12) months immediately prior to the leave and who has worked a minimum of 1,250 hours in the previous twelve (12) months immediately prior to the leave. Medical, dental, and vision benefits will be continued during FMLA Leave under the same conditions and at the same level as if the Unit Employee were still working.

D. Parental Leave

1. **Maternity Leave:** A Unit Employee may use accumulated paid leave for recovery from childbirth in accordance with a physician's statement regarding length of recovery. The first five (5) of those days will be provided by the district and will not be deducted from the employee's accumulated leave. All paid and unpaid leaves will run concurrently with FMLA leaves where applicable.
2. **Partner/Paternity/Adoptive Leave:** A Unit Employee may use up to fifteen (15) leave days for partner, paternity, or adoptive leave upon written request. The first five (5) of those days will be provided by the district and will not be deducted from the employee's accumulated leave. All paid and unpaid leaves will run concurrently with Family Medical Leave Act leaves, where applicable.

In the event that a Unit Employee does not have sufficient accumulated paid leave, any remaining leave time will be unpaid. All childcare leaves that extend beyond the above FMLA and/or parental leaves shall be covered by the unpaid leave language in section I.

E. Bereavement

In the case of bereavement, Unit Employees will be given five (5) days that do not count against personal or sick leave. Additional bereavement days may be taken, with approval from the Superintendent or Superintendent's designee, and will be deducted from sick leave. Bereavement shall apply to any member of the employee's immediate family or household (as defined in Article XII.B).

F. Personal Leave

A Unit Employee may use up to five (5) days of their accumulated paid leave time as personal leave, without loss of pay, each school year.

Personal leave cannot be used on the first or last day of school, during parent-teacher conference days, staff development days, or immediately preceding or following a break in the school calendar (including Memorial Day Weekend). Application shall be made at least five (5) days prior to the leave day (September through March) and ten (10) days prior to the leave day (April through June) but no more than sixty (60) days prior to the leave day. Administrators reserve the right to deny a day if it would result in more than 15 percent of the building's full-time Unit Employees being absent from September through March. April through June will limit personal leave days to a maximum of 20 personal leave days on any given day district-wide and no more than 15 percent of the building's Unit Employees being absent. Denials and approvals will be based on the order of application (last to apply would be first denied) and communicated to Unit Employees in a timely manner. Employees will be notified of denial or approval at least 48 hours in advance of the leave day and, if not, may treat the day as approved.

G. Special Leave

Unit employees who have used less than three (3) leave days the prior year or have an accumulation of forty (40) or more leave days at the time of the request for leave may extend a school break in a school calendar. Using special leave will be allowed for no more than one day every two (2) years and shall not be used in conjunction with any other paid or unpaid leave immediately prior to or following a break in the school calendar. Special leave extending a school break will be limited to a maximum of fifteen (15) district-wide and will not exceed 10 percent of Unit Employees from a single building.

H. Retirement/Severance Pay

1. Employees will receive compensation into a 403(B) plan of the employee's choice from the District's approved vendor list, for unused accumulated leave time at the time of separation or retirement, provided they have been employed a minimum of ten (10) years, are separating at the end of the school year, and have provided notice to district administration by April 15. (The notice requirement may be waived due to circumstances beyond the employee's control.) Employees separating due to a disciplinary action resulting in termination shall not be eligible for separation pay under this section.

Years of Service	Retirement/Separation
10 +	\$80 per day for all accumulated leave days (\$10,000 max payment)
15-19	\$85 per day for all accumulated leave days (\$24,000 max payment)
20 and over	\$100 per day for all accumulated leave days (\$40,000 max payment)

2. The following insurance benefits are available from the Board upon retirement:

a. Plan A options:

- 1) Continue receiving health and ancillary benefits as provided in Article X.A until the end of the contractual year.
- 2) For each month up to three (3) months (June, July, August), that the retiring unit employee opts out of Plan A, the employee shall receive \$200.

b. Plan B

Will remain the same until August 31 – will keep on receiving cash in lieu of benefits until August 31.

3. Upon the death of an employee, the severance compensation will be paid to the employee's beneficiary.

I. Leaves Not Chargeable

Leaves for the following purposes shall not be chargeable to accumulated leave time:

1. When an employee is summoned for jury service, except that the combination of the remuneration for jury duty and the employee's salary shall not exceed the employee's normal salary.
2. Court appearances as a witness in any case connected with the employee's employment or the school.
3. Visitation at other schools authorized by the Superintendent or Superintendent's designee.
4. Attendance at dedications, or other ceremonies as a representative of the school
5. Conference attendance.
6. Requests for leave under this Article shall be submitted to the Principal, or immediate supervisor for transmittal and approval of the Superintendent or the Superintendent's designee.
7. The first five (5) days of absence due to a job-related injury.

J. Unpaid Leaves Available

Upon the submission of a request by a Unit Employee, the Board shall grant a leave of absence for the reasons and under the conditions as follows:

1. Disability Leave: Any Unit Employee who has exhausted available paid leave days, upon written request, shall be granted a leave of absence without pay for up to one (1) full school year. Leave may be extended for an additional year upon approval from the Board of Education.
2. Military Leave: Military Leave of absence shall be granted to any Unit Employee who shall be called or inducted to active service for military duty to any branch of the Armed Forces of the United States. Unit employees on military leave shall be given the benefit of any increments which would have been credited to them had they remained in active service in the school system. Volunteers shall not receive benefits beyond their first (1st) enlistment. No provisions of this Agreement shall be applied to a person separated from the military service for other than honorable reasons.
3. Association Officer's Leave: Teachers who are officers of the Association shall be eligible for a leave of absence of up to one (1) year to perform the duties of their office.
4. Childcare Leave – provided that the child is a legal dependent of the Unit Employee requesting such leave shall be granted for up to one school year.
5. All other unpaid leaves of absence are subject to approval by the Board of Education.

Seniority shall be frozen and not accrue during unpaid leaves of more than one (1) school year.

K. Unpaid Leave Conditions

All leaves in Article XII, I. and Article XII, J. shall be subject to the following conditions:

1. Except in emergencies, which preclude such notice, the Assistant Superintendent for Human Resources or designee shall be provided notice of request for leave sixty (60) calendar days in advance.
2. All leaves shall be for the remainder of a semester of the school year, or full semester or school year at the option of the Unit Employee, unless otherwise arranged with, and approved by, the Assistant Superintendent for Human Resources or designee.
3. Prior to returning from leave, the Assistant Superintendent for Human Resources or designee may require a physician's statement regarding the Unit Employee's fitness to perform the essential functions of his/her assigned position when the leave is related to a disabling condition.
4. Upon return from leave, Unit Employees shall be placed on the same position on the salary schedule to which the Unit Employee was entitled at the effective date of the leave.
5. Upon return from leave, Unit Employees shall be placed in a position subject to the provisions of Article V.
6. All leaves of absence may be extended or shortened upon request by the Unit Employee and approval by the Board of Education.
7. Any unpaid leave, other than FMLA, is not entitled to continuation of insurance benefits unless protected under federal statute.

L. Leave Conditions

1. Approved leaves without pay shall be deducted from the employee's salary at the daily rate of the employee on the day of absence.
2. An employee who misrepresents or misuses accumulated leave time will have said salary reduced by the employee's daily rate for each day misrepresented or misused and be subject to appropriate disciplinary action.
3. Employees under suspension or subject to dismissal proceedings forfeit claim to compensation under Article XI,C (retirement pay).
4. In cases subject to Workers' Compensation Law, such leave may be used to supplement the compensation benefit received so that the total amount paid an employee will equal but not exceed the regular salary for the period of absence from the employee's assignment.

M. Application for Leave

Written application for leave of absence without pay is to be made to the Assistant Superintendent of Human Resources, or his/her designee with confirming approval by the Board of Education. Action of the Board of Education is required within a reasonable period subsequent to the receipt of the application. There is to be no reimbursement for any portion of the Unit Employee's salary while on such leave. Any Unit Employee on a leave of absence shall not forfeit his/her accumulated leave days.

N. Service Credit Upon Returning from Leave

All Unit Employees having previously accumulated years of service in the Wyoming Public Schools shall be given full credit for that service, upon return from approved leave.

ARTICLE XIII
Professional Grievance Negotiation Procedure

- A.** Any Unit Employee, group of Unit Employees, or the Association, believing that there has been a violation, misinterpretation or misapplication of any provisions of this Agreement or any existing rule, order of regulation of the Board, established practice/policy, and any other provisions of law (except a statute specifically establishing a procedure for redress) relating to wages, hours, terms or conditions of employment, may file a written grievance with the Board or its designated representative.
- B.** The procedure governing grievances shall be as follows:

Definitions:

1. A "complaint" is an alleged violation, misinterpretation, or misapplication of the expressed provisions of this Agreement, or any established practice, policy, or regulation affecting Unit Employees.
2. A "grievance" is a complaint which has not been resolved and which has been reduced to writing.
3. The "aggrieved party" is the person or persons, or Association making the claim.

General Principles:

1. The primary purpose of this procedure is to secure, at the lowest level possible, solutions to the problems of the parties. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at each level of the procedure.
2. Employees have the right to review their own file. Nothing contained herein shall be construed as limiting the right of any Unit Employee with a complaint to discuss the matter informally with any appropriate member of the Administration. Nothing contained herein shall be construed to prevent any individual Unit Employee from presenting a grievance and having the grievance adjusted without intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement, provided that the Association has been given the opportunity to be present at such adjustment.
3. Both the administration and the aggrieved party want a timely and expedient resolution to the problem. An agreement to extend timelines, or suspend timelines is always possible if the two sides agree. If, however, no suspension of timelines is agreed upon, and if timelines are violated the grievance proceeds to the next level immediately. (If two timeline constraints are violated by the administration, the administration's response is seen as to grant the grievant's position).
4. Demotion or suspension of Unit Employees not covered by the tenure act will be subject to the grievance procedure.

Procedure:

1. **Informal**
When a Unit Employee(s) or the Association believes a grievable incident has occurred, the affected Unit Employee(s) or the Association shall request a meeting with the immediate supervisor in an effort to resolve the complaint. The Association shall be notified and a representative thereof present with the Unit Employee at such meeting. If the Unit Employee is not satisfied with the result(s) of the meeting, he/she may formalize the complaint.
2. **Level One**
If a complaint is not resolved in a conference between the affected Unit Employee(s) or the Association and the immediate supervisor, the complaint may be formalized in writing within fifteen (15) working days of the meeting between the supervisor and the affected Unit Employee(s) or Association. A copy of the grievance shall be sent to the affected Unit Employee(s), the Association, and the immediate supervisor. The immediate supervisor shall, within five (5) working days of receipt of the grievance, render a written decision. A copy of this decision shall be forwarded to the grievant(s) and the Association.
3. **Level Two**
If the Association is not satisfied with the disposition of the grievance at Level 1, the grievance shall be promptly transmitted within five (5) work days to the Superintendent or the designated representative. Within five (5) working days after the grievance has been so submitted, the Superintendent or designated representative shall meet with the Association on the grievance. The Superintendent or designated representative shall, within five (5) working days after the conclusion of the meeting, render a written decision thereon with copies to the Association and the grievant(s).
4. **Level Three**

If the Association is not satisfied with the disposition of the grievance at Level 2, the Association may submit the grievance to arbitration before an impartial arbitrator. If the parties cannot agree as to the

arbitrator, then the arbitrator shall be selected by the American Arbitration Association (AAA) in accordance with its rules which shall likewise govern the arbitration proceeding.

- a. Both parties agree to be bound by the award of the arbitrator, and that judgment thereon may be entered in any court of competent jurisdiction.
- b. The arbitrator shall have the authority to issue any appropriate remedy.
- c. The fees and expenses of the arbitrator shall be shared equally by the Association and the Employer.
- d. The arbitrator shall use standards of review as outlined in this agreement.

C. MISCELLANEOUS

1. A complaint or grievance may be withdrawn at any level without prejudice of interpretation of the Agreement.
2. A Unit Employee who must be involved in the grievance procedure during the workday shall be excused with no loss of pay for that purpose.
3. No reprisals of any kind shall be taken by or against any aggrieved party or any participation in the grievance procedure by reason of such participation.
4. Access shall be made available to all parties, places and records for all information necessary to the determination and processing of the grievance. Confidential letters of reference secured from sources outside of the school system shall be excluded from inspection, to the extent allowed by law.
5. It is understood that the time limits are maximum and can be extended with the written mutual consent of both parties. Both parties should be encouraged to process a grievance as rapidly as possible and within the limits and procedure as set forth herein. The term "days" when used in this Article shall mean work-days (Monday through Friday during summer recess).
6. In the event a grievance is filed after May 1st of any year and strict adherence to the time limits may result in hardship of any aggrieved party, the Superintendent or the designated representative shall use every effort to process such grievance prior to the end of the school term or as soon thereafter as possible. If the grievance is processed to arbitration, the Association may submit the grievance to expedited arbitration under the rules of the American Arbitration Association.
7. If the Association violates the time limits specified herein at any level, the grievance shall be considered dropped. If the Employer violates the time limits specified herein, the grievance shall be considered granted.

Notwithstanding the expiration of this Agreement, any claim or grievance arising thereunder may be processed through the grievance procedure until resolution.

ARTICLE XIV Negotiation Procedure

- A. It is contemplated that matters 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 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.

- B. In the event the Master Agreement is reopened by mutual consent for negotiations, the parties will promptly negotiate for the purpose of reaching an agreement.
- C. In any negotiations described in this Article, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party, and each party may select its representatives from within or outside the school district. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the membership of the Association and a majority of the Board, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals and make concessions in the course of negotiations or bargaining, subject only to such ultimate ratification.
- D. During the term of this Agreement, neither the Association nor any person acting in its behalf, nor any individual Unit Employee will cause, authorize or support, nor will any Association members take part in any strikes (i.e., the concerted failure to report for duty, or willful absence of Unit Employees from their positions, or stoppage of work or abstinence, in whole or in part from the full faithful and proper performance of the Unit Employees' duties of employment) for any purpose whatsoever.

ARTICLE XV MISCELLANEOUS

A. Use of Internet/Intranet by WEA Members

- 1. The parties recognize that the Internet/Intranet is a vast resource capable of providing enhanced information gathering and communication skills to assist in educational, employment-related, Board of Education and Association endeavors.
- 2. Employee use of the Internet/Intranet is appropriate under all of the following circumstances:
 - a. Support of the academic program;
 - b. Telecommunications;
 - c. Association activities; and
 - d. Reasonable personal and recreational usage to the extent that such use does not violate the Master Agreement and does not interfere with the members' assigned duties and responsibilities.
- 3. The employees may not use the district's Internet/Intranet for commercial for-profit purposes.
- 4. The parties recognize that there is no legitimate expectation of privacy in electronic mail communications.
- 5. The Employer agrees to provide insurance coverage for any unintentional damage that may result to the Employer's computer system while on school property or at a school sponsored activity. The employee will assume responsibility for damage to the computer system at all other times.
- 6. Upon retirement/separation Unit Employees will retain access to email, Google drive, K-drive, etc. for at least six months except for separations due to disciplinary reasons, subject to any break in access necessary to effectuate a bonafide retirement.

B. Privacy Issues

The Employer will provide each employee with a password for accessing the Internet/Intranet and electronic mail. The employees agree to maintain confidentiality with regard to their passwords; however, it is understood that the Employer will have access to all such passwords, which will be kept in a safe and confidential location.

C. Objectionable Materials

The parties agree that employees shall not intentionally access inappropriate websites.

D. Unemployment Compensation Repayment

Unit employees who are notified of layoff and are subsequently recalled on or before the beginning of the school semester immediately following notice of layoff, shall return 100% of any unemployment compensation received. Such reimbursement shall be deducted from the Unit Employee's salary throughout the school year in 26 equal payments, unless the employee reimburses the district in whole via personal check before the first pay period following recall.

**ARTICLE XVI
DURATION OF CONTRACT**

A. Effective Dates

This Agreement shall be effective as of August 15, 2024, and continue until the 15th day of August, 2027. This Agreement shall not be extended orally, and it is understood that it shall expire on the date indicated.

B. Contrary to Law

If any provision of this Agreement or any application of the Agreement to any Unit Employee or group of Unit 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.

C. Copies of Agreement

Electronic copies of this agreement will be available on the District Website and Intranet.

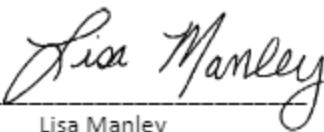
EDUCATION ASSOCIATION

By 
Jeremy Schnotala
WEA President

By 
Melissa Schneider
WEA Vice President

By 
Maureen McCallister
Uniserv Director

BOARD OF EDUCATION

By 
Lisa Manley
President

By 
Craig Hoekstra
Superintendent

By 
Matt Lewis
Associate Superintendent

APPENDIX A

SCHEDULE A 2024-25

The following shall be the schedule of basic employee salaries for services as described in Article VII. Classification under the MA+30 lane requires a unit employee to have a total of thirty (30) semester/credit hours beyond the MA degree. Employees who complete a master's program requiring sixty (60) semester/credit hours beyond the BA will also qualify for the MA+30 lane.

Step	BA	MA	MA+30
1	\$45,929	\$50,990	\$53,279
2	\$47,309	\$51,899	\$54,657
3	\$49,031	\$53,035	\$56,137
4	\$51,778	\$54,583	\$57,728
5	\$54,860	\$56,893	\$59,126
6	\$55,139	\$58,820	\$61,270
7	\$56,261	\$60,211	\$63,572
8	\$60,012	\$62,351	\$66,019
9	\$64,255	\$65,255	\$69,524
10	\$67,344	\$68,373	\$73,794
11	\$67,344	\$69,969	\$76,663
12	\$67,344	\$73,925	\$80,923
13	\$67,344	\$78,305	\$84,981
14	\$67,344	\$82,552	\$90,747
15	\$67,344	\$85,085	\$92,957
16	\$67,344	\$87,604	\$94,248
17	\$67,344	\$88,812	\$95,457
18	\$67,344	\$89,112	\$96,665
19	\$67,344	\$89,414	\$96,967
20	\$67,344	\$90,320	\$97,269
21	\$67,344	\$91,614	\$97,642
22	\$67,344	\$92,044	\$97,758
23	\$67,344	\$92,082	\$98,681
24	\$67,344	\$92,382	\$99,280
25	\$67,344	\$92,462	\$99,344
26	\$67,344	\$92,760	\$100,036
27	\$67,344	\$93,136	\$100,131
28	\$67,344	\$93,436	\$100,701
29	\$67,344	\$93,584	\$101,003
30	\$67,344	\$93,958	\$101,778
31	\$67,344	\$93,958	\$102,445
Employees reaching BA step 9 during 2013-14			\$69,081
Employees reaching BA step 9 before 2013-14			\$73,249

APPENDIX A

SCHEDULE A 2025-26

The following shall be the schedule of basic employee salaries for services as described in Article VII. Classification under the MA+30 lane requires a unit employee to have a total of thirty (30) semester/credit hours beyond the MA degree. Employees who complete a master's program requiring sixty (60) semester/credit hours beyond the BA will also qualify for the MA+30 lane.

Step	BA	MA	MA+30
1	\$48,226	\$53,540	\$55,942
2	\$49,675	\$54,494	\$57,389
3	\$51,482	\$55,686	\$58,944
4	\$54,367	\$57,312	\$60,615
5	\$56,781	\$59,738	\$62,082
6	\$57,896	\$61,761	\$64,333
7	\$59,074	\$63,222	\$66,751
8	\$62,112	\$65,468	\$69,320
9	\$66,504	\$68,191	\$73,001
10	\$69,701	\$70,766	\$77,483
11	\$69,701	\$73,118	\$80,496
12	\$69,701	\$76,513	\$83,755
13	\$69,701	\$81,046	\$87,955
14	\$69,701	\$85,442	\$93,923
15	\$69,701	\$88,063	\$96,211
16	\$69,701	\$90,670	\$97,546
17	\$69,701	\$91,921	\$98,798
18	\$69,701	\$92,231	\$100,048
19	\$69,701	\$92,544	\$100,361
20	\$69,701	\$93,482	\$100,673
21	\$69,701	\$94,821	\$101,060
22	\$69,701	\$95,265	\$101,180
23	\$69,701	\$95,305	\$102,135
24	\$69,701	\$95,616	\$102,755
25	\$69,701	\$95,698	\$102,821
26	\$69,701	\$96,007	\$103,537
27	\$69,701	\$96,396	\$103,635
28	\$69,701	\$96,706	\$104,226
29	\$69,701	\$96,860	\$104,538
30	\$69,701	\$97,246	\$105,340
31	\$69,701	\$97,246	\$106,031
Employees reaching BA step 9 during 2013-14			\$71,499
Employees reaching BA step 9 before 2013-14			\$75,813

APPENDIX A

SCHEDULE A 2026-27

The following shall be the schedule of basic employee salaries for services as described in Article VII. Classification under the MA+30 lane requires a unit employee to have a total of thirty (30) semester/credit hours beyond the MA degree. Employees who complete a master's program requiring sixty (60) semester/credit hours beyond the BA will also qualify for the MA+30 lane.

Rates TBD

- 1) WPS and WEA agree to reopen financials and benefits after January 1, 2025, when statewide decisions on PA 152 changes and UAAL methodology have been made.
- 2) Any district savings from UAAL changes for 2024/25 (changes that put the district in a better position than the \$217 per pupil foundation increase and \$672,000 147a4 allocation proposed by the House) will first be applied to any increase in district costs related to PA 152 modifications. The use of savings beyond these amounts will be discussed during the reopener, subject to #4 below.
- 3) Year 3 financials will be bargained during this reopener.
- 4) 2024/25 and 2025/26 Schedule A will not be subject to change during the reopener.
- 5) WPS to retain 2023/24 27I funding and apply toward existing teacher compensation costs in the current year.

APPENDIX A

Schedule B 2024-25	Step 1		Step 2		Step 3		Step 8	
Non-Athletic Duty	%	Contract Amount	%	Contract Amount	%	Contract Amount	%	Contract Amount
High School Yearbook (with class)	3.00%	\$ 1,419.27	3.50%	\$ 1,655.82	4.00%	\$ 1,892.36	4.50%	\$ 2,128.91
Junior High Yearbook	2.00%	\$ 946.18	2.50%	\$ 1,182.73	3.00%	\$ 1,419.27	3.50%	\$ 1,655.82
Business Professionals of America	2.50%	\$ 1,182.73	3.00%	\$ 1,419.27	3.50%	\$ 1,655.82	4.00%	\$ 1,892.36
School Newspaper (High School)	3.50%	\$ 1,655.82	4.00%	\$ 1,892.36	4.50%	\$ 2,128.91	5.00%	\$ 2,365.45
Student Council (Junior High)	2.00%	\$ 946.18	2.50%	\$ 1,182.73	3.00%	\$ 1,419.27	3.50%	\$ 1,655.82
Student Council (High School)	3.00%	\$ 1,419.27	4.00%	\$ 1,892.36	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54
Senior Class Advisor	2.50%	\$ 1,182.73	2.75%	\$ 1,301.00	3.00%	\$ 1,419.27	3.25%	\$ 1,537.54
Junior Class Advisor	2.50%	\$ 1,182.73	2.75%	\$ 1,301.00	3.00%	\$ 1,419.27	3.25%	\$ 1,537.54
Sophomore Class Advisor	2.00%	\$ 946.18	2.00%	\$ 946.18	2.00%	\$ 946.18	2.00%	\$ 946.18
Freshman Class Advisor	2.00%	\$ 946.18	2.00%	\$ 946.18	2.00%	\$ 946.18	2.00%	\$ 946.18
JH/HS Drama (per play, one per year)	5.00%	\$ 2,365.45	5.50%	\$ 2,602.00	6.00%	\$ 2,838.54	6.50%	\$ 3,075.09
JH/HS Drama Assistant (one paid per year)	2.00%	\$ 946.18	2.00%	\$ 946.18	2.00%	\$ 946.18	2.00%	\$ 946.18
JH/HS Musical (one per year)	6.00%	\$ 2,838.54	7.00%	\$ 3,311.63	8.00%	\$ 3,784.72	9.00%	\$ 4,257.81
JH/HS Musical Assistant (one per year)	2.00%	\$ 946.18	2.00%	\$ 946.18	2.00%	\$ 946.18	2.00%	\$ 946.18
Variety Show (elementary and secondary)	2.00%	\$ 946.18	2.00%	\$ 946.18	2.00%	\$ 946.18	2.00%	\$ 946.18
National Honor Society	2.00%	\$ 946.18	2.00%	\$ 946.18	2.50%	\$ 1,182.73	2.50%	\$ 1,182.73
Elementary/Junior High Vocal Music	2.00%	\$ 946.18	2.00%	\$ 946.18	2.00%	\$ 946.18	2.00%	\$ 946.18
Senior High Vocal Music	2.00%	\$ 946.18	2.25%	\$ 1,064.45	2.50%	\$ 1,182.73	2.75%	\$ 1,301.00
Band Director	9.00%	\$ 4,257.81	10.50%	\$ 4,967.45	12.00%	\$ 5,677.08	13.50%	\$ 6,386.72
Band Assistant Director	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54	7.00%	\$ 3,311.63	8.00%	\$ 3,784.72
Summer Bands	2.00%	\$ 946.18	2.50%	\$ 1,182.73	3.00%	\$ 1,419.27	3.50%	\$ 1,655.82
Orchestra	2.50%	\$ 1,182.73	3.50%	\$ 1,655.82	4.00%	\$ 1,892.36	5.00%	\$ 2,365.45
Drumline	2.00%	\$ 946.18	2.00%	\$ 946.18	2.00%	\$ 946.18	2.00%	\$ 946.18
Safety Patrol	3.00%	\$ 1,419.27	4.00%	\$ 1,892.36	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54
Robotics Advisor (High School)	4.00%	\$ 1,892.36	4.00%	\$ 1,892.36	4.00%	\$ 1,892.36	4.00%	\$ 1,892.36
Robotics Advisor (Junior High)	4.00%	\$ 1,892.36	4.00%	\$ 1,892.36	4.00%	\$ 1,892.36	4.00%	\$ 1,892.36
Key Club	2.50%	\$ 1,182.73	2.50%	\$ 1,182.73	2.50%	\$ 1,182.73	2.50%	\$ 1,182.73
New Teaching Mentor (3 year commitment)	2.00%	\$ 946.18	3.00%	\$ 1,419.27	4.00%	\$ 1,892.36	4.00%	\$ 1,892.36
Smart Start (Junior High only)	2.00%	\$ 946.18	2.00%	\$ 946.18	2.00%	\$ 946.18	2.00%	\$ 946.18
Science Olympiad	4.00%	\$ 1,892.36	4.50%	\$ 2,128.91	5.00%	\$ 2,365.45	5.50%	\$ 2,602.00
Technology Liaison	2.50%	\$ 1,182.73	3.00%	\$ 1,419.27	3.50%	\$ 1,655.82	4.00%	\$ 1,892.36
Elementary SI Chair (chosen by principal)	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45
Elementary Non-Core Area SI Rep (special ed or specials)*	4.00%	\$ 1,892.36	4.00%	\$ 1,892.36	4.00%	\$ 1,892.36	4.00%	\$ 1,892.36
Elementary Math Department Chair*	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45
Elementary Science Department Chair*	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45
Elementary Social Studies Department Chair*	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45
Elementary Reading Department Chair*	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45
Elementary Writing Department Chair*	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45
Secondary SI Chair (chosen by principal)	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45
Secondary English Department Chair	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45

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Secondary Math Department Chair	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45
Secondary Science Department Chair	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45
Secondary Social Studies Department Chair	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45
Secondary Special Education Department Chair	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45
Secondary Elective Department Chair	4.00%	\$ 1,892.36	4.00%	\$ 1,892.36	4.00%	\$ 1,892.36	4.00%	\$ 1,892.36
PBIS Building Lead (up to 1 per building by admin appointment)	2.00%	\$ 946.18	2.00%	\$ 946.18	2.00%	\$ 946.18	2.00%	\$ 946.18
Secondary State Test Coordinator	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45
Secondary State Test Coordinator for Accommodations <i>EL and special education</i>	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45	5.00%	\$ 2,365.45
Academic Advocacy Committee (up to 1 per grade level)	6.00%	\$ 2,838.54	6.00%	\$ 2,838.54	6.00%	\$ 2,838.54	6.00%	\$ 2,838.54

****Buildings may structure their SI positions according to grade level or content areas, but the team must not exceed seven positions, one of which must be SI Chair.***

	Step 1		Step 2		Step 3		Year 8	
High School Athletic Duty*	%	Contract Amount	%	Contract Amount	%	Contract Amount	%	Contract Amount
Football - Varsity Head Coach	13.00%	\$ 6,150.17	14.00%	\$ 6,623.26	15.00%	\$ 7,096.35	16.00%	\$ 7,569.44
Football - Varsity Assistant Coach (4 jobs)	7.00%	\$ 3,311.63	8.00%	\$ 3,784.72	9.00%	\$ 4,257.81	10.00%	\$ 4,730.90
Football - JV Head Coach	7.00%	\$ 3,311.63	8.00%	\$ 3,784.72	9.00%	\$ 4,257.81	10.00%	\$ 4,730.90
Football - JV Assistant Coach (2 jobs)	5.00%	\$ 2,365.45	6.50%	\$ 3,075.09	8.00%	\$ 3,784.72	9.50%	\$ 4,494.36
Football - Freshman Head Coach	5.00%	\$ 2,365.45	6.50%	\$ 3,075.09	8.00%	\$ 3,784.72	9.50%	\$ 4,494.36
Football - Freshman Assistant Coach	4.50%	\$ 2,128.91	6.00%	\$ 2,838.54	7.50%	\$ 3,548.18	9.00%	\$ 4,257.81
Basketball - Boys Varsity Head Coach	13.00%	\$ 6,150.17	14.00%	\$ 6,623.26	15.00%	\$ 7,096.35	16.00%	\$ 7,569.44
Basketball - Boys Varsity Assistant Coach	7.00%	\$ 3,311.63	8.00%	\$ 3,784.72	9.00%	\$ 4,257.81	10.00%	\$ 4,730.90
Basketball - Boys JV Head Coach	7.00%	\$ 3,311.63	8.00%	\$ 3,784.72	9.00%	\$ 4,257.81	10.00%	\$ 4,730.90
Basketball - Boys Freshman Head Coach	5.00%	\$ 2,365.45	6.50%	\$ 3,075.09	8.00%	\$ 3,784.72	9.50%	\$ 4,494.36
Basketball - Girls Varsity Head Coach	13.00%	\$ 6,150.17	14.00%	\$ 6,623.26	15.00%	\$ 7,096.35	16.00%	\$ 7,569.44
Basketball - Girls Varsity Assistant Coach	7.00%	\$ 3,311.63	8.00%	\$ 3,784.72	9.00%	\$ 4,257.81	10.00%	\$ 4,730.90
Basketball - Girls JV Head Coach	7.00%	\$ 3,311.63	8.00%	\$ 3,784.72	9.00%	\$ 4,257.81	10.00%	\$ 4,730.90
Basketball - Girls Freshman Head Coach	6.00%	\$ 2,838.54	7.00%	\$ 3,311.63	8.00%	\$ 3,784.72	9.00%	\$ 4,257.81
Track - Boys Varsity Head Coach	8.00%	\$ 3,784.72	9.00%	\$ 4,257.81	10.00%	\$ 4,730.90	11.00%	\$ 5,203.99
Track - Boys Varsity Assistant Coach	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54	7.00%	\$ 3,311.63	8.00%	\$ 3,784.72
Track - Girls Varsity Head Coach	8.00%	\$ 3,784.72	9.00%	\$ 4,257.81	10.00%	\$ 4,730.90	11.00%	\$ 5,203.99
Track - Girls Varsity Assistant Coach	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54	7.00%	\$ 3,311.63	8.00%	\$ 3,784.72
Baseball - Varsity Head Coach	8.00%	\$ 3,784.72	9.00%	\$ 4,257.81	10.00%	\$ 4,730.90	11.00%	\$ 5,203.99
Baseball - JV Head Coach	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54	7.00%	\$ 3,311.63	8.00%	\$ 3,784.72
Baseball - Freshman Head Coach	4.00%	\$ 1,892.36	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54	7.00%	\$ 3,311.63
Wrestling - Head Coach	9.00%	\$ 4,257.81	10.00%	\$ 4,730.90	11.00%	\$ 5,203.99	12.00%	\$ 5,677.08
Wrestling - Assistant Coach	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54	7.00%	\$ 3,311.63	8.00%	\$ 3,784.72
Cross Country - Head Coach	6.00%	\$ 2,838.54	7.00%	\$ 3,311.63	8.00%	\$ 3,784.72	9.00%	\$ 4,257.81
Soccer - Boys Varsity Head Coach	8.00%	\$ 3,784.72	9.00%	\$ 4,257.81	10.00%	\$ 4,730.90	11.00%	\$ 5,203.99
Soccer - Boys JV Head Coach	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54	7.00%	\$ 3,311.63	8.00%	\$ 3,784.72
Soccer - Girls Varsity Head Coach	8.00%	\$ 3,784.72	9.00%	\$ 4,257.81	10.00%	\$ 4,730.90	11.00%	\$ 5,203.99
Soccer - Girls JV Head Coach	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54	7.00%	\$ 3,311.63	8.00%	\$ 3,784.72
Tennis - Boys Head Coach	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54	7.00%	\$ 3,311.63	8.00%	\$ 3,784.72

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Tennis - JV Coach	3.00%	\$ 1,419.27	4.00%	\$ 1,892.36	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54
Tennis Girls - Head Coach	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54	7.00%	\$ 3,311.63	8.00%	\$ 3,784.72
Golf - Boys Head Coach	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54	7.00%	\$ 3,311.63	8.00%	\$ 3,784.72
Golf - Boys JV Coach	3.00%	\$ 1,419.27	4.00%	\$ 1,892.36	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54
Golf - Girls Head Coach	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54	7.00%	\$ 3,311.63	8.00%	\$ 3,784.72
Golf - Girls JV Coach	3.00%	\$ 1,419.27	4.00%	\$ 1,892.36	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54
Bowling Coach	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54	7.00%	\$ 3,311.63	8.00%	\$ 3,784.72
Volleyball - Head Coach	7.00%	\$ 3,311.63	8.00%	\$ 3,784.72	9.00%	\$ 4,257.81	10.00%	\$ 4,730.90
Volleyball - JV Coach	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54	7.00%	\$ 3,311.63	8.00%	\$ 3,784.72
Volleyball - Freshman Coach	4.00%	\$ 1,892.36	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54	7.00%	\$ 3,311.63
Softball - Varsity Head Coach	8.00%	\$ 3,784.72	9.00%	\$ 4,257.81	10.00%	\$ 4,730.90	11.00%	\$ 5,203.99
Softball - JV Head Coach	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54	7.00%	\$ 3,311.63	8.00%	\$ 3,784.72
Dance - Varsity Head Coach	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54	7.00%	\$ 3,311.63	8.00%	\$ 3,784.72
Cheerleading - Varsity Sideline	6.00%	\$ 2,838.54	7.00%	\$ 3,311.63	8.00%	\$ 3,784.72	9.00%	\$ 4,257.81
Cheerleading - Varsity Competitive	6.00%	\$ 2,838.54	7.00%	\$ 3,311.63	8.00%	\$ 3,784.72	9.00%	\$ 4,257.81
Cheerleading - JV Sideline	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54	7.00%	\$ 3,311.63	8.00%	\$ 3,784.72
Cheerleading - JV Competitive	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54	7.00%	\$ 3,311.63	8.00%	\$ 3,784.72
Strength & Conditioning (up to four seasonal contracts annually)	3.00%	\$ 1,419.27	3.00%	\$ 1,419.27	3.00%	\$ 1,419.27	3.00%	\$ 1,419.27

****Additional coaches may be requested in writing to HR to support higher participation. No additional position will be added without Board of Education approval. Each request must include data to support the need.***

	Step 1		Step 2		Step 3		Year 8	
Junior High Athletic Duty*	%	Contract Amount	%	Contract Amount	%	Contract Amount	%	Contract Amount
Track - 7th & 8th Grade Boys Head Coach	3.00%	\$ 1,419.27	4.00%	\$ 1,892.36	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54
Track - 7th & 8th Grade Girls Head Coach	3.00%	\$ 1,419.27	4.00%	\$ 1,892.36	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54
Basketball - 7th Grade Boys Head Coach	3.00%	\$ 1,419.27	4.00%	\$ 1,892.36	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54
Basketball - 7th Grade Girls Head Coach	3.00%	\$ 1,419.27	4.00%	\$ 1,892.36	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54
Basketball - 8th Grade Boys Head Coach	3.00%	\$ 1,419.27	4.00%	\$ 1,892.36	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54
Basketball - 8th Grade Girls Head Coach	3.00%	\$ 1,419.27	4.00%	\$ 1,892.36	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54
Football - 7th Grade Coach	3.00%	\$ 1,419.27	4.00%	\$ 1,892.36	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54
Football - 8th Grade Coach	3.00%	\$ 1,419.27	4.00%	\$ 1,892.36	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54
Wrestling - Junior High	3.00%	\$ 1,419.27	4.00%	\$ 1,892.36	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54
Baseball	3.00%	\$ 1,419.27	4.00%	\$ 1,892.36	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54
Softball	3.00%	\$ 1,419.27	4.00%	\$ 1,892.36	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54
Volleyball - 7th Grade Head Coach	3.00%	\$ 1,419.27	4.00%	\$ 1,892.36	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54
Volleyball - 8th Grade Head Coach	3.00%	\$ 1,419.27	4.00%	\$ 1,892.36	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54
Cross Country - Junior High Head Coach	3.00%	\$ 1,419.27	4.00%	\$ 1,892.36	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54
Competitive Cheerleading Coach	3.00%	\$ 1,419.27	4.00%	\$ 1,892.36	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54
Esports	3.00%	\$ 1,419.27	4.00%	\$ 1,892.36	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54
Sideline Cheerleading	3.00%	\$ 1,419.27	4.00%	\$ 1,892.36	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54
Soccer Boys Head Coach	3.00%	\$ 1,419.27	4.00%	\$ 1,892.36	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54
Soccer Girls Head Coach	3.00%	\$ 1,419.27	4.00%	\$ 1,892.36	5.00%	\$ 2,365.45	6.00%	\$ 2,838.54

****Additional coaches may be requested in writing to HR to support higher participation. No additional position will be added without Board of Education approval. Each request must include data to support the need.***

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Schedule B 2025-26	Step 1		Step 2		Step 3		Step 8	
Non-Athletic Duty	%	Contract Amount	%	Contract Amount	%	Contract Amount	%	Contract Amount
High School Yearbook (with class)	3.00%	\$ 1,490.25	3.50%	\$ 1,738.63	4.00%	\$ 1,987.00	4.50%	\$ 2,235.38
Junior High Yearbook	2.00%	\$ 993.50	2.50%	\$ 1,241.88	3.00%	\$ 1,490.25	3.50%	\$ 1,738.63
Business Professionals of America	2.50%	\$ 1,241.88	3.00%	\$ 1,490.25	3.50%	\$ 1,738.63	4.00%	\$ 1,987.00
School Newspaper (High School)	3.50%	\$ 1,738.63	4.00%	\$ 1,987.00	4.50%	\$ 2,235.38	5.00%	\$ 2,483.75
Student Council (Junior High)	2.00%	\$ 993.50	2.50%	\$ 1,241.88	3.00%	\$ 1,490.25	3.50%	\$ 1,738.63
Student Council (High School)	3.00%	\$ 1,490.25	4.00%	\$ 1,987.00	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50
Senior Class Advisor	2.50%	\$ 1,241.88	2.75%	\$ 1,366.06	3.00%	\$ 1,490.25	3.25%	\$ 1,614.44
Junior Class Advisor	2.50%	\$ 1,241.88	2.75%	\$ 1,366.06	3.00%	\$ 1,490.25	3.25%	\$ 1,614.44
Sophomore Class Advisor	2.00%	\$ 993.50	2.00%	\$ 993.50	2.00%	\$ 993.50	2.00%	\$ 993.50
Freshman Class Advisor	2.00%	\$ 993.50	2.00%	\$ 993.50	2.00%	\$ 993.50	2.00%	\$ 993.50
JH/HS Drama (per play, one per year)	5.00%	\$ 2,483.75	5.50%	\$ 2,732.13	6.00%	\$ 2,980.50	6.50%	\$ 3,228.88
JH/HS Drama Assistant (one paid per year)	2.00%	\$ 993.50	2.00%	\$ 993.50	2.00%	\$ 993.50	2.00%	\$ 993.50
JH/HS Musical (one per year)	6.00%	\$ 2,980.50	7.00%	\$ 3,477.25	8.00%	\$ 3,974.00	9.00%	\$ 4,470.75
JH/HS Musical Assistant (one per year)	2.00%	\$ 993.50	2.00%	\$ 993.50	2.00%	\$ 993.50	2.00%	\$ 993.50
Variety Show (elementary and secondary)	2.00%	\$ 993.50	2.00%	\$ 993.50	2.00%	\$ 993.50	2.00%	\$ 993.50
National Honor Society	2.00%	\$ 993.50	2.00%	\$ 993.50	2.50%	\$ 1,241.88	2.50%	\$ 1,241.88
Elementary/Junior High Vocal Music	2.00%	\$ 993.50	2.00%	\$ 993.50	2.00%	\$ 993.50	2.00%	\$ 993.50
Senior High Vocal Music	2.00%	\$ 993.50	2.25%	\$ 1,117.69	2.50%	\$ 1,241.88	2.75%	\$ 1,366.06
Band Director	9.00%	\$ 4,470.75	10.50%	\$ 5,215.88	12.00%	\$ 5,961.00	13.50%	\$ 6,706.13
Band Assistant Director	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50	7.00%	\$ 3,477.25	8.00%	\$ 3,974.00
Summer Bands	2.00%	\$ 993.50	2.50%	\$ 1,241.88	3.00%	\$ 1,490.25	3.50%	\$ 1,738.63
Orchestra	2.50%	\$ 1,241.88	3.50%	\$ 1,738.63	4.00%	\$ 1,987.00	5.00%	\$ 2,483.75
Drumline	2.00%	\$ 993.50	2.00%	\$ 993.50	2.00%	\$ 993.50	2.00%	\$ 993.50
Safety Patrol	3.00%	\$ 1,490.25	4.00%	\$ 1,987.00	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50
Robotics Advisor (High School)	4.00%	\$ 1,987.00	4.00%	\$ 1,987.00	4.00%	\$ 1,987.00	4.00%	\$ 1,987.00
Robotics Advisor (Junior High)	4.00%	\$ 1,987.00	4.00%	\$ 1,987.00	4.00%	\$ 1,987.00	4.00%	\$ 1,987.00
Key Club	2.50%	\$ 1,241.88	2.50%	\$ 1,241.88	2.50%	\$ 1,241.88	2.50%	\$ 1,241.88
New Teaching Mentor (3 year commitment)	2.00%	\$ 993.50	3.00%	\$ 1,490.25	4.00%	\$ 1,987.00	4.00%	\$ 1,987.00
Smart Start (Junior High only)	2.00%	\$ 993.50	2.00%	\$ 993.50	2.00%	\$ 993.50	2.00%	\$ 993.50
Science Olympiad	4.00%	\$ 1,987.00	4.50%	\$ 2,235.38	5.00%	\$ 2,483.75	5.50%	\$ 2,732.13
Technology Liaison	2.50%	\$ 1,241.88	3.00%	\$ 1,490.25	3.50%	\$ 1,738.63	4.00%	\$ 1,987.00
Elementary SI Chair (chosen by principal)	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75
Elementary Non-Core Area SI Rep (special ed or specials)*	4.00%	\$ 1,987.00	4.00%	\$ 1,987.00	4.00%	\$ 1,987.00	4.00%	\$ 1,987.00
Elementary Math Department Chair*	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75
Elementary Science Department Chair*	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75
Elementary Social Studies Department Chair*	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75
Elementary Reading Department Chair*	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75
Elementary Writing Department Chair*	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75
Secondary SI Chair (chosen by principal)	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75
Secondary English Department Chair	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75

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Secondary Math Department Chair	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75
Secondary Science Department Chair	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75
Secondary Social Studies Department Chair	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75
Secondary Special Education Department Chair	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75
Secondary Elective Department Chair	4.00%	\$ 1,987.00	4.00%	\$ 1,987.00	4.00%	\$ 1,987.00	4.00%	\$ 1,987.00
PBIS Building Lead (up to 1 per building by admin appointment)	2.00%	\$ 993.50	2.00%	\$ 993.50	2.00%	\$ 993.50	2.00%	\$ 993.50
Secondary State Test Coordinator	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75
Secondary State Test Coordinator for Accommodations <i>EL and special education</i>	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75	5.00%	\$ 2,483.75
Academic Advocacy Committee (up to 1 per grade level)	6.00%	\$ 2,980.50	6.00%	\$ 2,980.50	6.00%	\$ 2,980.50	6.00%	\$ 2,980.50

****Buildings may structure their SI positions according to grade level or content areas, but the team must not exceed seven positions, one of which must be SI Chair.***

	Step 1		Step 2		Step 3		Year 8	
High School Athletic Duty*	%	Contract Amount	%	Contract Amount	%	Contract Amount	%	Contract Amount
Football - Varsity Head Coach	13.00%	\$ 6,457.75	14.00%	\$ 6,954.50	15.00%	\$ 7,451.25	16.00%	\$ 7,948.00
Football - Varsity Assistant Coach (4 jobs)	7.00%	\$ 3,477.25	8.00%	\$ 3,974.00	9.00%	\$ 4,470.75	10.00%	\$ 4,967.50
Football - JV Head Coach	7.00%	\$ 3,477.25	8.00%	\$ 3,974.00	9.00%	\$ 4,470.75	10.00%	\$ 4,967.50
Football - JV Assistant Coach (2 jobs)	5.00%	\$ 2,483.75	6.50%	\$ 3,228.88	8.00%	\$ 3,974.00	9.50%	\$ 4,719.13
Football - Freshman Head Coach	5.00%	\$ 2,483.75	6.50%	\$ 3,228.88	8.00%	\$ 3,974.00	9.50%	\$ 4,719.13
Football - Freshman Assistant Coach	4.50%	\$ 2,235.38	6.00%	\$ 2,980.50	7.50%	\$ 3,725.63	9.00%	\$ 4,470.75
Basketball - Boys Varsity Head Coach	13.00%	\$ 6,457.75	14.00%	\$ 6,954.50	15.00%	\$ 7,451.25	16.00%	\$ 7,948.00
Basketball - Boys Varsity Assistant Coach	7.00%	\$ 3,477.25	8.00%	\$ 3,974.00	9.00%	\$ 4,470.75	10.00%	\$ 4,967.50
Basketball - Boys JV Head Coach	7.00%	\$ 3,477.25	8.00%	\$ 3,974.00	9.00%	\$ 4,470.75	10.00%	\$ 4,967.50
Basketball - Boys Freshman Head Coach	5.00%	\$ 2,483.75	6.50%	\$ 3,228.88	8.00%	\$ 3,974.00	9.50%	\$ 4,719.13
Basketball - Girls Varsity Head Coach	13.00%	\$ 6,457.75	14.00%	\$ 6,954.50	15.00%	\$ 7,451.25	16.00%	\$ 7,948.00
Basketball - Girls Varsity Assistant Coach	7.00%	\$ 3,477.25	8.00%	\$ 3,974.00	9.00%	\$ 4,470.75	10.00%	\$ 4,967.50
Basketball - Girls JV Head Coach	7.00%	\$ 3,477.25	8.00%	\$ 3,974.00	9.00%	\$ 4,470.75	10.00%	\$ 4,967.50
Basketball - Girls Freshman Head Coach	6.00%	\$ 2,980.50	7.00%	\$ 3,477.25	8.00%	\$ 3,974.00	9.00%	\$ 4,470.75
Track - Boys Varsity Head Coach	8.00%	\$ 3,974.00	9.00%	\$ 4,470.75	10.00%	\$ 4,967.50	11.00%	\$ 5,464.25
Track - Boys Varsity Assistant Coach	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50	7.00%	\$ 3,477.25	8.00%	\$ 3,974.00
Track - Girls Varsity Head Coach	8.00%	\$ 3,974.00	9.00%	\$ 4,470.75	10.00%	\$ 4,967.50	11.00%	\$ 5,464.25
Track - Girls Varsity Assistant Coach	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50	7.00%	\$ 3,477.25	8.00%	\$ 3,974.00
Baseball - Varsity Head Coach	8.00%	\$ 3,974.00	9.00%	\$ 4,470.75	10.00%	\$ 4,967.50	11.00%	\$ 5,464.25
Baseball - JV Head Coach	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50	7.00%	\$ 3,477.25	8.00%	\$ 3,974.00
Baseball - Freshman Head Coach	4.00%	\$ 1,987.00	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50	7.00%	\$ 3,477.25
Wrestling - Head Coach	9.00%	\$ 4,470.75	10.00%	\$ 4,967.50	11.00%	\$ 5,464.25	12.00%	\$ 5,961.00
Wrestling - Assistant Coach	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50	7.00%	\$ 3,477.25	8.00%	\$ 3,974.00
Cross Country - Head Coach	6.00%	\$ 2,980.50	7.00%	\$ 3,477.25	8.00%	\$ 3,974.00	9.00%	\$ 4,470.75
Soccer - Boys Varsity Head Coach	8.00%	\$ 3,974.00	9.00%	\$ 4,470.75	10.00%	\$ 4,967.50	11.00%	\$ 5,464.25
Soccer - Boys JV Head Coach	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50	7.00%	\$ 3,477.25	8.00%	\$ 3,974.00
Soccer - Girls Varsity Head Coach	8.00%	\$ 3,974.00	9.00%	\$ 4,470.75	10.00%	\$ 4,967.50	11.00%	\$ 5,464.25
Soccer - Girls JV Head Coach	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50	7.00%	\$ 3,477.25	8.00%	\$ 3,974.00
Tennis - Boys Head Coach	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50	7.00%	\$ 3,477.25	8.00%	\$ 3,974.00

APPENDIX A

Tennis - JV Coach	3.00%	\$ 1,490.25	4.00%	\$ 1,987.00	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50
Tennis Girls - Head Coach	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50	7.00%	\$ 3,477.25	8.00%	\$ 3,974.00
Golf - Boys Head Coach	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50	7.00%	\$ 3,477.25	8.00%	\$ 3,974.00
Golf - Boys JV Coach	3.00%	\$ 1,490.25	4.00%	\$ 1,987.00	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50
Golf - Girls Head Coach	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50	7.00%	\$ 3,477.25	8.00%	\$ 3,974.00
Golf - Girls JV Coach	3.00%	\$ 1,490.25	4.00%	\$ 1,987.00	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50
Bowling Coach	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50	7.00%	\$ 3,477.25	8.00%	\$ 3,974.00
Volleyball - Head Coach	7.00%	\$ 3,477.25	8.00%	\$ 3,974.00	9.00%	\$ 4,470.75	10.00%	\$ 4,967.50
Volleyball - JV Coach	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50	7.00%	\$ 3,477.25	8.00%	\$ 3,974.00
Volleyball - Freshman Coach	4.00%	\$ 1,987.00	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50	7.00%	\$ 3,477.25
Softball - Varsity Head Coach	8.00%	\$ 3,974.00	9.00%	\$ 4,470.75	10.00%	\$ 4,967.50	11.00%	\$ 5,464.25
Softball - JV Head Coach	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50	7.00%	\$ 3,477.25	8.00%	\$ 3,974.00
Dance - Varsity Head Coach	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50	7.00%	\$ 3,477.25	8.00%	\$ 3,974.00
Cheerleading - Varsity Sideline	6.00%	\$ 2,980.50	7.00%	\$ 3,477.25	8.00%	\$ 3,974.00	9.00%	\$ 4,470.75
Cheerleading - Varsity Competitive	6.00%	\$ 2,980.50	7.00%	\$ 3,477.25	8.00%	\$ 3,974.00	9.00%	\$ 4,470.75
Cheerleading - JV Sideline	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50	7.00%	\$ 3,477.25	8.00%	\$ 3,974.00
Cheerleading - JV Competitive	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50	7.00%	\$ 3,477.25	8.00%	\$ 3,974.00
Strength & Conditioning (up to four seasonal contracts annually)	3.00%	\$ 1,490.25	3.00%	\$ 1,490.25	3.00%	\$ 1,490.25	3.00%	\$ 1,490.25

***Additional coaches may be requested in writing to HR to support higher participation. No additional position will be added without Board of Education approval. Each request must include data to support the need.**

	Step 1		Step 2		Step 3		Year 8	
Junior High Athletic Duty*	%	Contract Amount	%	Contract Amount	%	Contract Amount	%	Contract Amount
Track - 7th & 8th Grade Boys Head Coach	3.00%	\$ 1,490.25	4.00%	\$ 1,987.00	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50
Track - 7th & 8th Grade Girls Head Coach	3.00%	\$ 1,490.25	4.00%	\$ 1,987.00	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50
Basketball - 7th Grade Boys Head Coach	3.00%	\$ 1,490.25	4.00%	\$ 1,987.00	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50
Basketball - 7th Grade Girls Head Coach	3.00%	\$ 1,490.25	4.00%	\$ 1,987.00	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50
Basketball - 8th Grade Boys Head Coach	3.00%	\$ 1,490.25	4.00%	\$ 1,987.00	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50
Basketball - 8th Grade Girls Head Coach	3.00%	\$ 1,490.25	4.00%	\$ 1,987.00	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50
Football - 7th Grade Coach	3.00%	\$ 1,490.25	4.00%	\$ 1,987.00	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50
Football - 8th Grade Coach	3.00%	\$ 1,490.25	4.00%	\$ 1,987.00	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50
Wrestling - Junior High	3.00%	\$ 1,490.25	4.00%	\$ 1,987.00	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50
Baseball	3.00%	\$ 1,490.25	4.00%	\$ 1,987.00	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50
Softball	3.00%	\$ 1,490.25	4.00%	\$ 1,987.00	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50
Volleyball - 7th Grade Head Coach	3.00%	\$ 1,490.25	4.00%	\$ 1,987.00	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50
Volleyball - 8th Grade Head Coach	3.00%	\$ 1,490.25	4.00%	\$ 1,987.00	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50
Cross Country - Junior High Head Coach	3.00%	\$ 1,490.25	4.00%	\$ 1,987.00	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50
Competitive Cheerleading Coach	3.00%	\$ 1,490.25	4.00%	\$ 1,987.00	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50
Esports	3.00%	\$ 1,490.25	4.00%	\$ 1,987.00	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50
Sideline Cheerleading	3.00%	\$ 1,490.25	4.00%	\$ 1,987.00	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50
Soccer Boys Head Coach	3.00%	\$ 1,490.25	4.00%	\$ 1,987.00	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50
Soccer Girls Head Coach	3.00%	\$ 1,490.25	4.00%	\$ 1,987.00	5.00%	\$ 2,483.75	6.00%	\$ 2,980.50

***Additional coaches may be requested in writing to HR to support higher participation. No additional position will be added without Board of Education approval. Each request must include data to support the need.**

APPENDIX A

CLUBS

WPS will fund up to 20 clubs annually throughout the District. Each September teachers will submit proposed clubs using a district application process. The leaders of approved clubs will be paid a Schedule B equivalent to 2.00% of the BA2 rate. Payment will be made at the conclusion of the club year after the club leader has submitted attendance records to their principal and provided the survey link to participants. See this link for full application process and club requirements:

[WPS Clubs](#)

SCHEDULE C

2024-25	\$25.01 (.67 x Schedule D Rate)
2025-26	\$26.27 (.67 x Schedule D Rate)
2026-27	TBD

SCHEDULE D

2024-25	\$37.33 (\$47,309/181/7)
2025-26	\$39.21 (\$49,675/181/7)
2026-27	TBD

APPENDIX B

GRIEVANCE REPORT FORM

Grievance #:

Wyoming Public Schools/Wyoming Education Association

Name of Grievant	Building	Assignment	Date Filed

Level One

A. Date of Informal meeting with supervisor:
B. Date cause of grievance occurred:
C. Specific article/law/rule/regulation violated:
D. Statement of grievance:
E. Remedy requested:

Signature of Grievant	Date
Signature of Association Representative	Date

F. Disposition (Supervisor)

Signature of Supervisor	Date
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To be completed by Association:

- ☐ **Accepted**
- ☐ **Rejected** (proceed to Level Two)

APPENDIX B

GRIEVANCE REPORT FORM

Grievance #:

Level Two

A. Date of meeting with Superintendent or designated representative:
B. Disposition (Administration):

Signature of Administrative Representative	Date
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To be completed by Association:

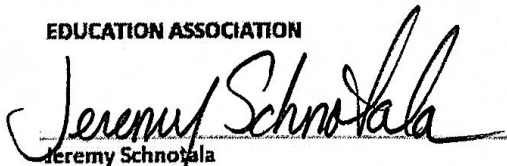
- ☐ **Accepted**
- ☐ **Rejected** (proceed to Level Three)

2026-2027			
Step	BA	MA	MA+30
1	\$49,552	\$55,012	\$57,480
2	\$51,041	\$55,993	\$58,967
3	\$52,898	\$57,217	\$60,565
4	\$55,862	\$58,888	\$62,282
5	\$58,342	\$61,381	\$63,789
6	\$59,488	\$63,459	\$66,102
7	\$60,699	\$64,961	\$68,587
8	\$63,820	\$67,268	\$71,226
9	\$68,333	\$70,066	\$75,009
10	\$71,618	\$72,712	\$79,614
11	\$71,618	\$75,129	\$82,710
12	\$71,618	\$78,617	\$86,058
13	\$71,618	\$83,275	\$90,374
14	\$71,618	\$87,792	\$96,506
15	\$71,618	\$90,485	\$98,857
16	\$71,618	\$93,163	\$100,229
17	\$71,618	\$94,449	\$101,515
18	\$71,618	\$94,767	\$102,799
19	\$71,618	\$95,089	\$103,121
20	\$71,618	\$96,053	\$103,442
21	\$71,618	\$97,429	\$103,839
22	\$71,618	\$97,885	\$103,962
23	\$71,618	\$97,926	\$104,944
24	\$71,618	\$98,245	\$105,581
25	\$71,618	\$98,330	\$105,649
26	\$71,618	\$98,647	\$106,384
27	\$71,618	\$99,047	\$106,485
28	\$71,618	\$99,365	\$107,092
29	\$71,618	\$99,524	\$107,413
30	\$71,618	\$99,920	\$108,237
31	\$71,618	\$99,920	\$108,947

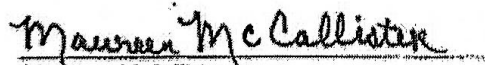
1A \$73,465
1A \$77,898

EDUCATION ASSOCIATION

By


Jeremy Schnotala
WEA President

By

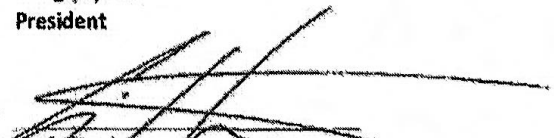

Maureen McCallister
Uniserve Director

BOARD OF EDUCATION

By


Craig Popma
President

By


Craig Hoekstra
Superintendent

By


Jamie Carnes
Associate Superintendent

SCHEDULE C

2026-2027 \$26.99 (.67 X Schedule D Rate)

SCHEDULE D

2026-2027 \$40.28 (\$51,041/181/7)