

AGREEMENT BETWEEN
THE INGHAM INTERMEDIATE SCHOOL DISTRICT
AND
THE INGHAM INTERMEDIATE PROFESSIONAL
STAFF ASSOCIATION

2025-2028

This Agreement has been approved by the
Ingham Intermediate School District
and the Ingham Intermediate Professional Staff Association

FOR THE DISTRICT:


Superintendent
Date: Sept 23, 2025

FOR THE ASSOCIATION:


President
Date: 9/18/25


Secretary
Date: 9/21/25

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AGREEMENT

WHEREAS, the Board has a statutory obligation, pursuant to Act 379 of the Michigan Public Acts of 1965, as amended, to bargain with the Association as a representative of its employees with respect to hours, wages, terms and conditions of employment; and

WHEREAS, the parties following extended, deliberate and professional negotiations have reached certain understandings which they desire to memorialize and reduce to writing.

NOW, THEREFORE, in consideration of the following mutual covenants, it is hereby agreed as follows:

This Agreement is entered into on this 16th day of June, 2025 except as otherwise stated, effective July 1, 2025, by and between the Board of Education of the Ingham Intermediate School District in the County of Ingham, Michigan, hereinafter called the "Board," and the Ingham Intermediate Professional Staff Association, hereinafter called the "Association."

ARTICLE 1

RECOGNITION

SECTION 1. INCLUDED EMPLOYEES. The Board recognizes the Ingham Intermediate Professional Staff Association as exclusive bargaining representative pursuant to Act 379, Public Acts of 1965, for the purposes of collective bargaining with respect to rates of pay, wages, hours of employment and other conditions of employment for all professional personnel under contract with Ingham Intermediate School District including but not limited to the following classifications of employees:

(Classification 1-150)

1. Assistive Technology and Teacher Consultant
2. Audiologist
3. Augmentative and Alternative Communication Consultant
4. Augmentative and Alternative Communication Consultant/Speech-Language Pathologist
5. Coordinator, Transition, Special Education¹
6. Coordinator, Career Readiness and Work-Based Learning
7. Counselor, WTC (if holds teaching certificate)
8. Instructor, Automotive Technology, WTC
9. Instructor, Bioscience, WTC
10. Instructor, Business and Risk Management, WTC
11. Instructor, CAHEP, WTC
12. Instructor, Construction Trades, WTC
13. Instructor, Cosmetology, WTC
14. Instructor, Custodial Services/Career Start, WTC
15. Instructor, Engineering, WTC
16. Instructor, Health Foundations, WTC
17. Instructor, Culinary Arts, WTC
18. Instructor, Precision Machining Technology, WTC
19. Instructor, Programming and Mobile Applications, WTC
20. Instructor, New Media, WTC
21. Instructor, Welding Technology, WTC
22. Instructor, Project Search
23. Mental Health Specialist
24. Music Therapist
25. Occupational Therapist
26. Occupational Therapist, Early Childhood
27. Occupational Therapist, Early On
28. Physical Therapist
29. Physical Therapist, Early On
30. School Nurse
31. School Psychologist

¹ Highlights represent positions whose employment is believed to be subject to the Tenure Act.

32. School Social Worker
33. Specialist, Behavior
34. Specialist, Career Development
35. Specialist, Enrollment, RtI and Transition
36. Specialist, Orientation and Mobility
37. Speech-Language Pathologist
38. Speech-Language Pathologist, Early On
39. Speech Pathologist and Non-Public School Facilitator
40. Teacher and Teacher Consultant
41. Teacher Consultant
42. Teacher Consultant, WTC
43. Teacher Consultant, Deaf and Hard of Hearing
44. Teacher Consultant, Low Incidence Students
45. Teacher Consultant, Students with Autism Spectrum Disorder
46. Teacher Consultant, Visually Impaired
47. Teacher, Adaptive Physical Education
48. Teacher, Deaf and Hard of Hearing
49. Teacher, Emotionally Impaired
50. Teacher, English Language Arts
51. Teacher, Ingham Academy
52. Teacher, Mathematics
53. Teacher, Physical Education
54. Teacher, Social Studies
55. Teacher, Special Education
56. Teacher, Special Education, ASD
57. Teacher, Special Education, CI
58. Teacher Specialist, Deaf and Hard of Hearing
59. Teacher Specialist, Early Childhood Special Education
60. Teacher Specialist, Visually Impaired
61. Teacher, Speech & Language Impaired

(Classification 151 and above)

- 151. Accountant, Business Office and Business Services
- 152. Accountant, Business Office and CSTE
- 153. Accountant, Business Unit
- 154. Analyst, Application Support
- 155. Analyst, Database and Applications
- 156. Analyst, Network
- 157. Analyst, Network Security
- 158. Analyst, Special Education Finance
- 159. Analyst, Systems
- 160. Analyst, Systems and Development
- 161. Architect, Endpoint and Cloud Systems
- 162. Architect, Network and Systems
- 163. Assistant School Nurse
- 164. Assistant, Occupational Therapy
- 165. Assistant, Physical Therapy
- 166. Auditor, Pupil Accounting
- 167. Auditor, Pupil Accounting/Attendance Officer
- 168. Coach, Early Childhood
- 169. Coach, Family Engagement Center
- 170. Coach, Instruction and Technology
- 171. Consultant and Coach, Early Childhood and Literacy
- 172. Consultant and Coach, Leadership and Continuous Improvement
- 173. Consultant and Coach, Literacy
- 174. Consultant and Coach, Math
- 175. Consultant and Coach, MTSS and Continuous Improvement
- 176. Consultant and Coach, PBIS and Continuous Improvement
- 177. Consultant and Coach, Secondary Math
- 178. Consultant and Coach, STEM
- 179. Consultant, Behavior Management
- 180. Consultant, Newcomer English Language and English Language Learner
- 181. Consultant, Research and Instructional Data
- 182. Consultant, Secondary MTSS
- 183. Coordinator, College and Career Preparation and Assessment
- 184. Coordinator, Communications
- 185. Coordinator, Cooperative Acquisitions
- 186. Coordinator, Family Engagement
- 187. Coordinator, GSC, Community Literacy and Outreach
- 188. Coordinator, Initial Service, Early On

189. Coordinator, Medicaid
190. Creator, Multi-Media Content Creator
191. Data Analyst, Special Education and Early Childhood
192. Early Interventionist
193. Engineer, Endpoint Systems
194. Instructional Coach, General Education and CTE Focus
195. Instructional Coach, Special Education Focus
196. Instructor, Applied Academics English Language Arts/CTE Support
197. Interpreter
198. MTSS Implementer/Early Childhood School Psychologist
199. Parent Educator, GPGS
200. Senior Accountant, Business Services and Business Office
201. Senior Accountant, Grants
202. Senior Payroll and Benefits Analyst
203. Specialist, Automotive Technology
204. Specialist, Communications
205. Specialist, Data, Systems and Analysis
206. Specialist, Early Childhood
207. Specialist, Play and Learn Group, Early On
208. Specialist, Technical Support
209. Technical Assistance Provider

SECTION 2. EXCLUDED EMPLOYEES. All supervisory or managerial personnel including, but not limited to, the Superintendent, Assistant Superintendents, Directors, Principals, Assistant Principals, Supervisors/Foremen, Managers and all non-professionals and all others.

SECTION 3. EXCLUSIVE REPRESENTATIVE. The Board agrees not to negotiate with any employee organization for this bargaining unit other than the Association for the duration of this Agreement.

The Office of Human Resources, at the time of hire, rehire, reinstatement or transfer of an employee into the bargaining unit, shall apprise the Secretary and Treasurer of this event via email and allow an IIPSA representative reasonable release time to meet with the employee.

SECTION 4. MAINTENANCE OF RIGHTS. Nothing contained herein shall be construed to deny or restrict any employee, the Association, or the Board, rights each may have under the laws of the State of Michigan or the United States, or the Constitutions of Michigan and the United States.

SECTION 5. UNIT LEADERS/COORDINATORS. Special Education Unit Leaders shall be selected from employees in the bargaining unit who have exhibited leadership ability, with consideration for their experience and degree attainment. The selection of Special Education Unit Leaders will be made by a recommendation by the appropriate program supervisor in conjunction with the Assistant Superintendent of Human Resources and/or Deputy Superintendent. The Board will inform the IIPSA President with an explanation of why the individual was selected.

The Special Education Unit Leaders shall be appointed on an annual basis and shall receive One Thousand (\$1,000.00) Dollars per year additional remuneration for added coordination duties in addition to their professional job descriptions. They are expected to work a minimum of one (1) additional hour per week. No Special Education Leader will evaluate or supervise any bargaining unit professionals. Upon the request of any unit member, evaluation input by the Special Education Unit Leaders may be submitted for consideration.

Coordinators are those employees whose job description includes coordination duties. No Coordinator will evaluate or supervise any bargaining unit member. Upon the request of any unit member, evaluation input by a Coordinator may be submitted for consideration.

The parties agree that the Coordinator and Unit Leaders are not supervisory employees as defined by the National Labor Relations Act or the Michigan Employment Relations Commission.

SECTION 6. INDIVIDUAL CONTRACTS. Any individual contract executed between the Board and an individual employee shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement during its duration, shall be controlling, however, it is understood that nothing within this Agreement shall control any of the prohibited subjects within section 15 of PERA. The Association shall have the right to review and copy all contracts executed between the Board and an individual employee.

SECTION 7. BARGAINING UNIT WORK. Supervisory, managerial or executive personnel shall not do bargaining unit work except in emergencies and for purposes of demonstration, training of teachers, experimental and research projects.

ARTICLE 2

DURATION

This Agreement shall be effective as of July 1, 2025 and shall continue in effect until the 30th day of June, 2028. If an Agreement on the renewal or modification is not reached prior to the expiration date, then the Articles or Sections shall expire, if the law permits such expiration, and shall not be extended except by mutual written agreement between the parties.

ARTICLE 3

NEGOTIATION PROCEDURES

SECTION 1. BEGINNING DATE. At least by January 15 of the year of expiration of this Agreement, the Association and the Board will begin negotiations for a new Agreement covering wages, hours, terms, and conditions of employment.

If a successor agreement is not reached by 45 days prior to contract expiration, five (5) non-consecutive days of intensive bargaining will be scheduled at an off-site location, like the DeWitt Retreat Center.

SECTION 2. NEGOTIATING REPRESENTATIVES. Neither the Association nor the Board 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 Board and by a majority of the membership at large of the Association, 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.

SECTION 3. SPECIAL CONFERENCES/AMENDMENTS TO AGREEMENT.

- A. A special conference shall be a meeting or session wherein both parties meet to discuss important matters.
- B. Special conferences on important matters shall be arranged between the Association President and the Superintendent upon request of either party. Each party shall have at least two (2) individuals present at said conference. Arrangements shall be made in writing five (5) calendar days in advance, whenever possible. An agenda of the matters to be taken up shall be presented in writing at the time the conference is requested. Every effort will be made to have present at the meeting those individuals who have responsibility or are involved in the area to be discussed.
- C. Upon receipt of a request for a special conference, the parties shall meet within five (5) days thereafter.
- D. At the time of the special conference, the parties will mutually agree to appoint an official note taker and distribution of the official notes of the special conference shall be accomplished within two (2) days following the special conference to all in attendance at the special conference.

- E. Special conferences will be held upon the call of either party within five (5) days of the request.
- F. Special conferences are not intended to bypass any step of the grievance procedure.
- G. This Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in written and signed amendment to this Agreement. Either party may express in writing the desire to change any part of the contract. The respondent shall set up a meeting to resolve the issue or reply in writing stating the rationale for the denial of reopening discussions.

ARTICLE 4

ASSOCIATION SECURITY

SECTION 1. MEMBERSHIP. Employees covered by this professional agreement may or may not continue membership in the Association for the duration of this professional agreement.

SECTION 2. PAYROLL DEDUCTIONS. The Board agrees to make the following payroll deductions for the professional staff:

- A. Tax Sheltered Annuities as registered with the Payroll Office. Employees may arrange for a portion of their pay to be withheld to pay the premium on tax sheltered annuities. A limited number of companies are authorized to have their premiums withheld on a payroll deduction basis. Those interested may obtain more information from the Payroll Office.
- B. United Fund contributions.
- C. Direct deposit of pay to any financial institution that participates in the federal automated clearing-house (ACH) system.
- D. Prorated premiums of Board approved fringe benefits for partial payment contributed by an employee.
- E. IRS Section 125 Flexible Spending Plan allowances.
 - 1. Medical and hospitalization expense reimbursement
 - 2. Dependent care reimbursement programs
 - 3. Health care premiums reimbursement
- F. Any deduction pursuant to this section will be made only after written authorization by the employee for the deduction, and when such authorization is submitted to the employer.
- G. Deductions associated with the Michigan Public School Employees Retirement System.
- H. Internal Revenue Code (IRC) 457 Savings Plan. The contribution level and other legal mandates will be explained to staff through a meeting and written communication.

ARTICLE 5

HEALTH AND SAFETY

SECTION 1. HEPATITIS B. The Board will provide Hepatitis B vaccinations, to all employees who provide a signed and written physician's approval to have the immunizations. The District will provide the immunization at no cost to the employee.

An information sheet and request form for the immunization is available through the Human Resources Office.

SECTION 2. MEDICAL CARE PURSUANT TO WORKERS' COMPENSATION. The Board shall furnish all medical care required of the Workers' Compensation Act. The Board will assist its employees concerning injuries arising out of the course of employment. A copy of the Board written procedure will be made available to all IIPSA members and copies will be kept in the offices of all school buildings.

SECTION 3. HEALTH AND SAFETY. The Ingham Intermediate School District will permit IIPSA an opportunity for input in proposing, developing, reviewing and recommending practices, policies and procedures which impact upon health and safety in the work environment.

Any new or amended health or safety related policy which is brought forward from the Board Policy Committee will be provided, before distribution to employees, to the IIPSA officers.

The IIPSA officers will have time to review and suggest changes to the policy before the policy is taken to the Board for final action.

All bargaining unit employees shall have the right to recommend new policies or amendments to current policies. Such recommendations should be directed to the employee's immediate supervisor or the Assistant Superintendent of Human Resources.

SECTION 4. TRAINING/SUPPLIES. Designated employees will be provided annual bloodborne pathogen training, including universal precaution training, and the District will make available appropriate supplies in accordance with the applicable law.

SECTION 5. DISTRICT SAFETY COMMITTEE. IIPSA shall be entitled to choose one (1) IIPSA representative to be a permanent member of the District's Safety Committee. IIPSA shall designate and identify one representative to the Safety Committee each year. The Assistant Superintendent for Human Resources, or designee, will also be a permanent member of the District's Safety Committee.

ARTICLE 6

GRIEVANCE PROCEDURE

SECTION 1. DEFINITION OF GRIEVANCE. A claim by an employee, group of employees or the Ingham Intermediate Professional Staff Association through its President, or designated representative from the Association, that there has been a violation, misinterpretation, or misapplication of the written terms of this Agreement may be processed as a grievance as hereinafter provided. The term grievant shall be used hereinafter to mean either an employee, group of employees, or the Association.

A potential grievant shall first review this Agreement to determine whether there is a grievable situation. Notification, verbally or in writing as herein described, shall be made to the administrative personnel involved by using forms provided by the District.

SECTION 2. PURPOSE OF PROCEDURE. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solution to grievances. Both parties agree these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.

SECTION 3. ASSOCIATION INVOLVEMENT IN GRIEVANCES.

- A. The IIPSA President and IIPSA Vice Presidents are recognized as official representatives for the Association in grievance procedures. The names of such representatives of the Association shall be furnished in writing to the Superintendent at the beginning of each school year. No such representative shall act on behalf of the Association in grievance matters until the Superintendent has been advised of his/her designation in writing. Any changes in such representatives shall be reported in writing to the Superintendent.
- B. In the event that an official representative is a party in interest to any grievance, he/she shall disqualify himself/herself unless the Association as a whole is involved in a grievance.
- C. Any individual employee at any time may file and process a grievance up to Step 2, excluding arbitration, and have the grievance adjusted without the intervention of the Association or its representative, if the adjustment is not inconsistent with the terms of the agreement and provided that the Association or its representatives have been given an opportunity to be present at such adjustment.

- D. Grievances filed as group grievance or Association grievance may be initiated at Step 2 of the grievance procedure.

SECTION 4. GENERAL CONDITIONS. No employee shall be denied the protection of this Agreement nor shall he/she be subject to any disciplinary or discriminatory action solely as the result of submitting a grievance as provided for in this section.

- A. The number of days indicated at each step are working days excluding vacation periods, scheduled conferences and/or personal vacations, illness, or any other previously scheduled conflicts or emergencies involving parties to the grievance procedure. These time limits should be considered as maximum, and every effort should be made to expedite the grievance process. Any time limit may be extended by mutual consent, in writing, by the involved parties.
- B. The failure of the grievant to proceed from one step of the grievance procedure to the next step within the time limits set forth, shall be deemed to be an acceptance of the decision previously rendered and shall constitute a waiver of any future appeal concerning the particular grievance.
- C. The failure of an administrator to communicate his/her decision to the grievant within the specified time limits shall permit the grievant and/or Association to proceed to the next step in the grievance procedure.
- D. A written statement of grievance shall contain the following information:
 - 1. It shall be signed by the grievant(s) unless the Association President or his/her designated representative has permission of the grievant(s) to file the grievance on the employee's behalf.
 - 2. It shall contain a synopsis of the facts giving rise to the alleged violation as known to the grievant at that time.
 - 3. It shall cite that section or subsection of this Agreement alleged to have been violated.
 - 4. It shall contain the date of the alleged violation.
 - 5. It shall specify the relief requested.

6. The written statement of grievance shall set forth the issues of the grievance and the specific allegation(s) shall not be altered in any way during the grievance procedure except with the mutual consent of the Association and/or the grievant and the Board.
 7. If new information is discovered that would lead to a different allegation, such allegation may be filed as a separate grievance unless otherwise agreed to in subsection 6 above.
- E. No documents, communication, or records of a grievance shall be filed in the personnel files of the participants. This does not include documents, communications or records which may have preceded or led to a grievance, including but not limited to evaluation, reprimand or discipline. However, if, as a result of a resolution of a grievance it is determined that certain materials are to be eliminated from the employee's personnel file, they will be removed.

SECTION 5. GRIEVANCE PROCEDURE. An employee, group of employees or the Association shall hereinafter be referred to as "grievant" for purposes of the procedure hereinafter set forth:

A. STEP ONE

A grievant having a grievance shall, within fourteen (14) days after the grievance becomes known, or reasonably should have become known, submit a written grievance to the grievant's immediate supervisor, if the grievant is an individual. If the Association itself is the grievant, the Association shall commence the procedure at Step Two. If an employee presents a grievance, at the employee's option, he/she may request the presence of an Association representative identified in Section 3(A) of this Article, at such Step One meeting.

Within five (5) days after receipt of the written grievance, the supervisor will discuss the grievance with his/her unit/program cabinet member and will attempt to resolve the grievance within the said five (5) day period by holding a meeting with the grievant and his/her representative. Within five (5) days after the meeting, the supervisor will render his/her decision in writing, sending a copy to the unit/program cabinet member, the grievant and the Association President.

B. STEP TWO

If the grievance is not resolved at Step One, it may be referred in writing to the Superintendent within five (5) days of receipt of the supervisor's reply. If the Association is the grievant, it may be referred in writing to the Superintendent within fourteen (14) days of the date that the Association became aware of the grievance or should have become aware of it. The Superintendent or his/her designee will attempt to resolve the grievance by holding a meeting with the grievant and/or necessary persons within seven (7) days of receipt of the grievance. A written answer shall be given to the supervisor, unit/program cabinet member, grievant and the Association President within five (5) days after the conclusion of the meeting.

C. STEP THREE

If the grievance remains unresolved at the conclusion of Step Two, it may be submitted for binding arbitration at the request of the Association, provided written notice (via email is acceptable) of the request for submission to arbitration is delivered to the Board and either the American Arbitration Association or the Federal Mediation and Conciliation Service within twenty (20) days after receipt of the decision in Step Two. Following written notice of request for submission to binding arbitration, the arbitrator will be selected by the American Arbitration Association in accordance with its rules which shall likewise govern the arbitration hearing. In the event the submission is to the Federal Mediation and Conciliation Service in lieu of the American Arbitration Association, the rules of the Federal Mediation and Conciliation Service shall be utilized in the selection of the arbitrator and shall likewise govern the arbitration hearing.

SECTION 6. ARBITRATION.

- A. The arbitrator so selected will confer with the parties and hold hearings promptly and will issue his/her decision within thirty (30) days after the close of the hearing or submission of briefs, where applicable.
- B. The arbitrator's decision shall be in writing and will set forth his/her findings of fact, reasoning and conclusions on the issues submitted.
- C. The arbitrator shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement or amendments.

- D. The arbitrator's powers shall be limited to deciding whether the Board has violated the expressed Articles or Sections of this Agreement, it being understood that any matter not specifically set forth herein remains within the reserved rights of the Board. The arbitrator shall have full authority to uphold or rescind disciplinary measures imposed by the Board.
- E. Both parties agree to be bound by the decision of the arbitrator and agree that either party may enter a judgment thereon in any court of competent jurisdiction.
- F. The arbitrator's fee and expense shall be divided equally between the parties.
- G. An employee who is required by the Board or Association to participate in an arbitration hearing under this Agreement shall be put on standby during the work day and shall be excused with pay when called to testify. In addition, the grievant, Association President, or one (1) representative from the Association who participates in an arbitration hearing shall be paid for time lost in the arbitration hearing.

SECTION 7. TIME LIMITS. The parties recognize and agree that all labor disputes must be quickly resolved in conformance with the Master Agreement language. All timelines outlined in Article 6 must be strictly complied with, subject to Section 8 below.

In the event that a grievance is not presented, or is not appealed from one step to another, within the time limit provided, the grievance will be considered as being withdrawn or settled on the basis of the Board's last answer. Failure of the Board to respond to a grievance, at any step within the time limits specified shall be considered a denial of the grievance and it may be processed at the next step. A grievant may withdraw further consideration of a grievance at any stage of the procedure.

SECTION 8. NOTICE OF OUTSIDE REPRESENTATION. In the event the Association is represented by an outside representative (e.g., legal counsel) at any step of the grievance procedure, the Assistant Superintendent of Human Resources will be given at least three (3) working days advance notice.

SECTION 9. GRIEVANCE FORM.

Grievant: _____

Date: _____

Job Classification: _____

Division: _____ Assignment Location: _____

Date of Incident: _____

STEP 1

A grievant having a grievance shall, within fourteen (14) days after the grievance becomes known, or reasonably should have become known, submit a written grievance to the grievant's immediate supervisor, if the grievant is an individual. If the Association itself is the grievant, the Association shall commence the procedure at Step Two. If an employee presents a grievance, at the employee's option, he/she may request the presence of a representative identified in Section 3(A) of this Article, at such Step One meeting.

Alleged Provisions Violated: _____

Synopsis of the Facts: _____

Relief Requested: _____

Association Representative's Signature

Grievant's Signature

Receipt Date: _____

Immediate Supervisor's Signature

Within five (5) days after receipt of the written grievance, the supervisor will discuss the grievance with his/her unit/program cabinet member and will attempt to resolve the grievance within the said five (5) day period by holding a meeting with the grievant and his/her representative. Within five (5) days after the meeting, the supervisor will render his/her decision in writing, sending a copy to the Assistant Superintendent, the grievant and the Association President.

Date of Meeting with Supervisor: _____

Supervisor's Response: _____

Supervisor's Signature

Date

Receipt Date: _____

Grievant or Association Rep.'s Signature

STEP 2

If the grievance is not resolved at Step One, it may be referred in writing to the Superintendent within five (5) days of receipt of the supervisor's reply. If the Association is the grievant, it may be referred in writing to the Superintendent within fourteen (14) days of the date that the Association became aware of the grievance or should have become aware of it. The Superintendent or his/her designee will attempt to resolve the grievance by holding a meeting with the grievant and/or necessary persons within seven (7) days of receipt of the grievance. A written answer shall be given to the supervisor, the unit/program cabinet member, grievant and the Association President within five (5) days after the conclusion of the meeting.

Request to Submit Grievance to Superintendent: _____

Signature

Date

Received By

Date

Superintendent's Answer: _____

Signature

Date

Received By

Date

STEP 3

If the grievance remains unresolved at the conclusion of Step Two, it may be submitted for binding arbitration at the request of the Association, provided written notice of the request for submission to arbitration is delivered to the Board and either the American Arbitration Association or Federal Mediation and Conciliation Service within twenty (20) working days after receipt of the decision under Step Two. Following the written notice of request for submission to binding arbitration, the arbitrator will be selected by the American Arbitration Association in accordance with its rules which shall likewise govern the arbitration hearing. In the event that the submission to arbitrate is delivered to the Federal Mediation and Conciliation Service in lieu of the American Arbitration Association, the rules of the Federal Mediation and Conciliation Service shall be utilized in the selection of the arbitrator and shall likewise govern the arbitration hearing.

ARTICLE 7

MISCELLANEOUS PROVISIONS

SECTION 1. SUPREMACY. Except where prohibited by Section 15 of PERA, this agreement shall supersede any policies, rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms.

SECTION 2. INVALID PROVISION REPLACEMENT. If any Article or Section of this Agreement shall be held invalid by operation of law, the remainder of this Agreement shall not be affected thereby, and the parties shall enter into collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement of such Article, Section, or provision held invalid, providing any mutually agreed upon replacement shall not be inconsistent with this Agreement or applicable law.

SECTION 3. COPIES OF AGREEMENT. Copies of the Agreement titled "Professional Agreement between the Ingham Intermediate School District and the Ingham Intermediate Professional Staff Association", shall be posted on the school district website. Notice of the location on the website shall be given to each employee now employed, or hereinafter employed. A printed copy will be provided if requested.

SECTION 4. RELEASE TIME. The Association will be credited with one hundred fourteen (114) hours each year, seventy-nine (79) of which shall be used during non-student contact time, and the other thirty-five (35) hours to be used by officers or representatives of the Association with such use to be at the discretion of the Association. Should a substitute be necessary, the Association will pay substitute costs. Arrangements for Association release time shall be made no less than two (2) days in advance, unless the parties mutually agree to waive this advance notice. The Human Resources Department will consider requests to use non-student release hours, for the purpose of Association professional development during student contact time. The Association's President shall endorse requests for the use of Association time.

SECTION 5. EMERGENCY FINANCIAL MANAGER. An Emergency Financial Manager appointed under the local financial stability and choice act, 2012 PA 436, MCL 141.1541, et seq, may reject, modify or terminate the collective bargaining agreement as provided in the local financial stability and choice act, 2012 PA 436, MCL 141.1541, et seq; pursuant to MCL 423.215(7).

ARTICLE 8

RIGHTS OF THE BOARD

SECTION 1. SUPREMACY. Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authority under the Michigan General School Laws or any other laws or regulations.

SECTION 2. BOARD RIGHTS. Except as expressly abridged by the provisions of this Agreement, it is agreed that all rights which ordinarily vest in and have been exercised by the Board shall continue to vest exclusively in and be exercised by the Board. Such rights shall include, by way of illustration and not by way of limitation, the right to:

- A. Manage and control its business, its facilities, its equipment, and its operations.
- B. Continue its rights, policies, and practices of assignment and direction of its personnel, and scheduling.
- C. Direct the working forces, including the right to hire, promote, assign, discipline, transfer and determine the size of the work force.
- D. Determine the services, supplies, and equipment necessary to continue its operations.
- E. Adopt reasonable rules and regulations.
- F. Determine the qualifications of employees, including health conditions.
- G. Determine overall goals and objectives as well as the policies affecting the educational programs.
- H. Determine the number and location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions, or subdivisions thereof and the relocation or closings of offices, departments, divisions or subdivisions, buildings or other facilities.
- I. Determine the size and content of the management organization, its functions, authority, amount of supervision and the table of organization.
- J. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations.

ARTICLE 9

ASSOCIATION AND EMPLOYEE RIGHTS

SECTION 1. ASSOCIATION/INDIVIDUAL RIGHTS. The Board recognizes that the Association and individual employees have all rights provided by law, including but not limited to the following:

- A. The right to organize and collectively bargain as provided in Act 379 of the Public Acts of 1965 as amended.
- B. The right to public information as provided in the Freedom of Information Act, which is Act 442 of the Public Acts of 1976; and to information necessary for bargaining as specified in Act 379 of the Public Acts of 1965 as amended.
- C. Civil rights as provided in the Michigan Civil Rights Act, which is Act 453 of the Public Acts of 1976. The Board and the Association agree to abide by all applicable local, state and federal laws with respect to age, sex, race, creed, color, sexual orientation, national origin, familial status, gender, gender identity, disability, height, marital status, religion, veteran status, weight, or hair texture and protective hairstyles in the hiring, placement, salary determination, or other terms or conditions of employment for employees covered by this Agreement.
- D. The rights provided under the Open Meetings Act, which is Act 267 of the Public Acts of 1976. Included is the right to address the Board at regular meetings at a time established on the Agenda. Such presentations may be limited by the Board to not more than fifteen (15) minutes in duration.
- E. The Board recognizes that individual employees are entitled to all of the provisions of Act 397 of the Public Acts of 1978, as amended, as it pertains to the individual employee personnel files.
- F. The Teacher Tenure Act, Public Act 4, of the Public Acts of 1937, as amended.
- G. The Americans With Disabilities Act of 1990, Codified as 42 USC § 12101-12117, 12201-12213, July 26, 1990; effective July 26, 1992.

The Board and the Association further agree that the Board shall be permitted to take any and all actions necessary to comply with the

Americans with Disabilities Act and to avoid liability under the provisions of said Act. If such actions necessitate violation of a provision of this Agreement, then the parties agree to bargain with regard to the effect of implementing such action on other bargaining unit employees.

- H. FAMILY AND MEDICAL LEAVE ACT OF 1993. It is understood that the Family and Medical Leave Act of 1993 does not abrogate the rights of the parties under this Collective Bargaining Agreement. Where additional benefits are extended by the Act to the employees, those additional benefits will be honored by the District. Where certain employer rights are also granted in connection with those additional benefits, the District shall be free to exercise those rights. To the extent that leaves of absences are granted under this contract, whether paid or unpaid, it is the intent of the parties that the rights granted hereunder will serve to satisfy the requirements of the Family and Medical Leave Act provisions to the extent applicable by law. All applicants for Family and Medical Leave Act leaves will comply with Board policy. (Refer to Article 18, Section 8, 9).
- I. The Health Insurance Portability and Accountability Act (HIPAA) of 2002, as amended. See Letter of Agreement 2005-14.

SECTION 2. USE OF FACILITIES. In addition, the following rights are also granted by the Board.

- A. The facilities of the District shall be available to the Association and its representatives at reasonable times outside the regular working day for the transaction of Association business. The use of the facilities and equipment shall not interfere with normal operations and any expense involved shall be borne by the Association. Activities of the Association shall not take place during regularly scheduled working hours, except for up to six (6) one-hour meetings per year. The Association may use this time for either general meetings or building level meetings at its discretion. The times and dates of general meetings shall be established by agreement between the Association President and Superintendent. The times and dates of building meetings shall be established by agreement between the Association building representative and the building administrator. Employees shall not be excused from student contact responsibilities to attend such meetings.
- B. The Administration shall publish to the employees guidelines for handling confidential student records.

SECTION 3. PERSONNEL FILE.

- A. An official personnel file shall be maintained by the Board for each employee in the bargaining unit, and all such files shall be maintained in a centrally located office, under the sole supervision of the Assistant Superintendent of Human Resources.
- B. Each personnel file shall have a cover sheet upon which shall be recorded the date and the names of those persons who insert and inspect the material.
- C. At the request of the Board, each employee shall be obligated to see that employment data, such as verification of job experience, transcripts of credits, and records of certification, necessary for initial salary placement and subsequent salary changes or adjustments are on file in the Office of Human Resources. The employee shall be informed on the date of the request that failure to submit the aforementioned data will materially affect their subsequent salary changes or adjustments.
- D. Each employee shall have the right to examine the contents of the employee's own personnel file. The employee shall make an appointment with the Assistant Superintendent of Human Resources to examine his/her file. The Assistant Superintendent of Human Resources or his/her designated representative, shall be present when the employee examines the employee's file, and, if the employee so desires, the employee may be accompanied by a representative of the Association. If the employee designates in writing that the employee desires a representative of the Association to examine the employee's file in the employee's absence, the designated representative shall be allowed to examine the file.
- E. Employees may request reproductions of materials and the employees' personnel file, provided a reasonable duplication fee is paid by the employee.

SECTION 4. CONSULTING/OUTSIDE EMPLOYMENT. Outside employment which does not interfere with the regular duties of an employee employed by the School District and is not in conflict with the role of the School District employee is considered a personal matter of the employee.

When serving in a professional capacity outside of the District as such, the employee acts individually. Any views or positions stated shall reflect personal opinion and not imply representation of a Board position.

Employees are expected to notify their immediate supervisor, in writing, about any external employment commitments that could potentially be a conflict of interest with their position with the School District. Should a conflict develop between outside employment and employment with the School District, the employee is expected to cooperate with his/her supervisor in resolving the conflict. The Superintendent shall have the final decision in any conflict resolution necessary to protect the interests of the School District.

SECTION 5. CELL PHONE STIPEND. The District provides a \$40.00 monthly stipend for employees who use their cell phones for work related use. The employee's Supervisor determines if a position requires the use of a cell phone. Employees must complete and submit the IIPSA Phone Stipend form.

ARTICLE 10

CERTIFICATION, AUTHORIZATION, RECRUITMENT, SELECTION, APPOINTMENT AND TRANSFER OF EMPLOYEES

SECTION 1. QUALIFICATIONS. As a condition of continued employment all employees must meet qualifications required by state law and/or state program regulations.

SECTION 2. CERTIFICATION/APPROVAL. Any employee whose position requires certification and/or approval of the Michigan Department of Education and who is employed on a "special certification" or "temporary approval" basis, has the responsibility of taking the initiative in carrying out the terms required for certification and/or approval status. It is the employee's responsibility to see that the following steps are taken:

- A. Earn the required academic credits.
- B. Notify the Assistant Superintendent of Human Resources and the Department of Education that the deficiencies are removed.
- C. Insure that a recommendation for approval, temporary or full, is made by the sponsoring institution to the Department of Education.
- D. Insure that a copy of the recommendation for approval is sent to the Superintendent's office.

SECTION 3. RECRUITMENT, SELECTION, APPOINTMENT AND TRANSFER.

In the recruitment, selection, appointment and transfer to positions within the District, it is the policy of the Board of Education to recruit, select, appoint and transfer from within the ranks of its employees whenever practicable.

When the Board decides to fill a vacancy, it will post a Notice of Vacancy for ten (10) consecutive working days in all buildings and designated areas. The Board shall furnish the Association President with a copy of each job posting at the same time the postings are posted on bulletin boards. An employee desiring to fill a posted job vacancy shall submit a letter of intent with any updated qualifications to the Department of Human Resources.

In the selection and appointment process, the finalists among the internal and external candidates shall be chosen as follows:

- A. The best qualified applicant will be offered the position. The best qualified applicant for a position is determined by taking into account his/her knowledge, skills, ability, and experience as set forth in Article 11, Section 10, of this Agreement.

- B. If there is more than one best qualified candidate and one is internal, the internal candidate shall be offered the position. If more than one of the best qualified candidates are internal, then the employee with the most seniority shall be offered the position. For teachers covered by MCL 380.1248, seniority can only be used as a tiebreaker when all other factors distinguishing those teachers from each other are equal.

Vacancy shall be defined for purposes of this Agreement as a posted position presently unfilled, currently filled but which will open in the future, or a new position.

The Board will post in the Department of Human Resources and on the Ingham Intermediate website all vacancies occurring in the District. The position announcement will be sent to all staff via district e-mail.

ARTICLE 11

**REDUCTIONS IN STAFF,
ALTERNATIVES TO
LAYOFF, SENIORITY PAYROLL STATUS OF
EMPLOYEES ON LAYOFF/
UNUSED SICK
LEAVE, AND RECALL FROM LAYOFF**

PART A - ALTERNATIVES TO LAYOFF

SECTION 1. BOARD INTENT. The Board agrees that in any situation necessitating staff reductions, it is the intent of the Board to reduce staff through attrition and through providing employees the opportunity to choose voluntary alternatives prior to proceeding to layoffs. The Board agrees that a reduction in FTE of at least 50%, excluding reductions in workweeks, will be deemed a layoff for purposes of this Article, provided that the FTE being reduced is not less than 38 workweeks.

SECTION 2. ALTERNATIVES TO LAYOFF Alternatives to layoff which may be offered to and selected by eligible employees may include:

- A. Voluntary Leave
- B. Job Sharing
- C. Sabbatical Leaves, pursuant to Article 32
- D. Early Retirement, pursuant to Article 23

The intent of this provision is to apply to either (1) staff who, if a voluntary alternative is not selected, would be subject to layoff, or (2) other staff in the same job who would not themselves be subject to layoff, but who, by their selection of a voluntary alternative, utilizing preference based on the staff 's seniority, would "save" the job of a fellow employee who would be subject to layoff. An employee who elects job sharing as an alternative, will also be eligible for study with tuition reimbursement, up to a maximum of Two Thousand Four Hundred (\$2,400.00) Dollars per contract year. The Association will pay one-half of all expenses and the Board will pay the other one-half up to the maximum allowed per person.

- A. **VOLUNTARY LEAVE.** An unpaid leave of absence for one school year may be requested as an alternative to staff layoffs for any of the following reasons:

1. **STUDY WITH TUITION REIMBURSEMENT.**

- (a) The course of study must be related to the individual's job to the extent that it may clearly be expected to result in

an increase in the knowledge and skills required for the job or another career area.

- (b) A study plan for the year is to have prior approval of administration.
- (c) Reimbursement for the current cost of resident, graduate, on-campus tuition at Michigan State University for a maximum of thirty-six (36) term hours of credit or twenty-four (24) semester credits from an approved college or university, satisfactorily completed as available at a rate not to exceed Ninety (\$90.00) Dollars per credit hour or a total of Three Thousand Two Hundred Forty (\$3,240.00) Dollars for the year. This sum will be generated by funds from the District and the Association. The District will contribute Sixty (\$60.00) Dollars per credit and the Association will contribute Thirty (\$30.00) Dollars per credit to cover the expenses generated up to the maximum per person.
- (d) A request including a study plan is to be submitted to the immediate supervisor, the division administration, and the Assistant Superintendent of Human Resources, in that order, for recommendation to the Superintendent and the Board of Education.
- (e) An employee approved for a study leave with tuition reimbursement will be expected to return to service with the District for a minimum period of one (1) school year, provided a position is available.

Professional staff who voluntarily terminate their employment with the District without returning to service after such study leave will be required to refund any tuition reimbursement received under the leave.

2. WORK EXPERIENCE/TRAINING.

- (a) Work experience in another career area.
- (b) Training or course work in another career could be undertaken.

3. CHILD CARE/PERSONAL.

- (a) To care for a family.
- (b) Other personal reasons.

4. PROVISIONS OF VOLUNTARY LEAVE.

- (a) Substitute teaching will be allowed for qualified employees.
- (b) Medical and life insurance benefits may be purchased from the District at cost (one month equals 1/12th year, 20 working days equals a month), subject to the terms of the master insurance contracts. Arrangements and payments of premiums are to be the sole responsibility of the individual making the requests.
- (c) First choice for a leave will be given to those requesting a full year leave. A half-year leave will be considered, providing it could be coordinated with a corresponding leave for the other half-year.
- (d) Upon return from leave, the employee will return to a vacant position for which he/she is certified and qualified.

- B. JOB SHARING. Job sharing is a situation in which the responsibilities of one position are shared equally by two (2) employees, both of whom are fully qualified for the position. Job sharing may be requested under the following conditions:
1. Job sharing is available to two (2) staff members holding parallel positions, who voluntarily agree to work together in sharing one full-time position.
 2. Application will be made jointly and voluntarily.
 3. Each employee will receive fifty percent (50%) of his/her salary for the appropriate step each is on and would share equally one full-time position.
 4. A plan is to be developed jointly and submitted for approval. The plan will include the following:
 - (a) Daily schedule showing hours for each job-sharer.
 - (b) Description of the division of instructional responsibilities and other duties assigned to the position.
 - (c) Description of the division of other responsibilities of the position including but not limited to faculty meetings, parent conferences and contacts, conferences, in-service, evening activities, and committee work.
 - (d) A description of the communication system with parents, informing them about the plan and enlisting their support.
 - (e) A description of how the job-sharing arrangement would be introduced to the students.
 - (f) Identification of which employee would retain the classroom/position in the event job sharing is not repeated the following year.

5. PROVISIONS OF JOB-SHARING.

- (a) Full fringe benefits will be provided for each employee on an approved plan.
- (b) Job sharing requests (form) and plans will be submitted for review and recommendation by building principal or immediate supervisor, unit/program cabinet member, and the Assistant Superintendent of Human Resources, and Superintendent and Board of Education in that order.
- (c) Plans will be approved for one year only. Staff would be reassigned to a full assignment at the beginning of the next school year, unless a request is initiated by the employee and a plan is approved for the next year. Such plans must be submitted within thirty (30) calendar days after receipt of layoff notice.

6. Job sharing as an alternative to layoff is subject to annual approval by the Board.

PART B - SENIORITY

SECTION 3. SENIORITY. The following rules define how seniority is accumulated:

- A. Continuous service for seniority purposes means, consistent with past practice, length of continuous service in the bargaining unit commencing with the first date for which compensation is paid. Continuous service for the purpose of retirement service credit and appropriate benefits means length of continuous service with the Board.
- B. Seniority continues so long as the employee is continuously employed by the school district. Employees who are off work during the summer vacation or other school vacation periods are considered to be continuously employed if they are under contract to resume working when school resumes; and employees on an

extended contract who are actually working during these vacation periods do not acquire additional seniority credit as a result of such service.

- C. Continuous service shall not be interrupted by a leave of absence granted pursuant to the provisions of this Agreement. A layoff shall not interrupt the accumulation of seniority.
- D. Seniority is broken upon the effective date of retirement, resignation, involuntary termination (discharge) and the employee is not reinstated, transfer to a non-bargaining unit position for more than two (2) calendar years, or after layoff for a period equal to the length of the employee's seniority not to exceed three (3) calendar years.
- E. An employee who is granted a leave of absence and upon expiration of the leave of absence voluntarily does not resume service with the Board, shall be treated as a voluntary quit and shall lose seniority.

In the event an employee has indicated his/her willingness to return to work upon expiration of an unpaid leave but is denied an opportunity to do so because of lack of a vacancy for which he/she is certified and qualified, the employee shall not lose his/her seniority until seniority is broken over a three (3) calendar year period.

An employee who is denied an opportunity to return to work upon expiration of an unpaid leave because of lack of vacancy for which he/she is certified and qualified, will be placed on layoff with attendant rights and benefits.

- F. Employees on layoff retain seniority accrued and continue to accumulate seniority at the time of layoff for a period equal to the employee's seniority not to exceed three (3) calendar years from the effective date of the layoff. After that period, seniority is lost.
- G. Employees whose seniority has been broken and who are subsequently re-employed will be considered as new hires.
- H. Part-time employees shall accumulate seniority at a full-time rate.
- I. A copy of the seniority list shall be sent to all bargaining unit members by October 15 of each school year who shall have thirty (30) days after receipt to bring discrepancies about their seniority date to the Department of Human Resources. The seniority list shall include the names of all bargaining unit members, their

certifications achieved, their current job, and their current work location. The Department of Human Resources will meet and confer with the Association to resolve seniority issues. A copy of the seniority list and subsequent revisions and updates shall be forwarded to the Association President, Secretary and employee involved. Whenever possible, it is the intent of the parties to bring closure to seniority discrepancies within thirty (30) days after receipt by the Department of Human Resources of notice from the affected employee.

If two or more employees share the same seniority date, a lottery will be conducted in the presence of the Association President and by the Assistant Superintendent of the Human Resources Department. The first name drawn is the most senior and so on.

- J. An individual presently employed by the Board who has previously belonged to the bargaining unit, and has transferred to another position within the District outside the bargaining unit, shall retain accrued seniority for not longer than 2 calendar years.

SECTION 4. SUPERSENIORITY.

- A. For the purpose of layoff only, the Association's President and Vice Presidents shall be deemed to have greater seniority than other employees in their respective job classifications for the duration of his/her term of office
- B. In the event of any legal action against the Board brought in a court or administrative agency because of its compliance with Section 4, the Association agrees to defend such action, at its own expense and through its own counsel. The Association also agrees that in any action so defended, it will indemnify and hold harmless the Board from any liability for damages and court costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Board's compliance with Section 4. The Board shall fully cooperate in the defense of such action(s).

PART C - REDUCTIONS IN STAFF

SECTION 5. BOARD OBJECTIVE. In any staff reduction situation, it will be the Board's objective to staff all remaining positions with fully qualified staff members so that the quality of service in programs which have not been eliminated or reduced may continue to be maintained.

SECTION 6. LAYOFF/FACTORS CONSIDERED. In the event it becomes necessary to reduce the number of staff, the Board shall determine which services are to be curtailed or eliminated, taking into consideration the following:

- A. The need for services requested by constituent school districts.
- B. Assessed manpower training needs.
- C. Financial resources available.
- D. Program needs of the District.
- E. Student enrollment.

SECTION 7. CONSULTATION WITH THE ASSOCIATION. In the event that the administration determines that multiple layoffs of staff are necessary, it agrees to meet with the Association President and/or representatives to explore alternatives to layoff at least sixty (60) calendar days prior to final recommendation to the Board.

SECTION 8. NOTIFICATION OF LAYOFF. In cases where an employee is to be laid off through no fault of his/her own, the employee will be given written notice sent to his/her address of record by certified mail, restricted delivery to the affected employee, return receipt requested. The Board will give at least sixty (60) calendar days notice in advance of the effective date of the layoff, except in unforeseen instances of reduced enrollment and/or unforeseen economic necessity. Copies of the written notice of layoffs shall be provided to the Association's president or his/her designee.

SECTION 9. CURRENT INFORMATION. It shall be the employee's responsibility to keep the Department of Human Resources informed of his/her current address, qualifications (including certification, licenses, and endorsements, etc.) and telephone number. Generally the District begins to evaluate potential layoffs in January. At the time an employee receives a layoff notice, the Board shall provide the employee with a form to be filled out indicating current address, telephone number, qualifications (including certification, licenses, and endorsements, etc.) and expected duration of said residence.

SECTION 10. LAYOFF/CRITERIA. In the event of a staff reduction requiring layoffs, the affected position(s) and potentially affected staff shall be identified, with the following criteria applied in this order:

- A. The first criterion is certification/licensure. Before laying off any other staff members within the affected certification/licensure, those lacking full certification and/or licensure according to the Michigan Department of Education standards are to be laid off.

1. This criterion applies only to employees in positions requiring certification or other professional licenses or approvals. For non-teaching professional staff in positions not requiring certification/licensure and/or approval, this criterion may be ignored. The significant variable here is the requirement of the position, and the employee's certification/licensure/approval in relation to it. Any other types of certification or approval the employee may have are irrelevant in relation to this position.
- B. The second criterion is qualifications. Qualifications where used as a criterion in layoff are defined to include, but not necessarily limited to the following:
 1. Appropriate Education
 - (a) Degrees
 - (b) Majors and minors
 - (c) Course work appropriate to the position

Or, in the case of positions not necessarily requiring a degree, or when the degrees are substantially equivalent,
 2. Appropriate work experience (in this sequence or preference)
 - (a) Experience in the same position.
 - (b) Experience in the same job classification within this school district.
 - (c) Experience in the same job classification with another employer.
 - (d) Other related work experience.

The recency of the experience and its relevance to requirements of the job shall be factors. Categories (c) and (d) may include work experience outside the field of education where this is appropriate.
 3. Other qualifications may be contained in the job description.

The minimum requirements for each job are as defined by relevant certification, licensure or approvals, and the job description. Qualifications are determined as outlined in Article 11, Section 14(B)(2).

- C. The third criterion is the employee's performance as measured by the District's performance evaluation system.
- D. The fourth criterion is seniority. After satisfying the criterion in A-C above, those staff possessing the most seniority within the District will be retained. Seniority status is not to be confused with status under the appropriate certification/licensure, or with salary schedule placement. These are separate variables. No new staff shall be employed by the Board while there are such employees of the Ingham Intermediate School District who are laid off, unless none of those Ingham Intermediate School District staff on lay off are qualified and certified to fill the vacancy.

Sections E and F, below only apply to non-teaching professional staff ("NTPS").

- E. An NTPS employee occupying the affected position may bump into the lowest position within the District at any work location for which he/she is certified/licensed and qualified and has more seniority than the person who holds that position.
- F. An NTPS employee who has been displaced as a result of E shall first fill any open position for which he/she is certified/licensed and qualified. Second, if no such open position exists he/she may bump into the lowest position on the seniority list for which he/she is certified/licensed and qualified. If an employee displaced by this bump is certified/licensed, qualified and more senior than a position lower on the seniority list, that employee may bump into that position.
- G. Upon request, a qualified employee shall be referred to the appropriate vendor for substitute teaching opportunities.

SECTION 11. INVOLUNTARY TRANSFERS. An involuntary transfer of staff will be made when considered necessary by the Board to (1) prevent layoffs, (2) fill vacancies, or (3) for the good of the District. If an involuntary transfer is necessary:

- A. At least thirty (30) calendar days in advance, except in the case of an emergency, the Association President or his/her designee, shall

be notified of the need for such transfers and shall be given an opportunity to offer information prior to any reassignment of staff.

- B. The unit/program cabinet member of the unit, when applicable, shall meet with the potentially affected staff to discuss the problem and seek a volunteer.
- C. When there is no volunteer, the criteria factors in Section 10 (A)-(F) will be used to determine the transfer(s).
- D. If an involuntary transfer occurs during the semester, the transferred employee shall be given two (2) working days release time to prepare for the new assignment.
- E. Employees who are involuntarily transferred shall have the first right to any vacancy within the District for which they are certified/licensed and qualified. This right of recall is limited to the first available opportunity.
- F. This procedure shall not be applicable for temporary transfers. A temporary transfer will not be longer than thirty (30) calendar days without notice being given to the Association.

PART D - PAYROLL STATUS ON LAYOFF/UNUSED SICK LEAVE

SECTION 12. PAYROLL STATUS ON LAYOFF/UNUSED SICK LEAVE.

- A. An employee who is on layoff or is granted voluntary leave as an alternative to layoff may, at the employee's option, convert his/her unused sick leave to extend medical and/or life insurance benefits, at the Board's group rate, by utilizing equivalent cash value as computed below:
 - 1. The Board will convert unused sick leave at the employee's regular hourly rate of compensation.
 - 2. As stated in Article 25, classification 1-150 who complete the school year and are laid off are entitled to insurance benefits paid by the Board through August 31 of that year.
 - 3. This benefit terminates after six (6) months.

- B. All benefits are subject to the terms and conditions of the applicable master policies between the Board and the insuring companies. The Board's liability is limited to payment of premiums as specified above.
- C. An employee who is recalled or returns from voluntary leave as an alternative to layoff and who has converted his/her sick leave while laid off, and who later becomes eligible for sick bank benefits will have his/her waiting period for sick bank benefits extended by five (5) additional days. This extension will be applicable during the first year after recall only.

PART E - RECALL FROM LAYOFF -

SECTION 13. NOTIFICATION OF RECALL. Staff selected for recall will be given written notice, sent to their address of record by certified mail, restricted delivery to the affected employee, return receipt requested. An employee so notified has the following options:

- A. If the employee wishes to accept the recall, s/he will notify the Assistant Superintendent of Human Resources in writing of his/her acceptance and availability for work within ten (10) calendar days of receipt of the notice.
- B. If the employee wishes to waive the recall, s/he will notify the Assistant Superintendent of Human Resources in writing of his/her waiver within ten (10) calendar days of receipt of the notice, and stating the reason for declining recall. By exercising the waiver, the employee forfeits all rights to the position/s offered. The employee will then be continued on layoff as if no recall had been offered, and the Board will then recall the next eligible employee; or, if no other certified/licensed and qualified employee are available from layoff, it may hire a new employee for the position. However, an employee may not waive more than one recall notice during the same layoff period. An employee making a second waiver request for a position will be considered to have voluntarily resigned.
- C. An employee who fails to respond to the recall notice as required above will be considered to have voluntarily resigned.

SECTION 14. RECALL FROM LAYOFF.

A. **RECALL TO SAME JOB CLASSIFICATION.** Recall from layoff to same job classification will be based on the following criteria in this sequence:

1. **Certification.** For positions requiring certification, licensure, endorsements and/or approvals, employees with the appropriate endorsements, and/or full approvals will receive first consideration. Employees with the appropriate certification/licensure will receive second consideration.
2. **Qualifications.** "Qualifications," as that term is defined in Section 10(B) will be applied.
3. **Performance.** The employee's performance as measured by the District's performance evaluation system.
4. **Seniority.** Other criteria being equal, the senior employee will be recalled first.

B. **RECALL TO DIFFERENT JOB CLASSIFICATION.** Recall from layoff to different job classification will be based on the following criteria in this sequence:

1. **Certification.** For positions requiring certification, endorsements and/or approvals, employees with the appropriate full approvals will receive first consideration. Employees with the appropriate certification will receive second consideration.
2. **Qualifications.** The Assistant Superintendent of Human Resources will recommend employees for recall based on qualifications. The Superintendent will be the final judge of the employee's qualifications for particular positions. Qualifications where used as a criterion in layoff and recall situations, are defined in Section 10(B) of this Article.
3. **Performance.** The employee's performance as measured by the District's performance evaluation system.

4. Seniority. Other criteria being equal, the senior employee will be recalled first.
- C. RECALL TO DISTRICT POSITIONS. When vacancies occur in other job classifications, the Department of Human Resources may recall laid off employees within the bargaining unit to open positions, taking into account the necessary certification, endorsements, or other professional licenses, approvals, experience, performance, training and skills, as well as qualifications and seniority required to fill the vacant position.
- D. REIMBURSEMENT UPON RECALL. If an employee is laid off at the end of a school year, is recalled before or at the beginning of the next school year, and receives unemployment compensation during the “summer denial period,” the employee’s compensation shall be adjusted during the next school year so that the employee’s adjusted compensation during each year plus the unemployment compensation benefits received shall equal the compensation the employee would otherwise have received during that successive school year.

ARTICLE 12

DISCIPLINARY PROCEDURES

SECTION 1. PROFESSIONAL CONDUCT. Breaches of professional conduct and failure to perform at the established professional level are subject to disciplinary procedures. Examples of such breaches are: abuses of sick leave and other leaves, chronic tardiness, willful deficiencies in professional performance or proven incompetence, violation of Board policies, regulations and administrative directions not inconsistent with the terms of this Agreement and violation of the terms of this Agreement. Alleged breaches of professional conduct and reasons for possible disciplinary action shall be reported promptly to the offending professional staff.

SECTION 2. PROGRESSIVE DISCIPLINE.

- A. The Board will follow a policy of progressive discipline, subject to "B" below, which includes verbal warning, written warning, reprimand, suspension, with discharge as a last resort.
- B. The point of initiation of any disciplinary action may be determined by the severity of the behavior.
- C. Warnings and reprimands shall be discussed privately between the staff and the administrator, except when either party requests the presence of an Association and/or administration representative.
- D. Neither party shall delay discussion of a warning or reprimand for more than five (5) working days with the staff after it has been issued, except by mutual consent.

SECTION 3. REPRESENTATION. Before any meeting is called from which disciplinary action may result, the employee shall be notified of the subject matter of the interview and shall be entitled to have present a representative of the Association. The employee may, if he/she desires, have a pre-interview conference with an Association representative prior to the meeting with the Board representatives. If an Association representative is requested to be present, no longer than two (2) working days may lapse before such meeting is held.

SECTION 4. NOTICE. Whenever the result of a reprimand, or disciplinary action for any infraction of discipline, or delinquency in professional performance is reduced to writing by the administrator, the findings and decisions of the administrator shall be filed in writing, in the employee's personnel file, and a copy thereof given to the employee. The employee may submit a written statement explaining his or her position, regarding the finding and decision which will then become a part of the employee's personnel file.

SECTION 5. PARTICIPANTS IN DISCIPLINARY ACTION MEETINGS.

Employees required by the Board to participate in grievance or disciplinary action meetings during scheduled working hours shall suffer no loss of pay in connection with the loss as a result of participation in such meetings. The Board shall attempt to schedule such meetings outside of scheduled working hours.

SECTION 6. DISCIPLINE.

- A. No non-teaching professional staff shall be disciplined without just cause. No teacher shall be disciplined, demoted or discharged for reasons that are arbitrary or capricious. See Section 9, below, for certificated teacher suspension and termination.
- B. The Board's decision to terminate or not to re-employ a probationary employee shall not be subject to the grievance procedure or arbitration provisions. It is understood that all employees within this bargaining unit (other than certificated probationary teachers) shall serve a probationary period of at least two full work years or the probationary period required by law. The Board may, in lieu of discontinuation of employment, provide a third year of probation to NTPS employees.

SECTION 7. COMPLAINTS. Any complaint which may serve as a basis for discipline about a staff's conduct or performance shall be called to the staff's attention within five (5) working days of the receipt of the complaint. The employee shall receive notice of the complaint and shall be given an opportunity to respond to it before disciplinary action is taken

SECTION 8. SUSPENSION. Suspension means the temporary removal of an employee until a situation that exists can be reviewed and considered.

- A. Suspension with Pay. An employee may be suspended from their assignment with pay for the following reasons:
 - (1) Investigation of charges.
 - (2) Pending and during trial on criminal charges
 - (3) Pending and during dismissal proceedings
- B. Suspension Without Pay. An employee may be suspended without pay for disciplinary reasons, subject to the grievance procedure, when applicable.
- C. A suspension without pay may also occur if authorized by law.

SECTION 9. TEACHER SUSPENSION AND TERMINATION. In the case of the suspension (means to suspend without pay for 15 or more consecutive days or reduce compensation for a particular school year by more than an amount equivalent to 30 days' compensation or to transfer to a position carrying a lower salary), or termination of a certificated tenured teacher as defined under the Teachers Tenure Act and the School Code, such suspension or discharge shall not be subject to the grievance procedure, but the teacher may seek remedies as provided for in the Teachers Tenure Act.

SECTION 10. PROLONGED AND/OR RECURRING ABSENCES. It is the intent of the Board and Association to work cooperatively to minimize prolonged and/or recurring absences of employees. For the purposes of this Section, "prolonged absence" refers to a questionable absence from the job for over five (5) consecutive days. "Recurring absence" refers to questionable absences that result in an employee's need to request unpaid time.

Subject to the provisions of the Earned Sick Time Act, when an employee has a prolonged or recurring absence, the District reserves the right to require a written health care provider's excuse prior to allowing the employee to return to work and/or have the employee examined by the Board's health care provider at the Board's expense.

Prior to taking such action, the Board shall have notified the affected employee, and Association, in writing, of their concern and expectation for correction.

In addition, the Board, Association and employee affected shall meet and confer to identify appropriate ways in which the Association can assist the Board and employee to correct prolonged and/or recurring absences.

ARTICLE 13

PROFESSIONAL WORKING HOURS

SECTION 1. PROFESSIONAL WORKING HOURS. The Association and the Board of Education have agreed to the concept of professional working hours. The concept is based on the premise that flexibility and quality service are needed to meet the changing demands of the District's clients.

"Professional hours" is not an attempt to increase or decrease the number of hours worked by the staff but is a recognition that an employee's day is not a fixed time period but must be fluid to enable the District and the staff the ability to perform the duties of their jobs and to provide staff with an opportunity for curriculum development, problem-solving, in-service training, attending faculty meetings and IEPCs, conducting student and parent conferences, evaluating student performance and progress, working on committees and committee assignments, correcting and evaluating student papers and themes, developing instructional materials, professional reading and study, and advanced college study. Therefore, the normal day for employees shall be considered to be those hours required to perform the full range of professional responsibilities in preparation to increase and develop as necessary the quality of their services to our clients.

The professional hours concept refers to employee's in (Classification 1-150 only). They shall commence their work day fifteen (15) minutes prior to student contact time and ending their work day no sooner than fifteen (15) minutes after the conclusion of the established student contact time.

Any change in professional working hours, beginning or ending time of day or any changes which increase or decrease student contact time shall be subject to negotiations between IIPSA and the School District after notification to IIPSA. Failure to do so will result in no changes occurring until this condition precedent has been met.

SECTION 2. WORK SCHEDULE. Employees assigned to work in local districts are expected to observe the school day and year professional schedule in effect in schools they serve within the limits of the Intermediate District work schedule requirements. If there is a discrepancy between the Ingham Intermediate School District and local school district work schedule requirements, the employees shall bring this to the attention of his/her supervisor.

SECTION 3. REST PERIODS/LUNCH PERIODS. (Classification 151 and above). Employees are permitted to have paid rest periods, up to fifteen (15) minutes in the first half of the work day, and up to fifteen (15) minutes during the second half of their work day. Employees may have a one (1) hour lunch period and/or shorter lunch period.

SECTION 4. LUNCH PERIOD. (Classification 1-150). Employees shall be entitled to a thirty (30) consecutive minute, duty-free lunch period.

SECTION 5. PROFESSIONALS ASSIGNED TO THE COSMETOLOGY PROGRAM. Professionals assigned to the Cosmetology Program may have regularly scheduled additional hours based on licensing requirements. The individual employee contracts for the professionals assigned to the Cosmetology Program shall reflect the additional time worked each day.

Additional days worked after the conclusion of the regular school year that are a part of the mandatory Cosmetology requirement will be paid at the regular daily rate of pay. A timesheet will be submitted for payment.

The professionals assigned to the Cosmetology Program who are scheduled to work additional hours each week shall receive additional sick and personal leave based on those hours. Leave used for one day of absence shall be based on the work schedule for that day.

SECTION 6. FLEX TIME/WORK SCHEDULE ADJUSTMENT FOR STUDENT SUPPORT SERVICE AND EARLY ON 1-150 STAFF (See Appendix V). The Board and the Association recognize that employees have responsibility to pupils and the profession which requires performance of duties that involve expenditure of time beyond that provided in the minimum work day.

Student Support Service and Early On 1-150 staff (eligible staff defined in Appendix V) shall receive a \$500 stipend as outlined in Article 28, section 13.

This stipend is compensation in recognition of the extent to which such staff regularly participate at meetings or conferences or provide professional services which occur outside of the regularly scheduled work day, such as but not limited to the following:

1. IEP meeting participation
2. LEA/PSA scheduled meetings
3. Parent conferences
4. Parent advisory committee meetings
5. Direct service to students
6. MET meetings
7. Scheduled home visits
8. Evaluation reports not to exceed two hours per week
9. Preparation for: IEPS, METS, service delivery (up to one hour per week may be earned)

It is also expected that such staff shall also continue the following activities, and like activities, without additional compensation or flex time:

1. Attending professional development
2. Preparation for: IEPS, METS, service delivery (in excess of the one hour per week allowed above)
3. Presentation development
4. Delivery of presentation
5. Scheduling appointments

6. Material creation
7. Itinerant / unit meetings
8. Appraisal meetings
9. Purchasing supplies
10. Medicaid/service logging

IIPSA and the Board agree that staff are allowed to flex their time for eligible activities within two-weeks from the date earned if they were required as defined above to perform services outside of the regularly scheduled work day. If they are unable to flex the time within two weeks from the date it is earned, the time is lost.

SECTION 7. FLEXTIME/WORK SCHEDULE ADJUSTMENT FOR IIPSA 151 AND ABOVE STAFF In recognition of the diverse roles and work schedules that are represented in Classification 151 and above, it is acknowledged that individual employees may, at times, need to make adjustments in their work schedules to accommodate their customers' schedules. Employees will work with their supervisor to initiate a mutually agreed-upon arrangement to adjust the work schedule to accomplish the work that meets the customer's needs and schedule.

Guidelines for adjustment of work schedules include:

1. Customers' needs require an adjustment of the employee's work schedule.
2. Joint discussion between staff member and supervisor about temporary change in the regularly scheduled work hours to accommodate and acknowledge the non-traditional work schedule that is created by customers' needs.
3. If an agreeable arrangement cannot be reached, then the staff member will maintain and present a month-long log that outlines the hours and functions that were required to accomplish agreed-upon work.
4. At that point, if an agreeable arrangement cannot be made by the staff member and supervisor, he/she may take the situation to the next administrative level.
5. Such adjustments in work schedules would be made within a thirty (30) day period after the work schedule was adjusted and/or the work completed. An extension for using accumulated time must be mutually agreed upon between the employee and supervisor.

6. This adjustment is available to cover changes in scheduled work hours occasioned by customers' needs for personal interaction with the employee and is not intended to cover additional work time that professionals experience on an occasional basis due to workload or other issues

If the employee's work continually requires non-traditional work hours, then an arrangement will be made to adjust his/her work schedule on a regular basis. Example: Longer days, four days per week; four day weeks twice a month; different arrival and leaving times for that position; and so on.

ARTICLE 14

PROFESSIONAL WORKING CONDITIONS

SECTION 1. SERVICES FOR EMPLOYEES. The Board agrees to make available supplies and clerical personnel as it determines necessary to aid employees in the preparation of job related materials approved by the supervisor.

SECTION 2. PROFESSIONAL REFERENCE MATERIALS. The Board agrees to provide and maintain professional reference materials through the District Portal. The Board agrees to provide testing equipment, play equipment, and other job related equipment as needed, budgeted, and administratively approved.

SECTION 3. NON-WORKING DAYS. (Classification 1-150). Excluding Early On Staff whose calendar is governed by Letter of Agreement 2011-08, employees are entitled to non-working days consistent with non-working days of the districts served. In those cases where an employee serves several districts and the non-working days do not coincide, the Ingham Intermediate District's school calendar will prevail. Non-working days will not in any case exceed nor be less than those of the Ingham Intermediate District's calendar. "Non-working days" include officially recognized holidays, vacation periods, and days before and after the official school year.

SECTION 4. SIMULTANEOUS RESPONSIBILITY. An employee may be required, in emergency situations, to assume simultaneous responsibility for a classroom in addition to his/her regular assignment. Simultaneous responsibility shall not exceed five (5) working days. Additional work assigned beyond five (5) working days falls under Section 11 of this Article.

A. Coverage for Teachers.

1. The following steps will be taken if a teacher is absent:
 - a. A teacher substitute will be secured.
 - b. If no substitute can be secured, then, a paraprofessional/instructional assistant who is qualified to substitute teach will be secured.
 - c. If no qualified assistant can be secured, then an employee who is a teacher or has a permit from the Michigan Department of Education within the bargaining unit may be required to substitute for the absent teacher.

2. If an employee who is a teacher or has a permit from the Michigan Department of Education within the bargaining unit substitutes for an absent teacher, simultaneous responsibility (SR) is in place. The employee will receive compensation in the form of accrued SR time and/or additional pay for performing simultaneous responsibility. This compensation is in addition to the employee's regular pay. The rate of pay refers to the teacher substitute rate for either a half day (three hours) or a full day (seven hours).
 - a. The half-day pay would start when someone works for at least an hour up to a half day.
 - b. A full day rate would be for doing the duties for more than a half day and up to a full day.
 - c. Accrued SR time may be used for time off, with supervisor approval. No more than two full days of SR time may be used in this manner in one year. For any additional accrued time, see (d) below.
 - d. If accrued SR time for substituting is left at the end of the school year, the employee may either roll it into their sick time or be paid at the substitute teacher rate.
3. When More Than One Instructor Works with the Same Set of Students and One Instructor is Absent. This does not fall under Simultaneous Responsibility and no additional compensation is paid.

If additional assistance is needed due to an extended absence of one of the instructors, the affected instructor may request the need for a substitute which may not be unreasonably denied.

B. Coverage for Administrators

1. If an employee within the bargaining unit substitutes for an absent administrator, simultaneous responsibility (SR) is in place. The employee will receive compensation in the form of accrued SR time and/or additional pay for performing simultaneous responsibility. This compensation is in addition to the employee's regular pay.
2. IIPSA Bargaining Unit Employee Substituting for an Administrator While Still Performing Their Normal Duties. When an IIPSA bargaining unit employee performs duties for an Administrator when the Administrator is off campus or when the IIPSA bargaining unit employee is specifically

asked to do administrative duties by the Administrator, the IIPSA bargaining unit employee will be paid at the substitute teacher rate and the rules concerning how they would be paid are outlined in (A.2.) above.

3. When a Substitute is Hired for an IIPSA Bargaining Unit Employee and They are Asked to Perform Administrative Duties. The IIPSA bargaining unit employee would be paid an additional half-day at the substitute rate for working as an Administrator for a full day.
4. When a Substitute is Hired for an IIPSA Bargaining Unit Employee and They are Asked to Perform Administrative Duties for One-Half Day. When an IIPSA bargaining unit employee performs duties for an Administrator for one-half day, they will receive 1.5 hours of SR time.

SECTION 5. COVERAGE FOR NTPS. When an NTPS bargaining unit employee covers for another NTPS bargaining unit employee, and works outside of their regular scheduled hours, the NTPS bargaining unit employee will be paid for the amount of time they worked over their 7- or 8- hour workday at their hourly rate. Any extra time worked shall be preapproved by the employee's supervisor.

SECTION 6. SHOP RIGHT. In consideration of the compensation and other benefits of employment provided to its employees, the Board of Education of the Ingham Intermediate School District retains ownership of any invention or materials produced by the employee, at the Board's direction and during employment by the Board. The employee will, at any time at the request of said Ingham Intermediate School District, at the expense of the District, execute any patent, copyright, trade name, or trademark papers as well as other such papers that said Ingham Intermediate School District may consider necessary or helpful in the prosecution of applications thereon or which may relate to any litigation or controversy in connection therewith. This Section shall not apply to any invention or materials produced by an employee on his/her own time and which is not produced under the direction or supervision of the Board or its staff.

SECTION 7. SUBSTITUTE FOR CONFERENCES. No regularly scheduled parent conferences and/or IEP meetings shall be scheduled during the employee's student contact hours unless coverage is obtained for the classroom.

SECTION 8. JOB SECURITY/CONTRACTING. IIPSA recognizes the sole right of the Board to contract out bargaining unit work. However, the Board agrees that no employee shall be laid off as a result of work being contracted out. The Board further agrees to notify the IIPSA President as soon as practicable in advance of any bargaining unit work being contracted out.

SECTION 9. STAFF VACANCIES. The Board agrees not to staff any staff vacancies with substitute employee(s) not covered by this collective bargaining agreement if said vacancy lasts ninety (90) calendar days or more and qualified bargaining unit employees are available to perform the work.

SECTION 10. CASELOAD/CLASSLOAD. The District is committed to maintaining caseloads within the Guidelines of the Michigan Department of Education. Guidelines published by the Michigan Department of Education for the operation of various programs will be considered in developing the staffing patterns for the District and be implemented to the extent practical and possible. The District will seek to ensure that all caseloads are balanced within a specific program area. Both parties understand that fluctuations in caseloads will occur. However, if an overload occurs for more than 10 days the supervisor will meet with the impacted employee to determine how the caseload will be brought back in line with the guidelines. The supervisor will do the following to alleviate the overload:

- 1) Shift students to balance the loads where practical; or
- 2) Bring in a substitute to alleviate the overload.

SECTION 11. ADDITIONAL ASSIGNMENTS

- A. Any additional assignments for the year above a 1.0 FTE shall be voluntary and included in the staff member's annual contract. A list of IIPSA bargaining unit employee(s) who accept an FTE higher than 1.0 will be emailed to the IIPSA president.
- B. Additional assignments after the start of the school year or in the summer are defined as additional work greater than a current employee's assignment, covering for another employee due to a leave of absence, summer program or other temporary situation (not a short-term substitute situation). The following factors (in no particular rank or order) will be considered in awarding the additional assignment:
 1. Employee certification, licensure and relevant special training.
 2. Needs of student(s), if applicable.
 3. Work location
 4. Experience in same or similar position, or subject area.
 5. Supervisor input.
 6. Seniority. For teachers covered by MCL 380.1248, seniority can only be used as a tiebreaker when all other factors distinguishing those teachers from each other are equal.

Annually, at the time of contract issuance or upon the commencement of employment for new IIPSA bargaining unit employees, the District shall provide an opportunity for employees to indicate their interest in being considered for additional work assignments. Such interest shall be indicated by the employee submitting a designated form provided by the District. This list will be utilized when assigning additional work under Section 11(B) above. The list may be expanded as needed by agreement between the IIPSA President and the Assistant

Superintendent for Human Resources. IIPSA staff on the list will be notified of the availability of additional assignments under Section 11(B) via email.

IIPSA staff working the above additional assignments will be compensated at their regular rate of pay for work over their scheduled hours.

Additional assignments among Early-On staff are subject to an LOA attached to this agreement.

SECTION 12. EMERGENCY ASSIGNMENT. Except in emergency situations, no person shall be assigned to a non-teaching assignment outside the professional discipline for which he/she is qualified.

SECTION 13. DUAL EMPLOYMENT. Concurrent employment (self-employment or working for another employer) or study during the employee's regularly scheduled work day is strictly forbidden by this Agreement.

SECTION 14. DAMAGE REIMBURSEMENT. Damage to the personal property of an employee as the direct result of student contact will be reimbursed in accordance with Board policy #3440.00 dated May 18, 2021 and the associated administrative regulations, or as subsequently amended.

SECTION 15. EMPLOYEES' PROTECTION. Any case of employment related assault or battery upon any employee shall be immediately reported to the employee's supervisor or in the supervisor's absence, the next level of supervision available and the Employee Protection Committee. The Employee Protection Committee shall develop policies and procedures for reporting and recording assaultive behavior of students to the appropriate agency, such as police agency, protective services, et al. The Employee Protection Committee (EPC) will be utilized to review and develop emergency health and safety processes, protocols and procedures for crisis team, staff, and students including student medical protocols. The EPC will meet (generally outside of student contact time) to continue data-driven decision making and on-going problem solving on issues mutually agreed to be within the scope of the EPC.

Upon written request, the Board will provide independent legal counsel of its choice to advise the teacher of his/her rights and obligations in connection with handling of the incident by law enforcement, judicial authorities and other related rights.

SECTION 16. LOCAL DISTRICTS' FACILITIES. When Intermediate District staff assigned to work in local districts believe their assigned work space is not conducive to pupil learning, they shall advise their immediate supervisor about the problem. The supervisor shall visit and view such facility within ten (10) days of being informed of the problem. The supervisor shall seek to resolve the situation with local district administrators. If this does not correct the problem, the supervisor will turn the problem over to the unit/program cabinet member. If this does not resolve the problem, the Association may seek a special conference through the Assistant Superintendent of Human Resources identifying the problem area in advance so that the necessary Assistant Superintendent/Department Head of the area will be in attendance. The Assistant

Superintendent of Human Resources will notify the Association within 10 days of the special conference as to what action has or will be taken. In the event the problem remains unresolved, the Superintendent may be contacted for resolution of the problem. This section shall not be subject to the grievance procedure.

SECTION 17. ADMINISTERING MEDICINE. When it is necessary to administer medicine to students during school hours, it shall be administered in accordance with Board Policy #5330.00, dated May 18, 2021, or as subsequently amended.

SECTION 18. PROFESSIONAL MEMBERSHIPS. The District supports the professional growth of its employees by providing payment for up to two professional memberships per year. Employees who desire to participate in membership of an organization must have the approval of their immediate supervisor. An organization for which an employee seeks membership should relate directly to his/her performance responsibilities, and, as such, provide support and opportunities for strengthening that employee's professional skills. Employees should anticipate their membership costs in budget planning, since approval may depend upon the availability of funds.

SECTION 19. EMPLOYEE ASSISTANCE PROGRAM. The District offers employees and their family members counseling services to help resolve life management issues before they seriously affect personal life and job performance. These services are available to employees and immediate family members without cost. However, where additional services from an outside referral source may be required, the employee would be responsible for any cost not covered by health insurance. All matters are confidential, and no information regarding participation in this counseling is entered into personnel files. Employment and promotional opportunities will not be affected for those employees who utilize the employee service.

ARTICLE 15

SCHOOL YEAR

SECTION 1. SCHOOL YEAR/WORK YEAR/HOLIDAYS.

- A. **Classification 1-150.** The school year for Classification 1-150 shall consist of 185 working days with the exceptions noted below. The following national holidays shall be observed:

Labor Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Day
New Year's Day
Martin Luther King Day
President's Day
Memorial Day
April 3, 2026, March 26, 2027 and April 14, 2028 shall be a ½ day

Professionals working in extended or year round programs/positions have in addition to the national holidays listed above Independence Day (July 4) and New Year's Eve Day.

Heartwood School and Beekman Center work 205 days per year.

Early On IIPSA 1-150 staff work 188 days per year. Early On Staff must include the School-Year Kick-off day in August as one of their scheduled work days each year. If any Early On Staff have previously scheduled a vacation on this day, they will be excused from attending in August of 2025.

- B. **Classification 151 and Above.** The offices of the Ingham Intermediate School District close on the following days and the employees are paid, but not expected to report for work. These days are:

Independence Day	Christmas Day
Labor Day	New Year's Eve Day
Thanksgiving Day	New Year's Day
Friday after Thanksgiving	Martin Luther King Day
Christmas Eve	Memorial Day

When Independence Day falls on Saturday, the offices will close on the preceding Friday.

When Independence Day falls on Sunday, the offices will close on the following Monday.

When the Christmas Day and New Year's Day holidays fall on a Saturday, the office will be closed on the preceding Thursday and Friday. When the Christmas Day and New Year's Day holidays fall on a Sunday, the office will be closed on the preceding Friday and the following Monday. When Christmas Day and New Year's Day fall on a Monday, the office will be closed on the holiday and the day following.

All full-time employees shall be entitled to receive holiday pay for the above list of holidays. Part-time employees shall be entitled to a pro-rata holiday pay for said holidays. To be eligible for holiday pay, an employee must work or be on an approved paid leave both on the employee's last scheduled work day before and their first scheduled work day following the holiday that occurs during their regular scheduled work year.

SECTION 2. SCHOOL CALENDAR. The Board shall have the authority to set the calendar within the above parameters as it deems necessary in order to coordinate the calendar with those of local school districts as efficiently as possible. Calendars are attached to the contract as Appendices: A (Autism Spectrum Disorder Classroom – East Lansing), B (Autism Spectrum Disorder Classroom – Leslie), C (Autism Spectrum Disorder Classroom – Stockbridge), D (Beekman Center), E (Early On Special Education Services – 188 Day Staff), F (Emotionally Impaired – Dansville), G (Ingham Academy), H (Emotionally Impaired and Court Programs – North Star School and Malcolm Williams), I (Heartwood School), J (Project Search), K (SAIL - Lansing), L (SAIL – Mason), M (SAIL – Waverly), N (Student Support Services Staff), O (Wilson Talent Center). The parties will, as they have in the past, meet and confer in regards to the school calendar.

Staff who have completed their work on the last day of school, will not be required to appear on the following work day, which is a preparation day on the calendar.

SECTION 3. MAKE-UP DAYS. In accordance with Public Act 239 of 1984, all school districts must provide for the make-up of student instructional days lost when pupil instruction is not provided because of conditions not within the control of school authorities, such as severe storms, fires, epidemics, or health conditions as defined by City, County, or State Health authorities, in order to receive one hundred percent (100%) of the State Aid Appropriation. Beginning in September 1986, the Board shall have the authority to reschedule any student instruction days lost in order to coordinate these make-up days with those of local school districts consistent with Rule 340.11. The Board will take into consideration the common calendar when

rescheduling these days. The Board and the Association agree that this provision is solely intended to meet the mandate of the legislature and that should any changes be made in such legislation, the calendar will be changed to comply with the law after meeting and conferring with IIPSA.

SECTION 4. PREPARATION/PLANNING/AND RECORD DAYS. The school calendar shall include two (2) days, called preparation days. The preparation days will be during the first week of school, excluding Early On and the last day of school. The first Early On preparation day will be identified annually on the calendar (typically in September). The Board may utilize half of the first preparation day back to school for district-wide or program level meetings with the other half reserved for staff preparation time.

The school calendar shall include three (3) one-half ($\frac{1}{2}$) planning days to be scheduled per year.

The school calendar shall include two (2) one-half ($\frac{1}{2}$) days called Record Days.

It is strongly recommended and encouraged that 151+ Early On staff be scheduled for Records Days and for collaboration with Early On 1-150 staff on planning days, as described above.

Student Support Services and Early On 1-150 staff assigned to a local district shall observe the district's school calendar for record days, planning days and professional in-service days. Since some Student Support Services and Early On 1-150 staff service more than one local district, at a minimum, those staff shall have the same preparation, planning, and record days as all other bargaining unit professionals set forth herein. They shall also have no more preparation, planning and record days than other bargaining unit employees.

Student Support Services and Early On 1-150 staff shall receive a minimum two (2) hours per week for report writing. Beginning in 2018-19 this will be increased to four (4) hours per week. Beginning in 2018-2019, all Medicaid reports (e.g., service logs and monthly summaries) shall be submitted not later than the end of the month following the month of service. If Medicaid funding is eliminated, report writing shall be reduced to three (3) hours.

ARTICLE 16

DAILY TRAVEL MILEAGE REIMBURSEMENT

SECTION 1. REIMBURSEMENT CONDITIONS. Employees shall be paid mileage reimbursement as provided in Section 3, when required to furnish their own transportation for travel necessary to the performance of their job responsibilities. Employees will not be reimbursed for travel from their homes to their place of employment.

SECTION 2. COMPUTATION. For travel within Ingham ISD, reimbursable mileage will be computed on the basis of actual miles logged from employee's first workstop to any other assigned workstop. Each employee shall be responsible for his/her own transportation between home and first workstop of the day and last workstop of the day and home.

For travel outside Ingham ISD, reimbursable mileage will be computed on the basis of actual miles logged, less normal commute miles. Commute miles are the miles between home and the otherwise scheduled first workstop of the day, and between home and the otherwise scheduled last workstop of the day.

For staff with a home office, mileage will not be reimbursed from home to the first stop of the day or from the last stop of the day to home. Staff are allowed to claim mileage for the in-between stops. This would include if staff need to travel home to do work in-between other work activities, such as home visits, working with students or attending meetings and it is not the last stop of the day. Staff are expected to use their best judgement in determining if they should drive home during their workday if they have additional work later in the day that would require travel or drop-in at an ISD building or other location. For example, it is not expected that staff would drive 40 miles home if they could drive 10 miles and be at an ISD building or other location and continue to work during the day. If staff have questions regarding whether they should go home or to another location during the work day, they should talk with their supervisor.

Mileage claimed should be for the actual miles driven. If a staff member must re-route for things such as construction, accidents, or other issues, they would be paid for the miles actually driven. Administrators review mileage submissions and look for reasonableness based on what is submitted. If an administrator has a question about the amount of mileage claimed, they will ask the staff member.

If staff have a work event such as an evening visit or meeting and the staff member had already been out traveling for work that day, returned home and is now going out for their last visit or meeting in the evening, staff should claim mileage from home to the visit or meeting. The miles from the visit or meeting back to the staff member's home would be the last commute of the day, so that part would not be reimbursable. If the staff member's evening commute is their first visit of the day, it would not be reimbursable.

If a conference is held within Ingham County, the staff member is responsible for home to first stop and last stop to home. As a result, if no other travel occurs that day, no mileage

would be claimed. If the conference is held outside of Ingham County, the staff member would subtract their normal commute. Since staff that work from home do not have a normal commute, the staff member should use the mileage from home to the work building they would normally go to if going into the office to determine the normal commute. The calculated normal commute would then be deducted from the mileage from home to the conference and from the conference to home assuming no other work travel occurs that day. In either case, if the staff member first goes to a work location before going to a conference, that mileage would be the normal commute and staff would claim mileage from that work location to the conference. If a staff member is not sure what building to use to determine normal commute, they should talk with their administrator.

SECTION 3. REIMBURSEMENT RATE. The mileage reimbursement rate shall be the current IRS allowance.

SECTION 4. TRANSPORTATION OF OTHERS. The District does not provide automobile insurance for bargaining unit employees for their personal vehicles during the course of their employment. No bargaining unit employee shall transport students or parents of students in their personal vehicle during the course of their employment.

SECTION 5. CLAIMS. Claims for mileage and other expense reimbursement shall be made on forms provided by the Business Office and submitted to the immediate supervisor for approval.

SECTION 6. OUT OF STATE TRIPS. On out-of-state trips, the decision whether to authorize travel by private automobile, air or other means will be made based on the most economical means for the School District, taking the employee's time into consideration. If travel by private automobile is authorized, the amount reimbursed shall not exceed the cost of regular airfare, coach class, to the same destination. Should travel to a conference or other school district business be combined with a vacation or other leave, the amount reimbursed shall be based on the mileage to the conference site or location of such school district business via the most public direct road, and the amount reimbursed shall not exceed the cost of regular airfare, coach class, to the same destination.

ARTICLE 17

ABSENCES WITH PAY

SECTION 1. SICK LEAVE. At the beginning of each school year, sick leave shall be awarded according to the following schedule:

44-52 week employees	twelve (12) days per year
40-43 week employees	eleven (11) days per year
Up to 40 weeks	ten (10) days per year

This benefit will be prorated for employees hired after the beginning of the normal contract year. Part-time employees working half-time or more shall have sick leave prorated to the nearest quarter hour. Unused portion of sick leave will be accumulated. The use of sick leave (sick leave days) will be computed and deducted on an hourly basis.

Hire/Termination Date Range	New Hire Increment* for the Month	Terminating Employee Increment for the Month
1st work day to 6th work day	One full increment	Zero increment
7th work day to 7 work days remaining	1/2 month's increment	1/2 month's increment
6 work days or less remaining in the month	Zero increment	One full increment

*Increment is dependent on the individual staff member's yearly work calendar.

Professionals (Classification 1-150) who are employed beyond the school year in programs in which they are not required to work shall accrue one-half (½) day (3.5 hours) of sick leave for each sixty (60) hours of work performed. Unused sick leave will be credited to the individual's accumulated leave account.

SECTION 2. USE OF SICK LEAVE.

Employees will be allowed paid sick leave in accordance with law – including the Michigan Earned Sick Time Act (“ESTA”) when it goes into effect. Sick leave may be used for any reason as stated in the ESTA. If the Paid Medical Leave Act (“PMLA”) applies, sick leave may also be used for any PMLA reason. Any rights and protections as stated in the ESTA or the PMLA govern over language in this section which would be in conflict with those laws, but shall not be construed to diminish any rights provided herein.

- A. Sick leave hours shall be granted for prescheduled appointments in one-quarter hour increments for Student Support Services and Early

On 1-150 staff and all other non-classroom employees during the work day. The employee shall give notice of such use to his/her supervisor forty-eight (48) hours in advance.

B. Professional staff, except as identified above, shall be granted sick leave hours for prescheduled appointments during student contact time if:

1. Notice of intent is given forty-eight (48) hours in advance, and
2. Sick leave time (Classification 1-150) may be used during student contact time in the following increments:

One day	=	7.0 hours
One-half day	=	3.0 hours
Hourly	=	if no substitute is needed or available (minimum of one-quarter hour increments)

C. Sick leave may be taken for a medical emergency or illness with administrative approval at any time.

D. For purposes of this Article, immediate family shall be defined as: mother, father, step-parents, husband, wife, son, son-in-law, daughter, daughter-in-law, sister, sister-in-law, brother, brother-in-law, mother-in-law, father-in-law, step-child, grandparents, grandchild.

SECTION 3. ACCESSING SICK LEAVE.

Employees will be allowed paid sick leave in accordance with law – including the Michigan Earned Sick Time Act (“ESTA”) when it goes into effect. Sick leave may be used for any reason as stated in the ESTA. If the Paid Medical Leave Act (“PMLA”) applies, sick leave may also be used for any PMLA reason. Any rights and protections as stated in the ESTA or the PMLA govern over language in this section which would be in conflict with those laws, but shall not be construed to diminish any rights provided herein.

Sick leave shall be granted with schedule specified herein, subjected to the following conditions: each employee shall present a signed statement indicating the reason for such absence, such statement to be filed with the administrator in charge of the program.

A. Personal illness or injury.

B. Serious illness or injury in the immediate family.

- C. Funerals. Single day leaves may be granted for attending funerals for persons other than in the immediate family. An additional day may be given for funerals in excess of 200 miles from Mason.
- D. In the event that an employee determines that he/she cannot report for work on a scheduled work day because of the severity of weather conditions, then the employee will be charged for a personal leave day or a sick leave day if no personal leave is available. If no sick leave is available, then unpaid leave will be charged (see Non-contract Language).

SECTION 4. BEREAVEMENT.

Three (3) compensable bereavement leave days will be granted for parent(s), parents-in-law, step-parent(s), child (including legal guardianship), step-child, spouse, brother or sister. Available sick time may be used in addition to the three (3) bereavement leave days for these family members.

Two (2) compensable bereavement leave days will be granted for a son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandparents or grandchild. A maximum of three (3) additional days of sick leave may be used for bereavement for these family members.

SECTION 5. ADJUSTED WORK TIME/FLEX TIME. Adjusted work time/flex time may be accumulated and utilized in accord with Article 13, Section 7.

SECTION 6. PERSONAL LEAVE.

- A. Employees shall be provided two (2) days of personal leave per year, except for staff employed at Beekman or Heartwood who shall be provided three (3) days of personal leave per year. Unused leave hours shall be added at the end of the year to the employee's sick leave account.
- B. An employee who has accumulated a hundred (100) days of sick leave as of June 30 of any contract year, shall be entitled to an additional one (1) day of personal leave over and above those stated in Section 6.A. in the following contract year.

SECTION 7. COMPUTATION OF PERSONAL LEAVE. Personal leave shall be credited in the following manner:

- A. If the employee works the full contract year, two (2) days of personal leave will be granted. For employees employed less than a full contract year, personal leave will be pro-rated on a monthly basis.

For example, if an employee is hired December 1 in an IIPSA Classification 1 - 150, the employee would be entitled to 7/10 of 2 days of personal leave.

- B. Part-time contractual employees working half-time or more, shall have personal leave days prorated to the nearest quarter hour.

SECTION 8. USE OF PERSONAL LEAVE. Personal leave may be granted with supervisor approval as follows:

- A. Personal leave may be granted during student contact time in hourly increments.
- B. Personal leave may be granted during non-student contact time in one quarter (1/4) hour increments.

SECTION 9. REASONS FOR PERSONAL LEAVE. Personal leave days may be granted and used for:

- A. Any purpose covered by sick leave.
- B. Personal business that cannot be conducted other than during working hours.
- C. Conferences and workshops related to the employee's job assignment with the Ingham Intermediate School District.
- D. Home or personal emergencies.
- E. Religious holidays.
- F. Personal lobbying activities.
- G. In the event that the employee determines that he/she cannot report for work on a scheduled work day because of the severity of weather conditions, then the employee will be charged for a personal leave day or a sick leave day if no personal leave is available. If no leave is available then unpaid leave will be charged.

SECTION 10. LIMITATIONS.

- A. Except for emergency purposes, a professional employee taking personal leave hours shall file notice of intent to take such a day, checking one of the purposes above, with the administrator in charge of the employee's program at least five (5) days prior to the date of such leave.

- B. Except in cases of emergency, personal leave must have prior administrative approval.
- C. Personal leave hours shall not be granted for the day prior to or following a holiday or recess other than for emergencies.

SECTION 11. WORKERS' COMPENSATION/PHYSICAL ASSAULT-INJURY/ILLNESS. All employees are protected by Workers' Compensation Insurance for work related accidents or illnesses as required by law. All work related injuries, no matter how slight, must be reported by the employee to the Human Resources Office on an accident report form within twenty-four (24) hours of occurrence. In order to be a recipient of the benefits of this Section, an employee or his/her designated representative (inclusive of the bargaining representative) shall submit a worker's compensation claim form within seventy-two (72) hours of the injury/accident unless there are unforeseen events that befall staff. The Office of Human Resources will file all worker's compensation claims after they have been reported.

An injured person is encouraged to be seen by a physician. If this is done, the physician, hospital, pharmacy or other charges are to be billed to the District and sent to the Human Resources Office. Employees are not to use their own health insurance in this situation. If the injury is a result of an assault by a student, the employee is to check with the Human Resources Department for a review of the assault policy.

The IIPSA President will be copied on any Workers' Compensation applications submitted. Further, the IIPSA President will be permitted access to all copies of injury reports concerning bargaining unit employees.

The following shall apply for all work related accidents or illnesses:

A. Physical Assault.

1. An employee who suffers injury from a physical assault as a result of an employment-related activity shall be paid one hundred (100%) percent of his/her full wages by the District for the period that the employee is absent from work, up to a maximum of forty-five (45) work days.
2. After the initial forty-five (45) work day period referred to in (A)(1) above, accrued sick leave, vacation leave or personal leave may be utilized to maintain the difference between the workers' compensation payment and the employee's regular salary or wage, until such sick leave is exhausted.

3. When an employee receives the workers' compensation benefits he/she will reimburse the Board so that the employee's compensation shall not exceed his/her regular weekly pay, as long as payments are received from the District pursuant to (A)(1) and (2) above.

B. Injury/Illness.

1. An employee who suffers an injury/illness, except physical assault addressed in (A) above, as a result of an employment-related activity shall be paid one hundred (100%) percent of his/her full wages by the District for the period that the employee is absent from work, up to a maximum of thirty (30) work days. In situations where the alleged injury/illness may not be sick under worker's compensation, the employee may have to utilize their accrued sick leave, vacation leave if applicable, or personal leave prior to the determination and if sick, Section 9 (B)(1) shall be applied retroactively with full restoration of benefits utilized. If an employee does not have any type of sick leave, vacation leave or personal leave, they will be paid up to thirty (30) days pursuant to this Section or until they are determined to be ineligible under the worker's compensation laws, whichever occurs first. If they are determined to be ineligible, then Association and Board representatives will meet to determine if the monies should be paid back for all time utilized and/or how the payments will be made for time paid.
2. After the initial thirty (30) work day period referred to in (B)(1) above, accrued sick leave, vacation leave or personal leave may be utilized to maintain the difference between the workers' compensation payment and the employee's regular salary or wage, until such sick leave is exhausted.
3. When an employee receives the workers' compensation benefits he/she will reimburse the Board so that the employee's compensation shall not exceed his/her regular weekly pay, as long as payments are received from the District pursuant to (B)(1) and (2) above.

- C. While an employee is receiving workers' compensation benefits, fringe benefits normally received by the employee shall continue for a period of up to one (1) year from the date of injury. The affected employee may then apply to the Catastrophic Disability Committee for the continuation of medical, life, dental and optical up to an additional six (6) months through the Catastrophic Illness Committee.
- D. Prior to returning to work (if absent for more than two [2] full days), the employee shall present a release from his/her doctor to return to work with any restrictions noted. The District retains the right to refer the employee to a physician of its choice at the expense of the District.

SECTION 12. ABSENCE RESPONSIBILITY. The employee unavailable for work has the following responsibilities:

A. **Classification 1-150**

- 1. The employee must use the designated system or call up to two people designated by his/her building/program administrator as soon as possible but no later than 6:30 a.m. to report unavailability for work. Each employee shall at the time of reporting the absence, state the type of leave being taken and the anticipated length of absence.
- 2. Employees assigned to work in local districts must call the people designated by their supervisor prior to the beginning of the school day to report unavailability for work.

B. **Classification 151 and above**

- 1. Employees unavailable for work have the following responsibilities:

Employees must call the person designated by his/her building/program administrator to report unavailability for work. This must be done by 8:00 a.m. for those working a regular day time schedule and at least one (1) hour before the normal reporting time of employees operating under other work schedules. Each employee shall, at the time of reporting the absence, state the type of leave being taken and the anticipated length of absence.

SECTION 13. REPORTING OF INJURIES. All work related injuries, no matter how slight, must be reported to the Office of Human Resources within 24 hours. The employee may be referred to a doctor at the expense of the Intermediate School District.

SECTION 14. COMMITTEE ON CATASTROPHIC ILLNESSES. An Ad-Hoc Committee will review cases of a bargaining unit employee who suffers a grievous disability which does not allow that person to work at any employment currently or in the foreseeable future. This person may apply to the Ad-Hoc Committee for continuation of benefits. In turn, the Ad-Hoc Committee will make a recommendation to the Superintendent whose decision is final. The process is set forth in Section 15 below. A bargaining unit employee who has exhausted all earned time off leave credits and is on catastrophic approved benefits, shall not accrue sick leave, personal or vacation leave during the catastrophic benefit period.

SECTION 15. CATASTROPHIC DISABILITY COMMITTEE.

Definition of "Catastrophic". An employee who suffers a grievous disability which does not allow that person to work at any employment currently or in the foreseeable future.

Recommendations for Review of Catastrophic Disability Cases.

A. **Appointment of Ad Hoc Committee.**

1. An Ad Hoc Committee will be designated for each situation where consideration of catastrophic disability is necessary.
2. Committee members will include the Human Resources administrator, the supervisor of the involved employee, the IIPSA President and a IIPSA member designee.

B. **Process and Timelines.**

1. Counseling/employee information regarding options, including procedure for requesting approval under catastrophic disability.
2. The employee initiates a request for Committee review/recommendation for approval to access catastrophic benefits. This includes consent to obtain physician/medical reports. Request is sent to IIPSA President and Human Resources administrator.

3. Based upon the employee involved, the four Ad Hoc Committee members are appointed.
4. Committee convenes/reviews guidelines (HR administrator) and deliberates on the employee's situation, including medical information submitted by the employee. If deemed necessary, the Committee may request a second medical opinion.
5. The Committee "votes" individually, by completing a standard form. This includes each member's recommendation and rationale for approving or not approving the employee's request.
6. Within fifteen (15) work days of the employee's request to HR administrator, the Committee's recommendation is sent to the Superintendent, with a copy to the employee.
7. If the Committee's vote is split (2-2) or a "no" majority, the employee may request a meeting with the Superintendent to appeal the Committee's recommendation. (If the Committee's vote is majority "yes" employee's meeting with Superintendent is unnecessary.)
8. Superintendent reviews the Committee's recommendation and makes a decision to approve/not approve within five (5) work days.
9. Benefits start with the Superintendent's approval and may extend up to six (6) months. (The District would pick up medical, life, dental, and optical for the approved time.)*

C. **Committee Actions.**

1. Discussion of procedures, timelines, examples of prior cases (HR administrator).
2. Committee decides whether the employee's physician statement/medical information as submitted provide a sufficient basis for a recommendation. If not, additional medical information may be requested.

3. Options for employee/employee advocate presentations to the Committee include: at Committee request (for additional information); at employee's request; or deemed not necessary. An advocate may be appointed to represent the employee if the disability/condition prohibits employee participation.
4. Committee deliberations/discussion of case (employee is not present).
5. Each Committee member completes a form with vote to approve or not approve and rationale (why the case does/does not meet definition of "catastrophic").
6. Review Committee votes and considers possible alternatives for the employee involved (retraining, worker's compensation, LTD, retirement, etc.).
7. Completion of Committee determination and recommendations sent to Superintendent with copy to the employee. (Superintendent's copy includes attachment of individual Committee forms.)

- D. In order to receive catastrophic benefits, the bargaining unit employee must be a current employee of the Board.

*The time frame parameters need to be defined in terms of employee status, sick bank time, etc.

ARTICLE 18

UNPAID LEAVE OF ABSENCE

SECTION 1. LEAVE/REINSTATEMENT. Upon administrative approval the following leaves may be granted without pay and the employee retains any previously accumulated benefits. Whenever possible, except as stated in Section 2, an employee (not assigned to a position designated as Teacher within Article 1) is reinstated in his/her previously held position or in one of comparable responsibility.

SECTION 2. CHILD CARE LEAVE. A non-probationary employee who has worked for the Board for two (2) or more years, may request an unpaid leave up to ninety (90) work days subject to the following conditions:

- A. The employee must apply for the leave approximately six weeks prior to the anticipated beginning of the leave.
- B. The leave must have prior approval of the Superintendent.
- C. Benefits may be purchased by the employee.
- D. If this leave is taken consecutively with sick leave and/or sick bank or other special leaves, the total leave days shall not exceed one hundred fifteen (115) days.
- E. During child care leave the employee's position shall not be considered vacant, and the non-teaching professional staff employee shall be entitled to return upon completion of the leave.

SECTION 3. PARENTAL AND/OR ADOPTIVE LEAVE. Parental/adoptive leave may be granted for a period not to exceed two (2) years. (In the case of adoptive leave, the adopted child must be less than 5 years of age at the time of custody to be eligible for leave.) Upon completion of the leave, re-employment shall be subject to an available position, however, the non-teaching professional staff employee shall have preference for re-employment for any position for which he/she is qualified that is or becomes vacant, but shall not be guaranteed the return to his/her former position.

SECTION 4. EXTENDED UNPAID LEAVES. Leaves not to exceed a maximum of one (1) year, with re-employment subject to the availability of an appropriate position may be granted for:

- A. Study
- B. Foreign assignment
- C. Serious illness (personal or family)
- D. Exchange teaching
- E. Political office.

An employee may apply for an extension of the special leave for an additional year.

SECTION 5. MILITARY LEAVE. Leave is granted to any employee called into military service. Application for reinstatement must be made within the time periods established by applicable law.

SECTION 6. SHORT TERM UNPAID LEAVES. Unpaid leaves of twenty (20) days or less may be granted upon administrative approval for a variety of reasons. Prior to approval of such unpaid leave all available applicable appropriate leave (such as sick leave in the case of a medical leave and personal time for a personal leave) shall have been used except when the employee is applying for sick bank.

SECTION 7. INSURANCE BENEFITS FOR EMPLOYEES ON LEAVES OF ABSENCE.

A. **On Unpaid Leave.**

1. Health, life, optical, dental. An employee may purchase group insurance upon request for a maximum of twelve (12) months at group rates. After that time there is an option for conversion. If an employee on leave terminates employment or the leave is not renewed, the employee may enroll for COBRA benefits at group rates plus a two (2%) percent administration fee for eighteen (18) months. The premiums must be paid to the school district on or before five (5) days prior to the first of the month for which the premium is being paid. For example, the premium must be paid on or before November 25 for December insurance benefits.
2. LTD is not available while on unpaid leave. It will be reinstated upon return to employment.

3. Liability insurance and workers' compensation covers employees only when actively carrying out the duties of the position on regular paid status.
- B. **On Sabbatical Leave.** All benefits may be retained except workers' compensation and liability insurance. The cost is prorated if the employee is not full time. The employee's share is to be paid in advance to the Business Office.

SECTION 8. FAMILY AND MEDICAL LEAVE ACT. Leaves contained herein shall be subject to the Family and Medical Leave Act where applicable. (See Article 9(1)(H) and FMLA Board Policy 3430.01, subject to revisions of the Board.)

SECTION 9. BOARD POLICY 3430.01--FAMILY AND MEDICAL LEAVE ACT.

- A. In accord with the Family and Medical Leave Act, the Board of Education will provide up to twelve (12) weeks of unpaid leave to all eligible staff during the fiscal year (July 1 – June 30) for one or more of the reasons specified in Appendix U.
- B. The superintendent has developed administrative guidelines consistent with the Family Medical Leave Act to provide guidance to staff that need to utilize this time. Except as mandated by law, the guidelines will not be amended without prior notice to IIPSA.

ARTICLE 19

JURY DUTY

SECTION 1. JURY DUTY. Employees selected for Jury Duty should immediately report this to their appropriate supervisor. In the event that Jury Duty is performed during working hours, Ingham Intermediate School District will pay the difference between the Jury Duty pay and the employee's regular pay for the period absent. Each week, the employee must obtain a jury slip for the appropriate court office and submit same to the supervisor.

SECTION 2. SUBPOENAS. In the event that an employee receives a subpoena, one of the following courses of action should be taken:

- A. Work-related Circumstances. When an employee receives a subpoena related to the ISD, that person is required to be a witness in dispute. The dispute may be a part of special education due process procedures, such as a hearing or arbitration. The dispute may also involve a criminal or civil proceeding in the State or Federal court system. Whatever the nature of the dispute, the person who receives the subpoena will be required to provide information relevant to the dispute.

The employee involved in such a situation should immediately forward to his/her supervisor a copy of the subpoena who will, in turn, notify the division head and Superintendent. Assistance will then be given to the employee in determining his/her responsibilities as a witness directly related to the resolution of the dispute.

- B. Student Records. An employee receiving a subpoena for student records should immediately route the subpoena to the division head for determination of action to be taken.
- C. Personal Matters. An employee who receives a subpoena related to personal matters should request from his/her immediate supervisor the appropriate amount of sick time (personal days) needed to address the situation.

ARTICLE 20

SICK LEAVE BANK

SECTION 1. COOPERATION. The Sick Leave Bank is supervised and administered by the Association. The Human Resources Office will assist the Association with record keeping where necessary and the Assistant Superintendent of Human Resources will hear appeals as outlined in Section 4 below.

SECTION 2. PURPOSE. The purpose of the Sick Leave Bank is to provide certain extended leave benefits to participating staff members who are unable to perform the essential functions of the member's regular occupation as a consequence of a physical or mental condition to the member (not to others, or to care for others) through a shared donation of sick leave days. This Agreement in no way alters the existing sick leave policy of non-participating employees.

SECTION 3. MEMBERSHIP.

- A. Participation will be on an optional basis only
- B. All IIPSA members are eligible to participate in the Sick Leave Bank. Those who desire to participate in the Sick Leave Bank shall do so in the following manner:
 - 1. IIPSA members who did not participate in the Sick Bank in the previous year must certify to the Human Resources Office at least ten (10) working days before September 15 their intent to join in the Sick Leave Bank.
 - 2. For new hires and/or newly promoted employees, they must certify to the Human Resources Office at least thirty (30) days from their start date and/or promotion effective date, their intent to participate in the Sick Leave Bank.
- C. Once admitted, members (including newly hired IIPSA members) may not draw from the Sick Bank for one (1) year from date of entry into the Sick Bank. Once admitted, employees may not withdraw their donated sick days, nor their permission to be assessed days during the bank year.
- D. Membership shall be continual, but any employee may choose to end membership by stipulating to that effect in writing to the Human Resources Office at least ten (10) working days prior to September 15 of each Sick Bank year. No days will be assessed against an

employee who withdraws, nor shall they be eligible for any further bank benefits from the date of withdrawal. Renewal of membership may be made the following bank year. However, vesting for use shall be one (1) year thereafter.

SECTION 4. ADMINISTRATION.

- A. The Association Sick Bank Chair shall make a determination regarding the allocation of a specific number of sick leave days from the bank to each participating employee at the time of the employee's request, according to the criteria herein established.
- B. Should the employee believe that the Association's Sick Bank Chair has misinterpreted the criteria in his or her case, that employee may first appeal the allocation to a committee consisting of three representatives of the Association. Said Sick Bank Review Committee will consist of IIPSA Legal Counsel, an IIPSA Executive Board Member, and the Sick Bank Chair. Such committee shall meet and review the allocation made by the Association's Sick Bank Chair within five (5) days of the appeal. Should the committee decide that an error was made by the Association's Sick Bank Chair in the interpretation of the criteria, the committee shall recommend corrective action to the Association's Sick Bank Chair. Copies of the committee's recommendation shall be forwarded to the Association and the employee involved.
- C. Further, the Review Committee shall meet annually, on a date established by its chairman between May 15 and the close of the school year, to review the administration of the sick leave bank and to make any recommendations for change it believes necessary to the Association. Sick bank guidelines may be modified at any time upon the direction and approval of the sick bank "Review Committee". Copies of current guidelines shall be annually provided to the Assistant Superintendent of Human Resources.
- D. An employee dissatisfied with the Association Committee's decision may appeal to the Assistant Superintendent of Human Resources, whose decision on the appeal is final and not subject to the grievance arbitration procedure.

SECTION 5. REPLENISHMENT. On September 15, of each contract year, all participating staff will donate up to one full leave day to be placed in the leave bank. Assessment will be based on (1) the number of days needed to reach a minimum number of 1,500 hours, and (2) the number of participating employees.

Upon depletion of the bank during the same contract year, the members will donate on January 15, up to one full leave day at request of the Sick Bank Chairperson and notification of the Human Resources Office

SECTION 6. QUALIFYING PROCEDURES.

- A. Applications for Sick Leave Bank benefits will be made in writing and submitted to the Assistant Superintendent of Human Resources and the Association's Sick Bank Chairperson.
- B. Applications must be accompanied by a physician's statement concerning the employee's disability. Disability shall mean the inability to perform the essential functions of the employee's regular occupation as a consequence of a physical or mental condition as specified within the Family Medical Leave Act (FMLA) for a "serious health condition."
- C. The Association's Sick Bank Chair and/or the Review Committee shall have the right and opportunity to require a physical examination of the employee by a physician of its own choosing as often as it may reasonably require. The expenses incurred shall be borne by the requesting party.
- D. An updated physician's statement certifying continued disability may be required periodically.

SECTION 7. LIMITATIONS.

- A. Participating employees may be required to provide additional documentation from their physician if they are requesting more sick leave beyond the original submitted request. This additional request will be considered by the Association's Sick Bank Chair as outlined in the Sick Bank Guidelines. A doctor's statement shall be required indicating that the employee is physically and/or mentally unable to return to work and perform the essential functions of their assignment.
- B. No member can receive extended sick leave days beyond his/her current contract termination date unless they have a contract with the district for the next contract year. Employees whose sick bank extends into the next contract year will not be eligible for restoration days except as outlined in the Sick Bank Guidelines
- C. No member can receive sick bank benefits beyond 90 calendar days.

SECTION 8. ELIGIBILITY.

- A. A participating employee becomes eligible for benefits of the Sick Leave Bank after the depletion of his/her accumulated sick leave. Following depletion of the employee's sick leave there may be a waiting period before receiving sick bank benefits. The waiting period will be determined by the number of accumulated sick days that the employee has on September 15 for employees in Classifications 1-150 and July 15 for Classifications 151 and above, of the school year during which the request for sick bank benefits is received by the Association's Sick Bank Chair .
- B. The waiting period will be as follows:

Accumulated Sick Leave	Waiting Period
196 or more hours	0 days
175-195 hours	1 day
154-174 hours	2 days
133-153 hours	3 days
112-132 hours	4 days
111 or less hours	5 days

- C. Employees receiving sick bank benefits will agree to return to work for a period of not less than sixty workdays if physically and mentally able to do so. The return to work shall occur as soon as the employee is physically and mentally able, unless an extended leave is granted, in which case the employee will return to work upon termination of the leave.

Employees who terminate their employment for any reason other than physical or mental disability which makes it impossible to perform the essential functions of their assignment without returning to work will be required to make full restitution to the Association for all monies paid for time taken from the sick bank when notice of resignation or termination is given. Restitution shall be made by payroll deduction from any amounts then owed to the employee. If there are insufficient funds from which to deduct any overpayments, then the employee shall be invoiced for the remaining balance due and shall sign a note promising repayment in a form satisfactory to the District.

Employees who return to work for less than the full sixty workdays and then terminate will be required to make a pro-rated restitution.

Any days for which restitution is made will be restored to the bank.

- D. An employee receiving sick bank benefits may return to work and remain eligible for sick bank benefits for a period of one year from the date of the original application for such benefits should the illness recur. In such cases the waiting period will be waived.

SECTION 9. RESTORATION.

- A. Any employee having returned to his/her duties who has qualified to draw from the Leave Bank, will be granted a number of non-accumulated sick days to be taken from the Leave Bank and placed in his/her personal sick leave account (Restoration Sick Days).
- B. Restoration days will be granted in accordance with the sick bank guidelines but will not exceed one full day for each full month the employee is back to work through the end of the contract year.
- C. These days will not be carried forward to the following school year.
- D. Further, any employee, who, during the school year has been forced by a major illness or mental condition to exhaust his/her personal sick leave account, will be eligible for restoration, as provided in A, B, and C above, provided there were twenty-five (25) accumulated sick leave days in his/her personal account on the first day of the contract year. A physician's statement to certify the condition may be required. An employee need not have drawn on the Bank for this restoration. A major illness or mental condition shall be determined to exist if it requires an absence of fifteen (15) consecutive working days.

ARTICLE 21

SEVERE WEATHER CLOSING/EMERGENCIES

SECTION 1. NOTIFICATION. In the event that severe weather occurs and the Superintendent determines that the entire district operations shall be closed, such notification will be made to local radio and television stations. In addition, employees will be notified through the District notification system. When announced, employees will not be expected to report for work.

SECTION 2. ABSENCE OF NOTIFICATION. In the absence of such a notification, all employees will be expected to report for work.

SECTION 3. FAILURE TO REPORT. In the event that an employee determines that he/she cannot report for work because of weather conditions and the Superintendent does not close the Intermediate District, then the employee will be charged for a personal leave day or a sick leave day if no personal leave is available. If no sick leave is available then unpaid leave will be charged.

SECTION 4. PROTOCOL FOR CLOSURE. If all twelve school districts close, Ingham ISD will close all programs and services. No students or staff should report.

If the district in which a staff member is scheduled to work is open, including providing services or professional development, etc., that staff member must report as planned.

Those who work remotely 100% of the time or are scheduled to work from home on the day of the inclement weather for a hybrid schedule, should work a regular workday unless all 12 local districts are closed.

SECTION 5. “ACT OF GOD” DAYS. Other “Act of God” days will be handled on a case-by-case basis and staff and students will be notified based on need. Such notification will be made to local radio and television stations. In addition, employees will be notified through the District notification system. “Act of God Days” are allocated for circumstances beyond the IISD’s control in which it is unsafe or unhealthy for children and/or staff to come to school or work.

SECTION 6. PARTIAL CLOSING. Closing of a building or a portion of a building for any reason; such as boiler failure, power failure, or any other reason deemed valid by the Superintendent, shall not diminish the responsibilities of the employees assigned to other buildings or portions thereof. Upon such closing, the Board may temporarily assign employees to work in other locations.

SECTION 7. USE OF LEAVE. If the Ingham Intermediate School District is closed due to severe weather, no sick leave days or personal leave days will be charged to employees who have requested such leave for the day on which school is closed.

ARTICLE 22

INSURANCE BENEFITS

SECTION 1. LIFE INSURANCE. Group term life insurance will be provided in the amount of two (2) times the salary with A.D. and D. Benefit, per full-time employee. The premium of the term life insurance policy is paid in full to a life insurance company selected by the Board for the duration of each full-time staff member's employment. This policy shall be convertible to a term policy sponsored by said company upon termination of employment without evidence of insurability. For employees working half time or more, but less than full time, life insurance premium payments shall be prorated.

SECTION 2. HOSPITALIZATION COVERAGE.

Effective for the contract year 2025-2026, and for each contract year covered by this Agreement, the health plan options offered shall be as agreed upon by the parties, following the recommendation of the Health Care Cost Containment Committee (HCCCC), and subject to the rules of the carriers.

Any plan option with zero (0) participants after open enrollment shall be eliminated unless reinstated by the HCCCC.

If there is a plus or minus 10% change in enrollment such that the health insurance carriers change their rates for a contract year, then there shall be additional open enrollments as soon as possible.

Commencing July 1, 2025, the District's monthly health care insurance premium shall not exceed the following amounts:

Single	\$ 721.30
2 person	\$1,538.09
Family	\$1,623.54

Any applicable insurance premium less than the 2025-26 amounts will be fully paid by the Board and no payroll deductions by Professional Staff will occur, provided that the District's annual contributions for health care costs for IIPSA bargaining unit members do not exceed the limitations stated within section 3 of the Publicly Funded Health Insurance Contribution Act, MCL §15.561-.569. Any applicable insurance premium more than the above amounts will be the employee's responsibility and shall be paid via payroll deduction.

Effective January 1 of each subsequent year of this agreement, the Board's monthly contribution will be increased, as determined by the Michigan Department of Treasury, by the change in the medical care component of the United States consumer price index, provided that the District's annual contributions for health care costs for IIPSA bargaining unit members do not exceed the limitations stated within section 3 of the Publicly Funded Health Insurance Contribution Act, MCL. Employees will pay, pursuant to an IRS section 125 payroll deduction plan, the

difference between the Board's contribution and the actual cost of the premiums for the medical benefit plan selected corresponding to their coverage category.

SECTION 3. HEALTH CARE COST CONTAINMENT COMMITTEE. The parties hereby agree to continue to investigate health care cost containment issues, and to maintain, seek and examine quality health care, dental and vision insurance products. The Committee shall be subject to the following provisions:

- A. The Committee shall be comprised of representatives from the Board and the Association.
- B. The Committee shall identify and outline specific measures to contain cost increases while maintaining quality health, dental and vision care for the Professional Staff. The Committee will determine its agenda, process, means of communication to staff, and how it will proceed.
- C. The Association representatives shall be granted time off with pay as is reasonably necessary to complete the foregoing (including travel time).
- D. The Committee may employ an expert or experts, at Board expense, to assist them in their endeavor to contain costs.
- E. The Committee will begin meeting in October each year with follow-up meetings at mutually agreed upon times between the Board and the Association. Minutes of each meeting shall be taken and distributed to Committee members.

Dental and vision benefits may be modified upon the recommendation of the Health Care Cost Containment Committee to the Board and IIPSA.

- F. The Committee's recommendations, if accepted by the Board and the Association, will be implemented. The approved recommendation shall be implemented as soon as practicable.

SECTION 4. LONG-TERM DISABILITY INSURANCE. Long-term Disability Insurance will be provided for all full-time employees working seventeen and one-half (17.5) hours or more per week. This insurance will pay sixty-six and two thirds (66-2/3%) percent of gross salary up to a limit of Six Thousand Two Hundred (\$6,200) Dollars per month in case of disability as a result of sickness or accident. Protection will begin at the end of 90 days following disability and will continue until age 65 or termination of the disability.

SECTION 5. DENTAL INSURANCE. The premium for dental insurance benefits for all full time employees will consist of four classes of service. Classes I and II (diagnostic, preventative, repair and restorative services) have an employer contribution of 90% and an employee co-pay of 10%. Class III (replacement of natural teeth) has a 50% co-pay for both the employer and employee. Class I, II, and III benefits combined have a \$1,000 maximum benefit per beneficiary payable in any one year. Class IV benefits (orthodontic) with an employer contribution of 90% and an employee co-pay of 10% have a \$1,000 maximum lifetime benefit per beneficiary payable. When this benefit is insured and the underwriting regulations so require, all employees working less than full time, but more than half time are required to enroll for dental insurance and to pay the pro-rated share of the premium payment.

SECTION 6. LIABILITY. Ingham Intermediate School District shall provide liability insurance for all professional employees, insofar as, the liability risk is directly related to employment by Ingham Intermediate School District. It is understood that this protection may be limited at some time in the future by the availability of insurance coverage.

SECTION 7. OPTICAL INSURANCE. The District shall provide EyeMed Vision Care effective July 1, 2020 with in-network and out-of-network benefits to all full-time employees. This includes in-network exams for a \$10 copay, frames with \$0 copay up to \$150 and 20% off the balance over \$150. All employees working less than full-time, but more than half-time may enroll for optical insurance and pay the pro-rata share of the premium payment.

SECTION 8. WORKERS' COMPENSATION. A staff member is protected while pursuing the duties of his/her office through Workers' Compensation Law. All on-the-job injuries, no matter how slight, must be reported to the Department of Human Resources by the injured employee within a reasonable time after the injury. Injuries not reported within three months are not subject to later claim. Employees have six (6) months to file claim against a properly reported injury. Under the law, Ingham Intermediate may specify the specific doctor to be used for treatment during the first sixty (60) days of treatment. All claims and inquiries should be directed to the Department of Human Resources.

SECTION 9. SELECTION OF CARRIERS. Except as qualified elsewhere in this Agreement, the Board reserves the right to select all insurance carriers, after notice to and consultation with the Association to change the insurance carrier(s). However, the Board, in selecting the carrier, will provide benefits equivalent to those contained and enumerated herein.

SECTION 10. LIMITATION/ACCESS/REPLACEMENT. The benefits provided are subject to the policy of the insurance carrier. The Board's liability is limited to the payment of premiums as specified above. The Association will have access to the policies or the equivalent information received from the insurance carrier(s) regarding the insurance coverage referred to in this Agreement. In the event the benefits negotiated herein are not available, the Board agrees to immediately notify the Association and enter into immediate collective bargaining for the specific purpose of replacing said benefit(s).

SECTION 11. HOSPITALIZATION COVERAGE ALTERNATIVE.

- A. Effective July 1, 2025, Employees choosing not to take health insurance will be entitled to a monthly payment of Two Hundred Dollars (\$200.00) for single coverage or Three Hundred Dollars (\$300.00) for two person or full family, for which the employee is otherwise eligible at the time of election (full family, two-person or single coverage). Effective July 1, 2026, these amounts will increase to Three Hundred Dollars (\$300.00) for single coverage or Four Hundred Fifty Dollars (\$450.00) for two person or full family. Alternatives may be modified upon the recommendation of the Health Care Cost Containment Committee (HCCCC).
- B. Employees losing medical coverage from another source shall notify the Department of Human Resources within 30 days so that the employee and dependents, where appropriate, can be re-enrolled in the health care plan beginning the first day of the month in which alternative insurance is lost.

SECTION 12. FLEXIBLE SPENDING ACCOUNT. Professionals have the option of having pre-tax dollars deducted from their earnings for reimbursement of certain medical and dependent care expenses (see Article 4, Section 2[E]) to the maximum allowed under the IRS Code. The Payroll/Benefits Office will provide each employee with the information packet which is intended to describe the benefits provided by the Board of Education, and certain other employee information and is subject to change by the Board of Education in accord with Section 125 of the Internal Revenue Service Code.

Employees are urged to plan appropriately for FSA deductions, per IRS Code excess deductions in individual accounts at the end of a plan year may not be returned to individuals. Carryover, where allowed, will be communicated to staff each year.

The Flexible Spending Account (FSA) program will be available to employees in each year of the collective bargaining agreement. Commencing on January 1, 2026 the plan year will run January 1 through December 31.

SECTION 13. OPTIONAL INSURANCE. Employees have the following optional insurance benefits available to them at their expense:

- A. Additional life insurance coverage on the employee.
- B. Life insurance coverage for spouse and/or dependent children.

- C. Upon termination, conversion of the District-paid term insurance - up to the face amount of the policy - without the need to provide evidence of insurability. This must be initiated by the employee within thirty-one (31) days of termination.
- D. Pet Insurance

SECTION 14. INSURANCE BENEFITS FOR REGULAR PART-TIME EMPLOYEES. Regular part-time employees working half-time or more are eligible for all the Employer-paid insurance programs provided for full-time employees in the same employee group, except that the District health care insurance premium contribution will be calculated by the Employer and employees pro-rata, based on the ratio of the employee's regular weekly hours to a full work week.

- A. For purposes of pro-ration under this Section only:
 - 1. Full-time is defined as thirty-five (35) or more hours per week.
 - 2. Half-time is defined as seventeen and one-half (17½) hours per week.
- B. Examples:
 - 1. Employee regularly works twenty (20) hours per week. Full-time is defined as thirty-five (35) hours per week.

 $20/35 = .571$, therefore the Employer pays 57.1% of the District health care insurance premium contribution and the employee pays 42.9%.

 - 2. Employee regularly works thirty (30) hours per week.

 $30/35 = .857$, therefore the Employer pays 85.7% of the District health care insurance premium contribution, and the employee pays 14.3%.
- C. This definition of eligibility is subject to the terms and conditions of the applicable master insurance policy between the carrier and the Employer. No employee is insured unless he/she meets the requirements of the policy. The Employer's liability in case of error is limited to the payment of any required premiums.

- D. Regular part-time employees working less than half-time are not eligible for insurance benefits.
- E. For purposes of this Section, the number of hours counted are those which the employee is regularly scheduled to work. Additional hours worked on an occasional basis (i.e., reported by time sheets) will not be counted.

ARTICLE 23

RETIREMENT AND RESIGNATION

SECTION 1. RETIREMENT. Having reached the minimum age requirement of the Michigan Teachers Retirement Act and having completed at least ten (10) years of service with the Ingham Intermediate School District, the employee shall be eligible for payment for years of service as set forth in Section 3 of this Article.

SECTION 2. LIMITATIONS. Employees must submit notice of their intent to retire one hundred twenty (120) calendar days prior to their effective date of retirement. The Board will determine within forty-five (45) calendar days thereafter the employees to be granted payment for years of service in accord with Section 3 of this Article. Any exceptions to the time line will be considered by the Assistant Superintendent of Human Resources.

Example 1: School year ends June 30. Employee A who desires to retire would provide notice of intent to retire to the Board President, with a copy to the Human Resources Assistant Superintendent, by March 1.

Example 2: The District's insurance benefits will end for staff in classification 1-150 as of June 30, if staff have elected to retire on July 1. For staff retiring on August 1, the District insurance will end on July 31. For staff retiring on September 1, the District insurance will end August 31.

See Appendix R for detailed information of Example 1 and Example 2.

SECTION 3. PAYMENT/YEARS OF SERVICE. A retiring employee hired prior to July 1, 2010, with at least ten years of continuous service to the District at the time of retirement, shall receive a lump sum payment of Three Hundred Fifty (\$350.00) Dollars for each year of service in the Ingham Intermediate School District up to a maximum of Ten Thousand Five Hundred (\$10,500.00) Dollars. Employees hired on or after July 1, 2010 shall not be eligible for this payment.

SECTION 4. BOARD RETIREMENT CONTRIBUTION. The Board shall pay the Michigan Public School Employees Retirement contribution as defined by the legislature.

SECTION 5. UNUSED SICK LEAVE PAYMENT FOR RETIREMENT/RESIGNATION FOR EMPLOYEES HIRED ON OR AFTER JULY 1, 2010. If an employee retires or resigns employment and has at least five years of continuous service with the District, the District will pay twenty-five dollars (\$25) per day for accumulated earned but unused sick days. If the employee provides one hundred twenty (120) calendar days advance notice of their retirement or resignation, the District will pay thirty-five dollars (\$35) per day for accumulated earned but unused sick days.

ARTICLE 24

VACATION Classification 151 and Above

SECTION 1. TIME OFF DURING WORK YEAR. Employees included in the bargaining unit on a year round forty-eight (48) weeks and above contract receive twenty-four (24) days vacation annually. Two (2) vacation days must be used between December 25 and December 31 of each year. Employees on less than a full year schedule (less than forty-eight [48] weeks) receive no vacation but have scheduled time off.

If staff are required by their supervisor to work between December 25 and December 31 and they are unable to take one or both days off, then they shall be permitted to carry these days over to be used as any other vacation time.

Two hundred thirty-five (235) day or less employees have time off as arranged with the approval of their immediate supervisor. Normally, this includes two (2) weeks during the winter school vacation, one (1) week during the spring school vacation, and the remaining time during the summer school vacation; but individual exceptions may be made for those employees whose duties make it more convenient to take time off during the year. Such exceptions must be approved by their supervisor.

SECTION 2. USE. Vacation time should be requested at least two (2) weeks in advance of intended use, in the District Designated Record (currently KRONOS) and submitted for approval. The supervisor may accept shorter notice at his/her discretion. Summer vacations may require further advance scheduling to coordinate absences during peak use periods.

SECTION 3. MAXIMUM ACCUMULATION. Bargaining Unit employees may not have more than 160 hours of accrued vacation time as of June 30, for July 1, accrued dates, or September 30, for October 1, accrued dates, for any given year except where unusual circumstances existed to prohibit the use of allocated vacation time. In such unusual cases, an extension may be granted by Human Resources after a review of all of the circumstances. Notification of leave balances in excess of 160 hours shall be given prior to June 30 of each year.

SECTION 4. PAYMENT OF UNUSED VACATION HOURS. Unused vacation hours earned in accordance with the provisions of this Article will be paid to employees upon termination for any reason.

SECTION 5. VACATION AND HOLIDAYS. Vacation and Holidays for regular part time employees shall be in accordance with Article 22, Section 14.

ARTICLE 25

BENEFIT YEAR

SECTION 1. CONDITIONS. The insurance benefits provided by this Agreement for Classification 1-150 shall be effective from September 1 through August 31, subject to employee health care insurance premium contributions, if applicable, as written in Article 22, Section 2. Employees (Classification 1-150) who complete a full school year of work and those laid off prior to the completion of a full school year of work, who do not find gainful employment elsewhere, will have Board paid insurance benefits continued through August 31 of the corresponding insurance benefit year, subject to monthly employee health care insurance premium contributions, if applicable, as written in Article 22, Section 2.

Employees (Classification 151 and above) who are laid off prior to the completion of their individual contract work year, who do not find gainful employment elsewhere, will have Board paid insurance benefits, subject to monthly employee health care insurance premium contributions, if applicable, through the balance of their individual contract.

In all other cases Board paid insurance benefits, subject to monthly employee health care insurance premium contributions, if applicable, shall terminate with employment.

Employees will certify to the Department of Human Resources, upon layoff, and as a condition of receiving continued insurance benefits, subject to monthly employee health care insurance premium contributions, if applicable, that they will report any gainful employment elsewhere to the Department of Human Resources within ten (10) days of obtaining such employment. Failure to so report will obligate the employee to reimburse the cost of any insurance benefits which the employee is not entitled to under this Section.

Open enrollment for health insurance coverage beginning July 1, shall occur in May. Beginning January 1, 2026 open enrollment shall occur in November.

New rates for all health insurance plan options shall be effective July 1 for all IIPSA bargaining unit members. Beginning January 1, 2026, new rates for all health insurance plan options shall be January 1.

Increases or decreases in monthly employee health care insurance premium contributions resulting from the May open enrollment shall be adjusted beginning July 1, for all IIPSA staff. Beginning January 1, 2026, increases or decreases in monthly employee health care insurance premium contributions resulting from the November open enrollment shall be adjusted beginning January 1.

Staff who select 21 pays shall decide at the time individual contracts are signed which option to pay monthly employee health care insurance premium contributions for July and August, if any. Options may include nineteen (19) equal payments or one (1) lump sum to be paid in June.

SECTION 2. BENEFIT YEAR. The benefit year for claim purposes, of each of the insurance carriers, is:

BCBS	Jan 1 - December 31
Dental	July 1 - June 30
Life Insurance	July 1 – June 30
Optical	July 1 - June 30
LTD	July 1 – June 30
FSA	January 1 – December 31

The benefit claim year is subject to change during the term of this Agreement. Employees will be informed of any changes. New employees (Classification 1-150) who start on the first contract day of a school year are eligible for all insurance coverage effective September 1st. All employees commencing work at a time other than the first contract day of a school year are eligible for benefits on the first day of the month following the month of employment.

Notwithstanding the above, the medical benefit coverage year for purposes of the Publicly Funded Health Insurance Contribution Act is July 1, but will change to January 1 starting January 1, 2026.

SECTION 3. CHANGES IN COVERAGE. Changes in coverage resulting from a change in dependency status (birth, death, adoption, marriage, divorce, etc.) may be made at any time of the year, but must be made within thirty (30) days after the date of change of status. All changes are made through the Office of Human Resources. When your child reaches nineteen (19) years of age, you must notify the Office of Human Resources to maintain their dependent status as it pertains health, dental and vision coverage.

ARTICLE 26

PROFESSIONAL DEVELOPMENT

SECTION 1. PHILOSOPHY AND PURPOSE. The Board and the Association agree that all staff need to participate in professional development activities throughout their careers. The Board is committed to providing professional development opportunities which motivate staff to acquire new knowledge and to develop skills, methods and attitudes through options which is directed toward both individual and organizational objectives.

SECTION 2. PROFESSIONAL DEVELOPMENT PLANS. Effective July 1, 2025, staff shall no longer have a Professional Development Plan for the purposes of step movement or Continuing Salary Increases (CSI's). The District will continue payment of all existing CSI's as of June 15, 2025, including those plans due, completed and approved by June 15, 2025. Professional growth plans may still be required as a part of the appraisal process.

ARTICLE 27

APPRAISAL

SECTION 1. PHILOSOPHY.

- A. The Board and the Association agree that members of the Professional staff, in the interest of professional growth, will collaboratively participate in an appraisal process that is rigorous, transparent, reliable, objective and constructive in order to facilitate the successful and continuing achievement of the goals and objectives of the Ingham Intermediate School District.
- B. The appraisal process shall align with the provisions in the Revised School Code and the Teacher's Tenure Act when applicable.
- C. The Board and the Association believe that appraisal system for all professional staff in the Ingham Intermediate School District should be of a bilateral, reciprocal, consistent and continuing nature for the purpose of impacting the quality of educational and auxiliary service through a system of continuous improvement.

SECTION 2. PURPOSE. The purposes of the Performance Appraisal System are:

- A. To establish, maintain and improve communication between each supervisor and employee in order to facilitate the joining of personal and professional goals of each staff member with organizational goals, objectives and priorities.
- B. To provide ample opportunities for continuous improvement that ensure that each professional is aware of job responsibilities and meets related performance level expectations.
- C. To recognize outstanding performance and accomplishments by individual employees based on a variety of data sources.
- D. To maintain, strengthen and improve the level of performance of the professional staff.

SECTION 3. THE APPRAISAL PROCESS FOR TEACHERS

Teachers will be evaluated pursuant to a performance evaluation system consistent with section 1249 of the Michigan Revised School Code and the Teachers' Tenure Act. This performance evaluation system will include, as appropriate, the following:

- A. A year-end evaluation process that meets statutory standards.
- B. An evaluation tool that incorporates components required by law, including:
 - 1. locally agreed-on student growth and assessment data or student learning objectives, as defined by Michigan Revised School Code section 1249;
 - 2. the teacher's performance; and
 - 3. objective criteria.
- C. An individualized development plan (IDP) with performance goals developed by the evaluator in consultation with the teacher and recommended training designed to improve the teacher's effectiveness for:
 - 1. all probationary teachers;
 - 2. teachers rated needing support or developing; or
 - 3. at the evaluator's discretion when performance deficiencies are noted.
- D. Classroom observations of at least 15 minutes each which include, at a minimum, a review of the teacher's lesson plan, the state curriculum standard used in the lesson, and pupil engagement, with appropriate written feedback and a post-observation meeting between the teacher and the school administrator conducting the observation to discuss those items. At least one of the observations will be unscheduled.
- E. A mid-year progress report, if required by law, which aligns with the teacher's individualized development plan, includes specific performance goals developed by the evaluator, and any recommended training identified by the evaluator.
- F. A year-end performance evaluation effectiveness rating, of effective, developing, or needing support.
- G. Tenured teachers rated as highly effective or effective on the 3 most recent consecutive year-end evaluations may be evaluated triennially, but if the teacher is not rated as effective on one of the triennial year-end evaluations, the teacher must receive year-end evaluations.
- H. A mentor or coach for teachers rated developing or needing support or for teachers in the first year of probation.

- I. A tenured teacher who receives a needing support annual evaluation rating will have the option to petition the Superintendent for review and then request mediation as provided under section 1249 of the Michigan Revised School Code. If a teacher receives two consecutive needing support annual evaluation ratings, then that teacher can petition the Superintendent for review, and if dissatisfied with the Superintendent's decision, demand binding arbitration. The legal standard that the Arbitrator will use to review the Superintendent's decision regarding a needing support evaluation rating is whether the Superintendent's decision is arbitrary or capricious. The arbitration review is restricted to the second "needing support" evaluation rating. Both parties will pay equally in the cost of any binding arbitration.
- J. If a tenured teacher is rated ineffective or needing support on three consecutive year-end evaluations, the teacher shall be discharged consistent with due process. The District is not precluded from discharging a teacher at other times as provided by the Teachers' Tenure Act.
- K. If a teacher receives an unevaluated rating, the teacher's rating from the school year immediately before the designation will be used.
- L. Website posting of required information for the evaluation tool.
- M. Training on the evaluation tool for teachers and evaluators as required by law.

SECTION 4. THE APPRAISAL PROCESS FOR CONTINUING NTPS.

- A. The appraisal process for continuing NTPS staff is set forth in An Appraisal Handbook for NTPS, Continuing Employees. The continuing NTPS appraisal process occurs on a three-year cycle for both school year and full year NTPS as specified within the Appraisal Handbook.
- B. Rubric Domains for NTPS are identified within the Appraisal Handbook listed above. NTPS classified as Instructional Support Staff shall be evaluated using common rubric domains which include Planning and Preparing to Provide Support, Supporting Student Achievement, Continuous Improvement of Professional Practice and Professional Responsibilities. NTPS classified as Non-Instructional Staff shall be evaluated using four domains: Job Knowledge, Skills and Abilities, Interpersonal Relationships, Professional Responsibility, and Productivity. The Appraisal Process for Continuing NTPS is described within the Appraisal Handbook and summarized within Appendix S.

SECTION 5. OBSERVATION. The Board agrees that all monitoring or observation of the work of a NTPS shall be conducted openly and with full knowledge of the staff member.

SECTION 6. APPRAISAL PROCESS FOR PROBATIONARY NTPS. The Board and Association agree that the appraisal process for Probationary NTPS shall consist of those steps and procedures as set forth in the Appraisal Handbook for Professional Staff, Probationary

Employees. The Appraisal Process for Probationary NTPS is described within the Appraisal Handbook and summarized in Appendix T.

SECTION 7. ANNUAL SUMMATIVE EVALUATION AND CONFERENCE.

Each year, all probationary and continuing NTPS will receive a written performance rating on a summative evaluation.

- A. **Continuing NTPS.** In the first year of the three year evaluation cycle, the supervisor will draft a Comprehensive Summative Evaluation Report in accordance with the Appraisal Handbook and present it to the NTPS five (5) calendar days before the Summative Evaluation Conference. The NTPS will then have five (5) calendar days following the Summative Evaluation Conference to include any comments within the Summative Evaluation report sections as appropriate. Upon completing their comments, the employee signs/dates the Summative Evaluation Report, acknowledging review and receipt of the report and returns the original to their supervisor, along with additional information, if applicable. The supervisor will then share a copy of the Summative Evaluation Report with the employee and forward the original report with related attachments and additional employee information to Human Resources by June 1 or at the end of the 12th month in year one of the three year cycle.

By May 1 of the second and third years of the cycle, the employee and supervisor will compile and share data related to the Summative Evaluation Report as specified within the Appraisal Handbook. If the employee is on track, the ratings from the prior year are carried over when the employee and supervisor complete the Streamlined Summative Evaluation Report which is forwarded to Human Resources by June 1 or at the end of the 12th month in years two and three of the three year cycle.

Between May 1 and September 30 of the third year of the three year evaluation cycle, the employee initiates the components identified at page 14 of the Appraisal Handbook, to be discussed with the supervisor by September 30.

- B. **Probationary NTPS.** A Comprehensive Summative Evaluation Report shall be provided to the probationary NTPS five (5) work days before a scheduled Summative Evaluation Conference. The Summative Evaluation Conference shall be completed for all probationary school year NTPS by May 1. The Summative Evaluation Conference for all other probationary NTPS shall be completed by the end of the 12th month of the appraisal cycle.

SECTION 8. INTENSIVE INDIVIDUALIZED DEVELOPMENT PLAN. In the event that performance of a NTPS is less than Effective an Intensive Individualized Development Plan (IIDP) will be developed in accordance with procedures outlined in the Appraisal Handbook.

SECTION 9. APPEAL. If a continuing NTPS disagrees with a rating of Minimally Effective or Ineffective or Needing Support, within five (5) calendar days of the Summative Evaluation Conference, the NTPS shall file an appeal to the Appraisal Review Committee, using the appropriate form, and explain with specificity the reason(s) s/he disagrees with the rating based on the data which is attached.

ARTICLE 28

SALARY GUIDE

SECTION 1. NEW EMPLOYEES. New employees, at the time of hire, may, at the discretion of the board, be given up to full credit for previous teaching and/or related experience and placed at the appropriate step on the salary schedule.

SECTION 2. STEP ADVANCEMENT. After having been placed on the salary schedule, employees will advance on the schedule no more than one step per year. Part-time employees who work at least ninety (90) days during the school year will advance on the salary schedule each year the same as any full-time employee. In order to be eligible for step advancement, an employee must have a minimum rating of Effective on their most recent annual evaluation.

SECTION 3. DEGREE ADVANCEMENT. (Classification 1-150). To be eligible for advancement horizontally on the professional salary schedule as compensation for completing course credits or other degree requirements that lead to salary schedule increases in accordance with Article 28, Section 11, all degree requirements and course work must be earned from an accredited college or university, prior to September 1 of the current school year. Transcripts for verification must have been received by the Department of Human Resources no later than November 1 of the current year. Credits or degrees completed after September may be reported to the Department of Human Resources no later than November 1 of the current school year.

Salary adjustments resulting from credits or degrees reported after September 1 shall be prorated from the day following either the end of the semester or term in which the credits or degree are satisfactorily completed, to the end of the school year. Salary adjustments granted for credits and degrees completed after September 1 shall be paid in one lump sum prior to the end of the school year. Credits or degrees for which verification is reported after March 31 will not be valid for reimbursement until the next year.

SECTION 4. PAYMENT.

Staff Category	Pay Year
IIPSA 1-150 Traditional School Year (August to June) IIPSA 151+ staff working 42 weeks or less per year.	Biweekly payments over the twelve-month period starting in the beginning of the school year (26 pays*) unless the employee elects in writing before the beginning of the school year to be paid only during the regular school year (21 pays*). An employee being paid on a twelve-month basis may request in writing to human resources before the beginning of the regular school year that the total unpaid balance be paid off. The payoff will be on the next payroll after the conclusion of the school year. The initial election may not be modified until the election period prior to the next school year.
IIPSA 1-150 Early On Staff	Biweekly payments from July to June (26 pays*)
IIPSA 1-150 Heartwood and Beekman Staff	Biweekly payments from the first pay in August to the last pay in July (26 pays*)
IIPSA 151+ Staff working 45 weeks or greater	Biweekly payments from July to June (26 pays*)
IIPSA 151+ staff working 43 to 44 weeks per year	Biweekly payments over the twelve-month period starting in the beginning of the school year (26 pays*)

*Every 8 to 10 years pay will be over 27 pays or 22 pays depending on the calendar. Staff will be given the option to skip a pay to remain on 26 or 21 pays.

If staff resign before the work year is completed, the District shall calculate any salary overpayment or underpayment occurring as a result of the timing of the staff member's departure and days actually worked, and make the necessary adjustments, which may include payment to the staff member of any underpayments or reimbursement to the District via payroll deduction of any overpayments. If there are insufficient funds from which to deduct any overpayment(s), then the employee shall be invoiced for the remaining balance due and agrees to repay the District any such remaining balance.

Flexible Non-Work Time ("Y Time") is the number of days/hours that are not worked each year that must be accounted for. If a staff member who has Flexible Non-Work Time resigns during the course of the contract year, the actual days worked will be calculated and used in the above calculation to determine any over or underpayment.

Paid leave benefits are provided in advance for the contract year. If a staff member resigns during the course of the contract year and has utilized more time than what has been earned, the amount used in excess of what was earned will be deducted from the staff member's final pay.

SECTION 5. SALARY SCHEDULE STRUCTURE. The structure of the salary schedule matrix for Classification 1-150 (seven degree tracks--ND, ND+, BA, BA+, MA, MA+ and Ph.D.), and fifteen steps and the indices of relationships across the schedule (BA, Step 1 = 1.00) will remain as established, except as modified by this Agreement.

SECTION 6. SALARY GUIDE.

Effective July 1, 2025, for all salary schedules, remove bottom step and add a new step at the top of all salary schedules (at 3% higher than the current highest step).

Effective July 1, 2026, for all salary schedules, remove bottom step and add a new step at the top of all salary schedules (at 3% higher than the current highest step).

2025-2026 Salary Guide. Effective July 1, 2025, each eligible employee moves one full step. There will be a 3% increase applied to the salary schedule.

2026-2027 Salary Guide. Effective July 1, 2026, each eligible employee moves one full step. There will be a 3% increase applied to the salary schedule.

2027-2028 Salary Guide. Effective July 1, 2027, each eligible employee moves one full step. There will be a 3% increase applied to the salary schedule.

SECTION 7. SUMMER EMPLOYMENT. Summer pay for professionals shall be determined as follows:

Staff members regularly employed by Ingham Intermediate School District, and working in positions other than their regular year schedule (185) shall be paid at their regular hourly rate of the salary schedule for the preceding year.

SECTION 8. JOB TITLES AND GRADES.

- A. The following classifications and grades for Classification 151 and above are those in effect as of October 15, 2013.
- B. The classification and the classification description for each job in effect as shown below shall continue in effect unless:
 - 1. The Board changes the job content (requirements of the job as to training, skill, responsibility and/or working conditions);
 - 2. The existing grade levels are changed by mutual agreement.

GRADE 1

GRADE 2

Assistant, Occupational Therapy
Assistant, Physical Therapy
Assistant School Nurse
Creator, Multi-Media Content
Interpreter
Specialist, Automotive Technology
Specialist, Technical Support

GRADE 3

Accountant, Business Office and Business Services
Accountant, Business Office and CTE
Accountant, Business Unit
Analyst, Application Support
Auditor, Pupil Accounting/Attendance Officer
Auditor, Pupil Accounting
Coach, Family Engagement Center
Consultant, Behavior Management
Coordinator, Cooperative Acquisitions
Coordinator, Medicaid
Data Analyst, Special Education and Early Childhood
Early Interventionist
Engineer, Endpoint Systems
Parent Educator, GPGS
Specialist, Communications
Specialist, Play and Learn Group, Early On

GRADE 4

Analyst, Database and Applications
Analyst, Network
Analyst, Network Security
Analyst, Special Education Finance
Analyst, Systems
Analyst, Systems and Development
Consultant, Newcomer English Language and English Language Learner
Coordinator, College and Career Preparation and Assessment
Coordinator, Communications
Coordinator, Family Engagement

GRADE 4 (continued)

Coordinator, Great Start Collaborative, Community Literacy and Outreach
Coordinator, Initial Service, Early On
Senior Accountant, Business Services and Business Office
Senior Accountant, Grants
Senior Payroll and Benefits Analyst
Specialist, Data, Systems and Analysis
Specialist, Early Childhood

GRADE 5

Architect, Endpoint and Cloud Systems
Architect, Network and Systems
Coach, Early Childhood
Coach, Instruction and Technology
Consultant and Coach, Early Childhood and Literacy
Consultant and Coach, Leadership and Continuous Improvement
Consultant and Coach, Literacy
Consultant and Coach, Math
Consultant and Coach, MTSS and Continuous Improvement
Consultant and Coach, PBIS and Continuous Improvement-
Consultant and Coach, Secondary Math
Consultant and Coach, STEM
Consultant, Research and Instructional Data
Consultant, Secondary MTSS
Instructional Coach, General Education and CTE Focus
Instructional Coach, Special Education Focus
Instructor, Applied Academics English Language Arts/CTE Support
MTSS Implementer/Early Childhood School Psychologist
Technical Assistance Provider

SECTION 9. PAY SCHEDULE. (Classification 151 and above).

- A. Employees who work more than forty-two (42) weeks shall be on a twenty-six (26) week pay schedule. Employees working for a forty-two (42) week work year or less shall have the option of selecting either twenty-one (21) or twenty-six (26) week pay schedule. Such selection shall be made at the time of employment for new hires. Once a selection has been made, the employee's pay schedule will remain the same, from year to year unless the employee provides written request for change of pay schedule to the Payroll/Benefits Office prior to the end of the employee's scheduled work year. Such change will occur in the following scheduled work year.

- B. Employees who are on a forty-two (42) week work year or less and who have selected the twenty-six (26) week pay schedule may choose to receive their accumulated summer pay in a lump sum on the last payroll of the work year, provided they have notified the payroll department in writing of their choice not later than May 15 of the current year.
- C. This Section may be modified in a way to help employees, consistent with the existing District Practice.

SECTION 10. SALARY SCHEDULE MOVEMENT. (Classification 151 and above).

A salary schedule has been established for each pay grade and is attached to and made a part of this Agreement as Appendix Q. The schedule establishes regular intervals for pay rate increases until the top rate for the job is reached. Employees having more than six (6) months experience on a step as of July 1 are eligible for advancement. Employees normally receive these increases automatically provided their work is satisfactory. If an employee is denied an increase, he/she will be told in what respect his/her work is unsatisfactory and what he/she is expected to do to correct it.

SECTION 11. HORIZONTAL MOVEMENT ON THE SALARY SCHEDULE. To qualify for horizontal movement on the salary schedule, the employee must meet the following criteria (see also Article 28, Section 3, Degree Advancement):

- A. **DEGREE QUALIFICATIONS.** To qualify for a bachelors, masters, or doctoral degree salary levels, an employee must present evidence of having completed the earned degree directly related to his/her work assignment from an approved college or university.
- B. **NON-DEGREE + QUALIFICATIONS.** To qualify for non-degree +, an employee must present evidence of having successfully completed a minimum of 90 term hours (60 semester hours) directly related to his/her work assignment at an approved college or university following the attainment of a high school diploma.
- C. **BACHELORS DEGREE + QUALIFICATIONS.** To qualify for a Bachelors Degree +, an employee must present evidence of having successfully completed a minimum of 23 term hours (15 semester hours) directly related to his/her work assignment following the attainment of the Bachelors Degree.
- D. **MASTERS DEGREE + QUALIFICATIONS.** To qualify for a Masters Degree +, an employee must present evidence of having successfully completed a minimum of 45 term hours (30 semester hours) directly related to his/her work assignment following the attainment of the Masters Degree.

Current and future Mental Health Specialists, Occupational Therapists, Physical Therapists, School Counselors, School Psychologists, School Social Workers, and Speech and Language Pathologists with a master's degree who obtain a total of 60 semester credits with their master's degree and credits earned after completion of their master's degree will be placed on the MA+ lane.

- E. The Assistant Superintendent of Human Resources may review the qualifications of a requesting employee to determine whether or not they are eligible to receive a horizontal movement on the salary schedule for a degree qualification which is related to his/her work assignment. The decision of the Assistant Superintendent of Human Resources shall be final.

SECTION 12. INITIAL PLACEMENT ON THE SALARY SCHEDULE. To qualify for the ND+, BA, BA+, MA, MA+, or doctoral degree salary level, the employee must present evidence of having successfully completed an earned degree or credits from an approved college or university. The credits and/or degree must be directly related to the work assignment of the employee. The Assistant Superintendent of Human Resources may review the qualifications of a requesting employee to determine whether or not they are eligible to receive a horizontal movement on the salary schedule for a degree qualification which is related to his/her work assignment. The decision of the Assistant Superintendent of Human Resources shall be final.

SECTION 13. PAID EXTRA ASSIGNMENTS/ACTIVITIES. The District agrees to pay a stipend of Seven Hundred Dollars (\$700.00) to any staff member who acts in the capacity of a student organization advisor and meets the established criteria (to be developed bilaterally). Examples of the programs include, but are not limited to: FBLA, BOEC, HOSA, Skills/USA, DECA, and Motor Sport Team.

In addition to the stipend of Seven Hundred Dollars (\$700.00), staff members who attend the State Leadership or Competition Conference shall be paid an additional stipend of Two Hundred Dollars (\$200.00). Staff members who attend the National Leadership or Competition Conference shall be paid an additional stipend of Two Hundred Dollars (\$200.00).

Eligible Student support services and Early On 1-150 staff identified in Appendix V shall receive a \$500 stipend in lieu of the accrual and use of adjusted work time. This stipend shall be paid in June each year. For staff hired after the beginning of the year, the stipend shall be prorated.

ARTICLE 29

DEFINITIONS

SECTION 1. DEFINITIONS. For the purpose of interpreting this Agreement, the following definitions apply:

AFFIRMATIVE SUPPORT: A specific plan designed to assist the employee in improving his/her performance to an acceptable level, which includes established content, process and time lines.

ASSIGNMENT: The specific location to which staff is assigned.

ATTRITION: The loss of staff through normal causes, not associated with deliberate staff reduction program. Examples of attrition include: retirement, voluntary resignations, taking of extended leaves of absence, termination for disciplinary reasons, and death.

BOARD: The term "Board" shall include its officers and members, its administrative agents and supervisory personnel.

CERTIFIED: Holding the required Michigan teaching certificate.

DEMOTE: With respect to bargaining unit employees, shall mean to reduce compensation or to transfer to a position carrying a lower salary. For teachers, this term is defined by the Michigan Teachers' Tenure Act, as amended.

DIRECTLY RELATED:

- A. Regarding initial step placement, "Directly Related" means: Professional level paid experience in the same work or similar professional work which directly contributes to the skill and expertise for the position.

EX: Applicant for position as a school social worker would be given experience credit for counseling work with children or families in a private agency.

EX: Applicant for teaching position as instructor in auto body would receive experience credit for paid work experience as an auto body repairman in a repair shop.

Credit is given only for paid employment in a regular position.

Work in the following areas may not be eligible for credit:

Substitute Work
University Teaching
Experience More Than 10 Years Old
Practicum, Student Teaching
Volunteer Work
Work at Non-Professional Level
(Teacher Aide, PT Assistant, Health Aide, etc.)

- B. Regarding professional development, "Directly Related" means: Leading to acquisition of knowledge and the development of skills, methods and attitudes which pertain and apply to the work assignment of the employee.

DISCHARGE: Involuntary termination of employment.

EMERGENCY: An "Emergency" is an unforeseen happening needing an immediate solution.

EMPLOYEE: The term "employee" when used in this Agreement shall refer to all employees represented by the Association in the bargaining or negotiation unit, unless otherwise defined within the context of the Agreement.

GRANT PROGRAM: A program funded from sources other than local taxes or state funds appropriated by the legislature. Included are federally funded programs (both directly funded from the federal level and those administered from the state level) and programs funded from private sources (foundations, etc.). Typical characteristics of grant programs are that they require an application and approval for funding, and that the funding is for a limited period of time, and restricted as to purpose.

INSURANCE GROUP RATE: Shall be the cost of insurance to the District charged to the employee on a monthly basis. For cost out purposes one (1) month equals 1/12 of a year and twenty (20) working days equals one (1) month (aka Board group rates).

INCUMBENT: The employee currently assigned to a position.

INVOLUNTARY TRANSFER: A change of job which is initiated by the Board.

JOB: A specific, defined and described set of tasks or duties performed by one or more employees.

JOB CATEGORY: Synonymous with job classification.

JOB CLASSIFICATION: The categories of jobs defined in Article 1, Section 1.

LAYOFF: Temporary and sometimes indefinite separation from work due to factors over which the employee has no control. Layoff differs from discharge in that the employee has rights to be recalled as provided herein.

LICENSED: Holding the appropriate license required to practice one's profession or trade. Licensure is analogous to teacher certification for many non-teaching jobs and some vocational instructor jobs.

NON-GRANT PROGRAM: Any program funded from local taxes or state funds appropriated by the legislature. Typically, these differ from grant programs in that they do not require prior applications or approvals (more often the funding is distributed by formula or on a cost reimbursement basis), and the assumption is that these are continuing programs, subject to funding decisions by the legislature, State Department of Education and/or the Board of Education.

NON-TEACHING PROFESSIONAL STAFF: Any bargaining unit member not employed in classifications designated as Teacher within Article 1, Section 1.

POSITION: The tasks or duties assigned to an individual employee. An organization always has as many positions as it has employees plus vacant positions. A position differs from a job in that there may be multiple positions under a single job description. An example would be if the school district employed ten school psychologists, all performing similar duties, there would be one job but ten positions.

PRE-SCHEDULED APPOINTMENT: Any medical or dental appointment made prior to the day of the appointment and not for a medical emergency or sudden illness. Examples would be for periodically scheduled examinations or check-ups or, examinations or treatment related to a continuing illness or health condition.

PROBATIONARY EMPLOYEE: An employee who is in one of the following categories:

- A. The probationary period for an employee who is employed in a tenure track position, shall be defined by the Michigan Teacher's Tenure Act (P.A. 4 of 1937) as amended.
- B. The probationary period for an employee who is employed in a non tenure track position, shall be two (2) calendar years from the date of hire.

QUALIFIED: Meeting the standard established by the Board for a specific job. These standards must at least equal the minimum standards established by statute, state or federal administrative rules or grant requirements, but may exceed them at

the Board's discretion. Qualifications may be viewed as on two levels: (1) minimum requirements, and (2) desired requirements, where these have been established over and above minimums.

SENIORITY: An employee's status based on length of continuous service as defined in Article 11, Section 3.

TEACHERS: A bargaining unit employee whose employment is also regulated by the Michigan Teachers' Tenure Act including the classifications within 1-150 designated as Teacher within Article 1, Section 1.

TENURED: Holding rights to employment as defined in the Michigan Teachers' Tenure Act (PA 4 of 1937) as amended.

TRANSFER: The change of job initiated by the employee or the Board.

VOLUNTARY ALTERNATIVES TO LAYOFF: Include, but are not necessarily limited to, any of the following which may be appropriately offered to and selected by eligible employees: opportunities for job sharing, voluntary leaves, early retirement, and/or sabbatical leaves.

VOLUNTARY TRANSFER: A change of job which has been requested by either the employee or the Board and approved as provided in Article 10.

ARTICLE 30

VOLUNTARY JOB SHARING

SECTION 1. INTRODUCTION. This Article applies to bargaining unit employees who request an opportunity to job share in situations other than as an alternative to layoff. For job sharing as an alternative to layoff see Article 11.

SECTION 2. BASIC POLICY. The Board of Education may approve staff requests to share a job for a period not to exceed one work year, as established for that specific job.

SECTION 3. DEFINITION, CRITERIA. Job sharing is a situation in which the responsibilities of one position are shared equally by two employees, both of whom are fully qualified for the position. Job sharing may be requested under the following conditions:

- A. It is available only to two staff members holding parallel positions who voluntarily agree to work together in sharing one full time position.
- B. Application will be made jointly and voluntarily.
- C. Each employee will receive 50 percent of his/her salary for the appropriate step each is on, and would share equally one full time position. Each employee would be credited with one-half step advancement on the salary schedule for the year, if appropriate.
- D. A plan is to be developed jointly and submitted for approval. The plan will include the following:
 - 1. Daily schedule showing hours for each job-sharer.
 - 2. Description of the division of instructional responsibilities, and other duties assigned the position.
 - 3. Description of division of other responsibilities of the position including but not limited to faculty meetings, conferences and contracts, conferences, in-service, evening activities, committee work.
 - 4. A description of the communication system with parents, informing them about the plan and enlisting their support.

5. A description of how the job-sharing arrangement would be introduced to the students.
6. Identification of which employee would retain the position in the event job-sharing is not repeated the following year, this would be the senior employee unless IIPSA agrees otherwise. If both are equal in seniority, then the job sharers must agree upon who will retain the position or draw lots for it.

E. Provisions of Job Sharing

1. Prorated employee benefits will be provided to each employee on an approved job sharing plan. The employee will pay the balance of any insurance benefits selected by payroll deduction.
2. Job sharing requests (form) and plans will be submitted for review and recommendation by Building Principal or Immediate Supervisor, Division head and Assistant Superintendent of Human Resources and Superintendent and Board of Education, in that order.
3. The job sharing plan will be approved for one year only. Staff would be re-assigned to a full assignment at the beginning of the next school year.
4. In the event of layoff, the terms of this Agreement shall apply.
5. An employee on an approved job sharing plan will be considered on voluntary unpaid leave of absence for the portion of their time when they are not scheduled to work. At the conclusion of the job sharing, the employee who does not retain the position will agree to go on a voluntary unpaid leave of absence until a vacancy occurs for which she/he is qualified. It is understood that the employee on leave will be re-employed only if there are no other persons on layoff or with prior future claims who are eligible for the same vacancy.
6. An employee on an approved job sharing plan will be considered part-time staff, and will receive credit

toward step advancement as provided in Article 28, Section 2.

SECTION 4. LIMITATION. Not more than four pairs of employees will be approved to job share at the same time. The four pairs shall be made up of two from Special Education, one from Career Services and Technical Education, and one other. If all four positions are not being utilized, these may be substitutions within program areas. The Assistant Superintendent of Human Resources will inform the Board of the number of applicants in total and from each program.

SECTION 5. PRIORITIES. Should more employees apply for job sharing than can be accommodated under the limitation in Section 4 above, the Superintendent will consider applicants according to the following priority guidelines.

Employees who wish to job share for:

1. Respite from full-time work responsibilities.
2. Child care.
3. Job-related training or work experience in their off time.
4. Other reasons (specify).

ARTICLE 31

TUITION REIMBURSEMENT

SECTION 1. TUITION REIMBURSEMENT. The Intermediate Board will reimburse the cost of tuition and fees for courses under the following conditions:

- A. Coursework must be:
 - 1. Directly related to the employee's work assignment and required in a full time and part time professional employee's educational program; or
 - 2. Appropriate subjects related to his/her specialization or discipline; or
 - 3. Training, coursework, or work experience in another career could be undertaken with the supervisors agreement and approval of the Assistant Superintendent of Human Resources
- B. Appropriate course work or training must be approved in advance by administration. The Tuition Reimbursement Form should be filled out and approved by the supervisor before enrolling in each course.
- C. General Reimbursement:

Reimbursement is limited to 50% of the actual cost of course work or training fees not to exceed the current cost of resident, graduate, on campus tuition at Michigan State University. New hires placed on the BA, ND and ND+ schedule after July 1, 2010 shall receive 75% of the actual cost of course work or training fees not to exceed the current cost of resident, graduate, on campus tuition at Michigan State University for the first three years of IISD service. No more than six (6) semester credits may be reimbursed in any one (1) year. (Based on actual costs, but no more than the rate of graduate credit at Michigan State University.)

- D. Coursework in Planned Program Required for Current IIPSA Assignment:

For course work that is in a planned program that is required by the current IIPSA assignment within Ingham Intermediate School District, the following applies:

- 1. The employee must submit to Human Resources the planned program leading to additional endorsements, degrees or certification from an accredited college or university and receive approval before enrolling.
- 2. The employee agrees to work for the board for a minimum of three years after completing their planned program.
- 3. Reimbursement is limited to 100% of the actual cost of course work or training fees not to exceed the current cost of resident, graduate, on campus tuition at Michigan State University.

4. If the employee leaves the district prior to completing the planned program or within three years after completing the planned program, the employee will pay the district back for the additional tuition they were reimbursed that is over and above the amount outlined in the General Reimbursement above. This reimbursement to the district would be waived for extenuating circumstances, including but not limited to, a layoff or medical condition that prevented the employee from working, subject to the approval of the Assistant Superintendent of Human Resources.
- E. Coursework in Planned Program for an IIPSA Position the Employee Aspires to Within Ingham Intermediate School District:
- For course work that is in a planned program for an IIPSA position that the employee aspires to within Ingham Intermediate School District, the following applies:
1. The employee must submit to Human Resources the planned program leading to additional endorsements, degrees or certification from an accredited college or university and receive approval before enrolling.
 2. The employee agrees to work for the board for a minimum of three years after completing their planned program.
 3. Reimbursement is limited to 100% of the actual cost of course work or training fees not to exceed the current cost of resident, graduate, on campus tuition at Michigan State University. Reimbursement will be limited to twelve (12) credits per fiscal year.
 4. If the employee leaves the district prior to completing the planned program or within three years after completing the planned program, the employee will pay the district back for the additional tuition they were reimbursed that is over and above the amount allowed under the General Reimbursement above. This reimbursement to the district would be waived for extenuating circumstances, including but not limited to, a layoff or medical condition that prevented the employee from working, subject to the approval of the Assistant Superintendent of Human Resources.
- F. Claim for reimbursement will be submitted with the pre-approved Tuition Reimbursement Form after successful completion of the course. A copy of the transcript or grade report showing course credit and evidence of payment of actual cost must accompany submission of claim. (See also Article 28, Section 3, Degree Advancement)
- G. No reimbursement will be granted by the Intermediate Board if tuition and/or fees were covered by some other grant or fellowship.
- H. Reimbursement shall be pro-rated for part time employees.

ARTICLE 32

SABBATICAL LEAVE

SECTION 1. SABBATICAL LEAVE. A sabbatical leave of up to one year may be granted upon application to the Ingham Intermediate Superintendent and Board of Education. Sabbatical leaves are governed by the following provisions:

- A. The employee must have completed not less than seven years of continuous full-time service before he/she can be a candidate for consideration.
- B. Sabbatical leaves may be granted for research, study, writing, or travel, and they must serve the purpose of the Intermediate District.
- C. Requests for leave must be received in the Office of Human Resources not later than January 15, of the preceding school year.
- D. The employee receives pay equal to one half (1/2) his/her regular salary and he/she retains his/her employment status. The employee may continue benefits and the Board will pay the cost of benefits with proration for less than full time staff the same as during the prior school year.
- E. Following the leave, the employee must return to the Ingham Intermediate District and render a minimum of two consecutive calendar years of satisfactory service. (An employee who takes a sabbatical leave for 1/2 contract year shall be required to render a minimum of one calendar year of satisfactory service).
- F. The employee is required to furnish periodic reports to the administration to demonstrate that all requirements of the leave are being met.
- G. Any employee who fails to meet the conditions of the leave shall, within two years, repay the Ingham Intermediate School District the exact amount paid to him/her in salary and benefits during such leave.
- H. Two sabbatical leaves may be granted each year.

SECTION 2. APPLICATION FORM FOR SABBATICAL LEAVE. Applications for sabbatical leave must be received in the Human Resources Office not later than January 15 of the preceding school year. Please respond to all items completely, and attach documentation to support the request.

Name_____ Date_____

Position_____

College Degree and Institutions:

Degree	Institution	Year

During current school year (20____), applicant is on Step _____.

Date of original appointment with Ingham Intermediate School District:_____

Dates of previous leaves of absence:_____

Reasons for previous leaves of absence:_____

Specific dates for which leave is requested:_____

Give purpose of sabbatical leave (study, travel, etc):

Program Outline and Description

- A. Describe the reasons for the leave and what you expect to accomplish in terms of end product. (Degree, publication, credit hours, etc.)

- B. Proposed activities for the leave.

Activity	Time Frame

- C. List the specific ways this leave will serve the purpose/goals of the Ingham Intermediate School District:

- D. Indicate the reporting system agreed upon with your supervisor. Show nature of report, type of content, time frame, etc.

Signature of Employee

Date

Approvals

- A. This request has been reviewed and is accurate and complete. I recommend approval.

Signature of Supervisor

Date

Signature of Division Head

Date

- B. This request is not recommended. Reason:

Signature of Supervisor

Date

Signature of Division Head

Date

PLEASE FORWARD TO HUMAN RESOURCES OFFICE.

ARTICLE 33

ATTENDANCE AT CONFERENCES

SECTION 1. ATTENDANCE AT CONFERENCES. Employees may request permission to attend work-related conferences, subject to approval of their immediate supervisor. All allowable expenses including travel, housing, meals and conference fees will be reimbursed based on district policy, pending approval. Written or verbal reports may be required.

Employees should anticipate their probable conference attendance costs in budget planning, since approvals may depend on the availability of funds.

The conference request should be submitted for each conference the employee requests to attend. Prior to attending the conference, the employee should notify his or her supervisor of their absence and provide a phone number so they can be reached, if necessary.

ARTICLE 34

MENTORING PROGRAM

SECTION 1. DEFINITIONS.

- A. Mentoring: a process that orients, assimilates and supports new or transferred staff.
- B. Mentor: an employee with a minimum of five (5) years of experience, or a qualified professional, who voluntarily agrees to assist and support a colleague within the context of an on-going, caring relationship and has demonstrated an ability to work with colleagues.
- C. Mentee: a beginning employee in Classifications 1-150 and 151 and above who is in their first year(s) of employment at Ingham Intermediate School District or an employee who transferred to a new position.

SECTION 2. MENTORING RELATIONSHIPS.

- A. Probationary teachers employed by the Ingham Intermediate School District who are within the first three (3) years of employment shall be assigned a mentor teacher for the purpose of assisting the probationary teacher's development into an effectively functioning Professional. This is defined by Section 1526, Public Acts 335 of 1992.
- B. Staff in Classification 1-150 who come to Ingham Intermediate School District and have achieved tenure in another Michigan school district or whose certification/licensing is governed by regulations not covered in tenure law (School Social Workers, Psychologists, Occupational Therapists, Physical Therapists, etc.) and are new to Ingham Intermediate School District shall be assigned a mentor for one (1) year (the first year) of their employment with the District. Staff in Classification 151 and above, who are either a new employee within the District or who have transferred into Classification 151 and above, shall be assigned a mentor for (1) year (the first year) of their assignment. This shall also include staff who have transferred into a new position within the same classification.
- C. Under special circumstances, staff described in Section 2(B) above may have their mentoring experience extended to a second year based on a decision made jointly by the program administrator, the

mentor, and the mentee, with written notice to the Association President.

SECTION 3. DUTIES OF THE MENTOR.

The mentor shall conduct activities which may include, but not be limited to, the following:

- A. Assist the mentee in a meaningful orientation of the program and School District.
- B. Serve as a resource person to the mentee.
- C. Convene regularly scheduled strategy sessions related to the development of the mentee's skill repertoire. Session topics as identified by the mentor training may include but are not limited to such matters as:
 - 1. Help mentee become further acclimated to Ingham ISD processes and procedures.
 - 2. Communication with supervisors, colleagues, districts, students and parents.
 - 3. Positive approaches to managing student behavior.
 - 4. Dealing with individual differences
 - 5. Successfully integrating special education students in the regular education classroom.
 - 6. Managing the paperwork demands of the profession.
 - 7. Working with staff or other agencies in a collaborative manner to provide services
- D. Conduct observations in the beginning teacher's classroom or observations of client interactions with conferencing feedback to follow. These observations are meant to be informal and are not intended to replace any legal requirements for observations or in the mentee's formal performance evaluation.
- E. Conduct model teaching in own or mentee's classroom or model best practice with his/her own client with conferencing to follow.

- F. Jointly observe with the beginning mentee in another teacher's classroom or jointly observe with the mentee another Professional's interactions.
- G. Assisting the mentee in the identification of professional development priorities and opportunities and in writing the Individual Development Plan (Tenure Act Amendment 38.83a and 38.92).
- H. Other forms of support deemed necessary and helpful by the mentor and the mentee.
- I. Complete a log of activity conducted with the mentee.

SECTION 4. QUALIFICATION OF THE MENTOR. A mentee's primary mentor shall be an IIPSA bargaining unit employee who either has acquired teacher tenure, or has at least two (2) years of experience in the District as a licensed Professional or a Professional in Classification 151 and above. For the duration of this collective bargaining agreement, a mentor at Beekman may only have one (1) year of experience in the District as a licensed Professional or a Professional Classification 151 and above.

For new employees eligible for tenure, the mentor shall have five (5) years successful experience as a teacher. When mentors are not available from existing ranks of IIPSA staff, the District may assign mentors from other sources (retired teachers and staff members, University staff, etc.). Other mentors may be assigned in addition to the primary mentor and such mentors may come from outside the bargaining unit to supplement the mentoring experience (from business and industry, for example).

Only those IIPSA bargaining unit employees who have acquired teacher tenure or are licensed Professionals or a Professional in Classification 151 and above, and have expressed a voluntary willingness to serve as a mentor to the IIPSA President and the Assistant Superintendent for Human Resources shall be available for assignment as a mentor.

SECTION 5. ASSIGNMENT OF THE MENTOR.

- A. **PROCESS.** The IIPSA President or designee and Assistant Superintendent for Human Resources will agree on a pool of available/appropriate mentors after IIPSA members who are interested in becoming mentors submit their letter of interest to both the Assistant Superintendent of Human Resources and the IIPSA President. This will be an ongoing list. It shall then be the responsibility of the Program Administrator to appoint and inform the mentors and mentees and Human Resources of their assignments within the first two weeks of employment.

By the 1st of May each year, Human Resources will send a letter to all IIPSA staff currently not in the pool inviting them to serve as mentors. IIPSA staff must respond in writing to the IIPSA President and Assistant Superintendent for Human Resources if they are interested in serving as a mentor by the 1st of September. The pool may be expanded as needed by agreement between the IIPSA President and the Assistant Superintendent for Human Resources. This pool shall be used to fill mentor needs across the District.

B. LENGTH OF MENTORING EXPERIENCE. The mentor assignment shall be for the duration of one year.

Each beginning teacher shall be assigned a mentor teacher annually during the first three (3) years of the probationary teacher's employment as a teacher. At the end of each year the assignments shall be re-evaluated by the Program Administrator and IIPSA to determine what skill-match might be needed for each successive year for tenure eligible new staff to provide the broadest experience necessary for each mentee.

In the case of a first year employee who has attained tenure in another Michigan school district or whose credentials are governed by regulations outside of tenure law, the length of the mentoring experience shall be one (1) year, except as described in Section 2(C) above.

The mentor may request to be relieved of the mentoring responsibility and must inform both the Program Administrator and IIPSA in writing of their request at least two (2) weeks prior to the anticipated end of the mentoring relationship.

The purpose of the mentor assignment is to provide a peer who can offer assistance, resources, and information in a non-threatening collegial fashion. Consequently, both the mentee and the mentor need to be comfortable with the mentor assignment and may request an alternative assignment. The mentee shall be assigned to one mentor at a time unless the mentee specifically requests more than one mentor or a change in mentors. The mentee shall inform the appropriate IIPSA representative of concerns with the mentoring relationship. The Program Administrator shall be informed immediately and work towards resolving those concerns. A new mentor may be assigned.

C. ADDITIONAL MENTORS OR MENTEES. The mentee shall be assigned to one mentor at a time unless the mentee-specifically requests more than one mentor.

While it is not advised, mentors may under special circumstances have more than one mentee in one year. Under no circumstances will more than two mentees be assigned to one mentor in a given year.

SECTION 6. CONFIDENTIALITY OF THE MENTOR/MENTEE RELATIONSHIP. The mentor/-mentee relationship shall be confidential and shall not, in any fashion, be a matter included in the evaluation of the mentee or the mentor.

The mentor shall provide the program administrator with regular updates regarding the progress of the mentoring relationship, and upon the request of the administrator, make recommendations regarding professional development for the new staff.

This does not relieve the mentor from any other reporting responsibilities as defined by law.

SECTION 7. FACILITATING MENTOR /MENTEE SUPPORT ACTIVITY. Upon the request of the mentor and mentee with the approval of the Program Administrator, the District may provide for the release of the mentor and/or mentee from their regularly scheduled duties when such release is required for the purpose of conducting non-evaluative observations, modeling best practice, and/or other support activities that are to be scheduled while students are in session.

SECTION 8. LOG OF MENTORING ACTIVITY. For purposes of maintaining a record of mentor/protégé support activity, the mentor shall be responsible for maintaining and submitting to the Program Administrator a copy of the mentor/ mentee activity log. This must be submitted within seven (7) calendar days of the last scheduled day of work during the academic year or seven (7) calendar days following the completion of the one year mentoring experience.

SECTION 9. SUGGESTED HOURS. Hours of mentoring support activity shall be recorded on the log of mentor/mentee support activity. This record shall include activities that occur both during and outside of the regular work day. It is suggested that the following hours be used as a guideline when planning mentoring activities outside of the regular work day:

1 st year:	24 hours	\$675
2 nd year:	18 hours	\$625
3 rd year:	15 hours	\$600

SECTION 10. COMPENSATION. Mentors will be compensated as listed above for one mentor relationship for time spent as hours which shall occur before, during and/or after the mentor's scheduled work day. Payment will be received in June of each year, after receipt of the approved mentor/mentee activity log, submitted within seven (7) calendar days of the last scheduled day of work during the academic year or seven (7) calendar days following the completion of the one year mentoring experience or prorated to reflect an assignment that was less than one year in length.

Any mileage shall be reimbursed at the current IRS rate during the time of the assignment. This shall be submitted monthly.

In addition, the mentor may earn up to 1 SCECH per year for serving as a mentor.

SECTION 11. TRAINING. In order to be eligible for a mentor assignment, staff shall attend training sessions when required by the Assistant Superintendent of Human Resources.

Training will be offered two times each year. Training specific to working with new teachers eligible for tenure will be offered within the first (6) weeks of the academic year.

SECTION 12. CONFLICT RESOLUTION. Any disputes and/or conflicts which arise concerning this Article shall be submitted to the Assistant Superintendent for Human Resources.

SECTION 13. MENTOR/-MENTEE SUPPORT ACTIVITY LOG

Mentee:

Program Assignment::

School Year:

Mentor:

Date of Activity	Nature/Purpose of Activity*	Contact Hours	Before, During, After Work Hours	Mentor Initials	Mentee Initials

*Support Activities: List number of the support activity description that best fits the nature and purpose of the activity you are recording.

1)	Observation of mentee	6)	Orientation session for mentee
2)	Observation of mentor's classroom or interaction-by mentee	7)	Regularly scheduled strategy session on skill improvement
3)	Observation by mentor and mentee in another classroom or session	8)	Consultation concerning professional development priorities for the mentee.
4)	Mentor model teaching or model practicing in the mentee's classroom or session.	9)	Feedback conference resulting from observations and other visits
5)	Consultation session on mentee's questions	10)	Other forms of support

APPROVAL:

Program Administrator:_____ Date:_____

Human Resources:_____ Date:_____

ARTICLE 35

PROCEDURE FOR CLASSIFICATION REVIEW

SECTION 1. INITIATION OF REVIEW. Reclassification of an existing job can be initiated by the Employer or the employee. Employees will be limited to one reclassification request per year unless the job description is revised during the year.

SECTION 2. PROCEDURE.

- A. If a supervisor and/or employee believe the duties of the position have changed, so that the position may not correctly be placed under the Wage and Compensation System, either party may seek a review of the position in writing to the Assistant Superintendent of Human Resources with a copy to the Association.
- B. The employee and supervisor will update the General Summary, Duties and/or Responsibilities (where appropriate) of the job description. Once there is an agreement between the supervisor and the employee of the changes to the job description, it will be submitted to the unit/program cabinet member for review. The completed job description will be forwarded to the next step of this procedure within fifteen (15) working days from the date of the written request to seek classification review.

If there is no agreement between the supervisor and the employee of the changes to the job description, the employee may opt to proceed to the next level if he/she so desires.

The unit/program cabinet member, the supervisor, the IIPSA President or designee, the employee and the Assistant Superintendent of Human Resources shall review both job descriptions in accord with the Wage and Compensation Plan.

The Assistant Superintendent of Human Resources will review the revised job description and make a decision within fifteen (15) working days on an appropriate grade placement pursuant to the Wage and Compensation Plan. The decision of the Assistant Superintendent of Human Resources will be final and will set forth the point factors assigned to the job and reasons therefore.

- C. The decision will be reported to the incumbent in the position and the Association President or designee. If the decision will result in an upgrade of the position, the requested upgrade will be taken to the Board of Education for approval and will be implemented as of

the first pay period after the initial request for reclassification review was made in (A) above. If the review determines that the position is overclassified, no action will be taken.

- D. If at any step in the process the scheduled time frame cannot be met by the responding party for good reason, an extension of not more than one equal time period can be utilized by informing the incumbent, the District and the Association, as applicable.

SECTION 3. COMPENSATION SYSTEM TEST. The ultimate test of a good compensation system is that there will be perceived equity; that is, that the employee whose wages and benefits are regulated by the system will see themselves as being placed in fair and equal pay relationships with others. There are two kinds of equity; internal equity looks to the relationship in pay between people doing like work in different departments or divisions within the organization, while external equity looks to the relationship with other organizations' rates of pay for like work.

APPENDIX A

Ingham Intermediate School District 2025-2026 Calendar/Staff Hours Program: ASD Program – R.L. Green Elementary, East Lansing

August 13, 2025	Ingham ISD Opening Day PD (AM)/Professional Development (PM)
August 14, 2025	Professional Development Day
August 15, 2025	No Students/No Staff
August 18, 2025	No Students/No Staff
August 19, 2025	Professional Development Day
August 20, 2025	Preparation Day
August 21, 2025	ELPS PD Day-students ½ day (AM only) / ½ day PD (PM)
August 22, 2025	ELPS PD Day-students ½ day (AM only) / ½ day PD (PM)
August 25, 2025	ELPS students' First Day-Students ½ day (AM only) / ½ day Planning (PM)
August 29, 2025	No Staff – No Students
September 1, 2025	Labor Day – No School
September 26, 2025	ELPS PD Day-students ½ day (AM only) / ½ day PD (PM)
October 7, 2025	Half-Day Planning – No Students PM
October 9, 2025	Half-Day Conferences – No Student PM
October 31, 2025	ELPS PD Day-students ½ day (AM only) / ½ day PD (PM)
November 24-28, 2025	Thanksgiving Break - No Staff – No Students
December 12, 2025	ELPS PD Day-students ½ day (AM only) / ½ day PD (PM)
December 22, 2025	First Day Winter Recess
January 5, 2026	Classes Resume
January 19, 2026	MLK Day - No Staff – No Students
February 12, 2026	ELPS PD Day-students ½ day (AM only) / ½ day PD (PM)
February 13, 2026	No Staff – No Students
February 16, 2026	President's Day - No Staff – No Students
March 3, 2026	Half-Day Records No Students PM
March 5, 2026	Half-Day Conferences – No Student PM
March 26, 2026	Half-Day Planning – No Students PM
March 27, 2026	First Day Spring Break - No Staff – No Students
April 6, 2026	Classes Resume
April 24, 2026	ELPS PD Day-students ½ day (AM only) / ½ day PD (PM)

May 25, 2026	Memorial Day Holiday – No School
June 5, 2026	Half-Day Records - No Students PM (Last day)
June 8, 2026	Preparation Day - Last Day for Staff (If year-end documentation is completed and submitted to the assigned supervisor by the end of the school day June 5, no need to report on June 8.)

Staff Days: 185

Preparation Days: 8/20, 6/8

Records Days: 3/3, 6/5

Planning Days: 8/25, 10/7, 3/26

Professional Development: Full day: 8/13, 8/14, 8/19
Half days: 8/21, 8/22, 9/26, 10/31, 12/12, 2/12, 4/24

Professional Staff Hours: 8:30 a.m.–4:00 p.m. 7 hours with a 30-minute duty-free lunch

Paraprofessional Staff Hours: Full Day-8:30 a.m.–4:00 p.m. with a 30-minute duty-free lunch.
Half Day - 8:30 a.m. – 12:30 p.m., no lunch

Student Hours: Full Day - 8:45 a.m. – 3:37 p.m., Exclude lunch 12:20 p.m. - 12:40 p.m.
Half Day (AM only) 8:45 a.m. – 12:10 p.m.

Student Instructional Hours:	166 days at 6 hours 32 minutes =	1083.98
	14 days at 3 hours 25 minutes Hours =	<u>47.88</u>
	Total = 180 days =	<u>1131.86</u>

Number of Instructional Student Days Each Month:

August	3/3	November	15/0	February	17/1	May	20/0
September	20/1	December	14/1	March	16/3	June	4/1
October	20/3	January	19/0	April	18/1	TOTAL	166/14

APPENDIX B

Ingham Intermediate School District 2025-2026 Calendar/Staff Hours

Program: ASD Program – Leslie Middle School

August 13, 2025	Ingham ISD Opening Day PD (AM)/Professional Development (PM)
August 14, 2025	Professional Development Day
August 15, 2025	No Students - No Staff
August 18, 2025	Preparation Day
August 19, 2025	Professional Development Day
August 20, 2025	Student's First Day – ½ day AM / Half-Day Planning PM
August 29, 2025	No Staff – No Students
September 1, 2025	Labor Day – No School
September 9, 2025	Early Release (1:01 pm dismissal)/ 2-hour PD
September 19, 2025	Student ½ day AM)/ Half-Day PD PM
October 14, 2025	Early Release (1:01 pm dismissal)/ 2-hour PD
October 17, 2025	No Staff – No Students
November 13, 2025	Student ½ day AM/ 2-hour Professional Development PM
November 14, 2025	Student ½ day AM/ Half-Day Records PM
November 24-28, 2025	Thanksgiving Break - No Staff – No Students
December 1, 2025	Classes Resume
December 9, 2025	Early Release (1:01 pm dismissal)/ 2-hour PD
December 22, 2025	First Day Winter Recess
January 5, 2026	Classes Resume
January 13, 2026	Early Release (1:01 pm dismissal)/ 2-hour PD
January 19, 2026	MLK Day - No Staff – No Students
February 10, 2026	Early Release (1:01 pm dismissal)/ 2-hour PD
February 13, 2026	No Staff – No Students
February 16, 2026	President's Day - No Staff – No Students
March 5, 2026	Student ½ day AM/ 2-hour Professional Development
March 6, 2026	Student ½ day AM/ Half-Day Planning PM
March 27, 2026	First Day Spring Break - No Staff – No Students
April 6, 2026	Classes Resume
April 24, 2026	Student ½ day AM/ Half-Day PD PM
May 12, 2026	Early Release (1:01 pm dismissal)/ 2-hour PD
May 25, 2026	Memorial Day Holiday – No School

June 4, 2026 Student ½ day AM/ Half-Day Planning PM
 June 5, 2026 Student's Last Day ½ day AM/ Half-Day Records PM
 June 8, 2026 Preparation Day - Last Day for Staff
 (If year-end documentation is completed and submitted to the assigned supervisor by the end of the school day June 5, no need to report on June 8)

Staff Days: 185

Preparation Days: 8/18, 6/8

Records Days: 11/14, 6/5

Planning Days: 8/20, 3/6, 6/4

Professional Development: Full day: 8/13, 8/14, 8/19
 Half days: 9/19, 4/24
 2-hour PD: 9/9, 10/14, 11/13, 12/9, 1/13, 2/10, 3/5, 5/12

Professional Staff Hours: 7:45 a.m. - 3:15 p.m. 7 hours with a 30-minute duty-free lunch

Paraprofessional Staff Hours: Full Day - 7:45 a.m. - 3:15 p.m. with a 30-minute duty-free lunch.
 Half Day - 7:45 a.m. - 11:45 a.m., no lunch

Student Hours: Full Day - 8:00 a.m. - 3:01 p.m. Exclude 30-minute lunch
 Half Day (AM only) 8:00 a.m. - 11:33 a.m. No lunch
 Early Release - 8:00 a.m. - 1:01 p.m. Exclude 30-minute lunch

Student Instructional Hours: 165 full days at 6 hours 31 minutes = 1075.80
 9 half days at 3 hours 33 minutes = 31.95
 6 early release days at 4 hours 31 minutes = 27.12
 Total = 180 days = 1134.87

Number of Instructional Student Days Each Month:

August	6/1/0	November	13/2/0	February	17/0/1	May	19/0/1
September	19/1/1	December	14/0/1	March	17/2/0	June	3/2/0
October	21/0/1	January	18/0/1	April	18/1/0		
							TOTAL 165/9/6

APPENDIX C

Ingham Intermediate School District 2025-2026 Calendar/Staff Hours Program: ASD Program – Emma L. Smith Elementary, Stockbridge

August 13, 2025	Ingham ISD Opening Day PD (AM)/Professional Development (PM)
August 14, 2025	Professional Development Day
August 15, 2025	No Students/No Staff
August 18, 2025	No Students/No Staff
August 19, 2025	Professional Development Day
August 20, 2025	Preparation Day
August 21, 2025	Professional Development Day
August 22, 2025	No Students/No Staff
August 25, 2025	1 st day with Students
August 29, 2025	No Staff – No Students
September 1, 2025	Labor Day – No School
September 17, 2025	Half Day for Students AM – Half-Day PD PM
October 8, 2025	Half Day for Students AM – Half-Day Planning PM
October 20, 2025	No Staff – No Students
November 12, 2025	Half Day for Students AM - Half-Day PD PM
November 26-28, 2025	Thanksgiving Break - No Staff – No Students
December 22, 2025	First Day Winter Recess
January 5, 2026	Classes Resume
January 19, 2026	MLK Day - No Staff – No Students
January 28, 2026	Half Day for Students AM – Half-Day Records PM
February 13, 2026	No Staff – No Students
February 16, 2026	President's Day - No Staff – No Students
February 25, 2026	Half Day for Students AM – Half-Day Planning PM
March 25, 2026	Half Day for Students AM – Half-Day PD PM
March 30, 2026	First Day Spring Break - No Staff – No Students
April 6, 2026	Classes Resume
May 13, 2026	Half Day for Students AM – Half-Day Planning PM
May 25, 2026	Memorial Day Holiday – No School

June 5, 2026
June 8, 2026

Student's Last Day AM - Half-Day Records PM
Preparation Day - Last Day for Staff (If year-end documentation is completed and submitted to the assigned supervisor by the end of the school day June 5, no need to report on June 8.)

Staff Days: 186

Preparation Days: 8/20, 6/8

Records Days: 1/28, 6/5

Planning Days: 10/8, 2/25, 5/13

Professional Development: Full day: 8/13, 8/14, 8/19, 8/20
Half days: 9/17, 11/12, 3/25

Professional Staff Hours: 8:30 a.m. – 4:00 p.m. 7 hours with a 30-minute duty-free lunch

Paraprofessional Staff Hours: Full Day - 8:30 a.m. – 4:00 p.m. with a 30-minute duty-free lunch.
Half Day - 8:30 a.m. – 12:30 p.m., no lunch

Student Hours: Full Day - 8:50 a.m. – 3:38 p.m., Exclude 20-minute lunch
Half Day (AM only) 8:50 a.m. – 12:00 p.m., No lunch

Student Instructional Hours: 172 days at 6 hours 28 minutes = 1112.84
8 days at 3 hours 10 minutes Hours = 25.36
Total = 180 days = 1138.20

Number of Instructional Student Days Each Month:

August	4/0	November	16/1	February	17/1	May	19/1
September	20/1	December	15/0	March	19/1	June	4/1
October	21/1	January	18/1	April	19/0	TOTAL	172/8

APPENDIX D

Ingham Intermediate School District 2025-2026 Calendar/Staff Hours

Program: Beekman

July 21, 2025	First Day – Students – Extended Learning Week
July 25, 2025	Last Day of Extended Learning Week
July 28-August 8, 2025	No Staff – No Students
August 11, 2025	Professional Development Day
August 12, 2025	Preparation Day a.m./Professional Development p.m.
August 13, 2025	School Year Kickoff/PD a.m./ Preparation Day, p.m. - Beekman School Open House 3:30 – 6:30
August 14, 2025	Students Return – Full Day School Resumes
August 29, 2025	No Staff – No Students
September 1, 2025	Labor Day - No School
September 26, 2025	½ Day – Students a.m. – Professional Development p.m.
October 17, 2025	No Staff – No Students
October 31, 2025	½ Day – Students a.m. – Planning p.m.
November 7, 2025	½ Day – Students a.m. – Records p.m.
November 10, 2025	½ Day – Student a.m. – Parent-Teacher Conferences 12:30 – 6:30 p.m.
November 24-28, 2025	No School - Thanksgiving Break
December 12, 2025	½ Day – Students a.m. – Professional Development p.m.
December 19, 2025	½ Day – Students a.m. – Planning p.m.
December 22, 2025	First Day Winter Recess
January 5, 2026	Classes Resume
January 19, 2026	MLK Day – No students/No Staff
February 6, 2026	½ Day – Students a.m. – Records p.m.
February 16, 2026	President's Day - No students/No Staff
March 6, 2026	½ Day – Students a.m. – Professional Development p.m.
March 27, 2026	½ Day – Students a.m. – Planning p.m.
March 30, 2026	First Day Spring Recess
April 6, 2026	Classes Resume
April 24, 2026	No School – PD a.m. and Staff Records p.m.
April 27, 2026	½ Day – Students a.m. – Parent/Teacher Conferences 12:30 – 6:30 p.m.

May 22, 2026	½ Day – Students a.m. – Professional Development p.m.
May 25, 2026	Memorial Day Holiday - No classes
May 26 – 29, 2026	No Staff – No Students
June 12, 2026	½ Day – Students a.m. – Professional Development p.m.
June 22-24, 2026	Extended Learning Days 8:30 a.m. – 1:30 p.m. for students
June 25, 2026	Half-day Records – No PM students (Last Day)
June 26, 2026	Preparation Day – Last Day for Staff

Staff Days: 205

Preparation Days: 2 days (August 12th (1/2 day), August 13th (1/2 day) and June 26th)

Records Days: 4 half days (November 7th, February 6th, April 24th & June 25th)

Planning Days: 3 half days (September 2nd, December 19th & March 27th)

Professional Development: 1 full days (August 11th) and 8 half days (August 12th, August 13th, September 26th, October 24th, December 12th, April 24th, May 22rd and June 12th)

Student Hours: Full Day – 8:30 a.m. – 2:45 p.m.
AM Only – 8:30 a.m. – 11:50 p.m.
Extended Learning Days – 8:30 a.m. – 1:30 p.m.

Student Instructional Hours:

179 days at 6.25 Hours =	1118.75
13 days at 3.33 Hours =	43.29
8 days at 5.00 Hours =	<u>40.00</u>
Total = 200 days =	1202.04

Professional Staff Hours: Work Day = 8:00-3:30 with a 30-minute duty free lunch
*Can access PWH for 15 minutes before and 15 minutes after student contact time

Paraprofessional Staff Hours: 8:15 a.m. - 3:00 p.m. Full day
8:15 a.m. – 12:00 p.m. Half-day
8:15 a.m. – 1:45 p.m. Extended Learning Day

Number of Instructional Student Days Each Month – Full/1/2 day/Extended Learning Day:

July	0/0/5	October	21/1/0	January	19/0/0	April	17/1/0
August	11/0/0	November	13/2/0	February	18/1/0	May	15/1/0
September	20/1/0	December	13/2/0	March	18/2/0	June	14/2/3

TOTAL 179/13/8

APPENDIX E

Ingham Intermediate School District 2025-2026 Calendar/Staff Hours Program: *Early On*

July 4, 2025 July 2025	No Staff (District Closed) 188-day staff works 63 hours/9 days
August 13, 2025 August 29, 2025 August 2025	School Year Kick-Off No <i>Early On</i> 188-day staff – No Students 188-day staff works 63 hours/9 days
September 1, 2025 September 5, 2025 September 16, 2025 September 26, 2025	Labor Day - No School 1/2 Day Prep/p.m. Service Coordination Meeting <i>Early On</i> Staff Meeting p.m. ½ Day Planning
October 7, 2025 October 23, 2025	<i>Early On</i> Staff Meeting p.m. Professional Development Day
November 7, 2025 November 11, 2025 November 24-26, 2025 November 27-28, 2025	½ day Records p.m. <i>Early On</i> Staff Meeting p.m. Thanksgiving Break – No <i>Early On</i> 188-day staff Thanksgiving Break – No Staff (District Closed)
December 9, 2025 December 22, 2025	<i>Early On</i> Staff Meeting p.m. First Day Winter Recess
January 5, 2026 January 13, 2026 January 19, 2026	Services Resume <i>Early On</i> Staff Meeting p.m. MLK Day – No Staff (District Closed)
February 6, 2026 February 10, 2026 February 16, 2026	½ Day Planning a.m./ ½ day Records p.m. <i>Early On</i> Staff Meeting p.m. President's Day - No <i>Early On</i> 188-day staff
March 10, 2026 March 30, 2026	<i>Early On</i> Staff Meeting p.m. First Day Spring Recess
April 6, 2026 April 7, 2026 April 23, 2026	Services Resume <i>Early On</i> Staff Meeting p.m. Professional Development Day
May 12, 2026 May 21, 2026 May 25, 2026	<i>Early On</i> Staff Meeting p.m. ½ Day Planning Memorial Day Holiday - No Staff (District Closed)

June 2026 Staff works 70 hours/10 days (If year-end documentation is completed and submitted to the assigned supervisor by the end of the day June 29, 2026, work 9 days in June)

Staff Days: 188

Preparation Days: 2 Days

Records Days: 1 day (2 half-days)

Planning Days: 1 ½ days (3 half-days)

Professional Staff Hours: 7 hours plus a 30-minute duty-free lunch

IIPSA 1-150 Staff works 188 days with 9 days in July 2025, 9 days in August 2025 and 10 days June 2026. The remaining 160 workdays are across the rest of the school year.

APPENDIX F

Ingham Intermediate School District 2025-2026 Calendar/Student Hours

Program: EI and Adjudicated Youth - Dansville EI Program

August 12, 2025	Preparation Day
August 13, 2025	Opening Day AM/Professional Development PM
August 14, 2025	Professional Development Day
August 18, 2025	Students First Day AM - Professional Development PM
August 29, 2025	Professional Development Day
September 1, 2025	Labor Day - No School
September 24, 2025	Half Day Planning - No PM Classes
October 10, 2025	Half-Day Records - No PM Classes
October 13, 2025	No Students – Professional Development Day
October 29, 2025	Half-Day Professional Development – No PM Classes
November 5, 2025	Full Day School - Evening Parent Teacher Conferences
November 6, 2025	Full Day School - Evening Parent Teacher Conferences
November 26, 2025	No Staff - No Students
November 27, 2025	Thanksgiving - No Classes
November 28, 2025	Thanksgiving - No Classes
December 22, 2025	First Day Winter Recess
January 5, 2026	Classes Resume
January 19, 2026	MLK Day - No Students/No Staff
January 28, 2026	Half-Day Planning - No PM Classes
February 16, 2026	President's Day - No Students/No Staff
February 25, 2026	Half-Day Professional Development - No PM Classes
March 4, 2026	Full Day School - Evening Parent Teacher Conferences
March 5, 2026	Full Day School - Evening Parent Teacher Conferences
March 18, 2026	Half-Day Planning - No PM Classes
March 27, 2026	No Staff – No Students
March 30, 2026	First Day Spring Recess
April 6, 2026	Classes Resume
April 29, 2026	Half Day Professional Development - No PM Classes
May 25, 2026	Memorial Day Holiday - No Classes
May 29, 2026	Half-Day Records - No PM Classes (Last Day For Students)

June 1, 2026

Preparation Day – Last Day for Staff
(If year-end documentation is completed and submitted to the assigned supervisor by the end of the school day May 29, no need to report on June 1)

Staff Days: 185

Preparation Days: 8/12, 6/1

Records Days: 10/10, 5/29

Planning Days: 9/24, 2/25, 3/18

Professional Development: 8/13, 8/14, 8/29, 10/13 = Full day
8/18, 10/29, 2/25, 4/29 = Half-Day

Student Hours: Full Day – 8:00 - 2:52 (subtract .58 lunch/recess) = 6.28
AM Only – 8:00-11:30 - 3.5 hours

Student Instructional Hours: 171 days at 6.28 Hours = 1,073.88
9 days at 3.5 Hours = 31.50

Total = 180 days = 1105.38

Professional Staff Hours: Work Day = 7:45-3:15 with a 30-minute duty-free lunch

Paraprofessional Staff Hours: Work Day = 7:45-3:00 with a 30-minute duty-free lunch
Half Day = 7:45-11:45 = 4 hours

Number of Instructional Student Days Each Month (Full/Half):

August – 8/1	November – 17/0	February – 18/1	May - 19/1
September – 20/1	December - 15/0	March - 18/1	June - 0
October – 20/2	January – 18/1	April - 18/1	TOTAL – 180 (171/9)

APPENDIX G

Ingham Intermediate School District 2025-2026 Calendar/Staff Hours Program: EI and Adjudicated Youth – Ingham Academy

August 13, 2025	Opening Day AM/Professional Development PM
August 14, 2025	Professional Development Day
August 15, 2025	No 185 Day Staff
August 18, 2025	Professional Development Day
August 19, 2025	Preparation Day
August 20, 2025	First Day - Students
August 29, 2025	No Staff - No Students
September 1, 2025	Labor Day - No School
September 25, 2025	Early Release Day 2:25 for Staff Meeting
September 26, 2025	Half-Day Planning and Half-Day Professional Development – No Students – Staff Report
October 17, 2025	No Staff - No Students
October 23, 2025	Early Release Day 2:25 for Staff Meeting
November 11, 2025	Half Day Planning and Half-Day Professional Development - No Students – Staff Report
November 20, 2025	Early Release Day 2:25 for Staff Meeting
November 26, 2025	No Staff - No Students
November 27, 2025	Thanksgiving - No Classes
November 28, 2025	Thanksgiving - No Classes
December 18, 2025	Early Release Day 2:25 for Staff Meeting
December 22, 2025	First Day Winter Recess
January 5, 2026	Classes Resume
January 16, 2026	Half-Day Records No PM classes
January 19, 2026	MLK Day - No Students/No Staff
January 22, 2026	Early Release Day 2:25 for Staff Meeting
February 12, 2026	Half-Day Planning - No PM classes
February 13, 2026	No Staff - No Students
February 16, 2026	President's Day - No Students/ No Staff
February 26, 2026	Early Release Day 2:25 for Staff Meeting
March 6, 2026	Half-Day Professional Development - No PM classes
March 19, 2026	Early Release Day 2:25 for Staff Meeting
March 26, 2026	Half-Day Records - No PM classes
March 27, 2026	No Staff - No Students
March 30, 2026	First Day Of Spring Recess

April 6, 2026	Classes Resume
April 23, 2026	Early Release 2:25 for Staff Meeting
May 1, 2026	Half-Day Professional Development - No PM classes
May 14, 2026	Early Release 2:25 for Staff Meeting
May 22, 2026	Half-Day Planning - No PM classes
May 25, 2026	Memorial Day Holiday - No Classes
June 3, 2026	Half-Day Records - No PM Students (Last Day)
June 4, 2026	Preparation Day - Last Day For Staff (If year-end documentation is completed and submitted to the assigned supervisor by the end of the school day June 3, no need to report on June 4)

Staff Days:	185
Preparation Days:	8/19, 6/4
Records Days:	1/16, 3/26, 6/3
Planning Days:	9/26, 11/11, 2/12, 5/22
Professional Development:	8/13, 8/14, 8/18 = Full day 9/26, 11/11, 3/6, 5/1 = Half Day
Early Release Days at 2:25:	9/25, 10/23, 11/20, 12/18, 1/22, 2/26, 3/19, 4/23, 5/14

Number of Instructional Student Days Each Month (full/half/early release):

August – 7/0/0	November - 15/0/1	February - 16/1/1	May – 17/2/1
September – 19/0/1	December – 14/0/1	March – 16/2/1	June – 2/1/0
October – 21/0/1	January – 17/1/1	April – 18/0/1	TOTAL – 178
			162/7/9

Days/Hours

Student Hours:	8:30-12:10 (3.67) & 12:47-3:25 (2.63) – Full day = 6.30 Lunch 12:11 to 12:46 (exclude) 8:30 – 11:15 – Half Day = 2.75
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Instructional Hours:	162 full days @6.30=	1020.60
	9 days release at 2:25 (5.30) =	47.70
	7 half days at 11:15 (2.75) =	19.25
	Summer 2025 - July 13 days @ 3.67 =	47.71
	Summer 2026 – July 11 days @ 3.67 =	40.37
	TOTAL DAYS 179 + 24 summer = 203	1175.63

Professional Staff Hours: 8:15-3:45 with a 30-minute duty-free lunch

Paraprofessional Staff Hours: 8:20-3:35 with a 30-minute duty-free lunch
8:20-11:30 – Half-Day

Summer 2025-26

June 2026 – 11 days from 8:30-12:10 (3.67) = 40.37

July 2025 – 13 days from 8:30-12:10 (3.67) = 47.71

APPENDIX H

Ingham Intermediate School District 2025-2026 Calendar/Staff Hours Program Program: EI and Adjudicated Youth - Malcolm Williams & North Star School

August 13, 2025	Opening Day AM./Professional Development PM
August 14, 2025	Professional Development Day
August 15, 2025	No 185 Day Staff
August 18, 2025	Professional Development Day
August 19, 2025	Preparation Day
August 20, 2025	First Day - Students
August 29, 2025	No Staff - No Students
September 1, 2025	Labor Day - No School
September 26, 2025	Half-Day Professional Development - No PM classes
October 17, 2025	No Staff - No Students
November 6, 2025	Half-Day Planning (PT conf.)
November 11, 2025	Half-Day Professional Development - No PM classes
November 26, 2025	No Staff - No Students
November 27, 2025	Thanksgiving - No Classes
November 28, 2025	Thanksgiving - No Classes
December 22, 2025	First Day Winter Recess
January 5, 2026	Classes Resume
January 16, 2026	Half-Day Records - No PM classes
January 19, 2026	MLK Day - No Students/No Staff
February 12, 2026	Half-Day Planning - No PM classes
February 13, 2026	No Staff - No Students
February 16, 2026	President's Day - No Students/ No Staff
March 6, 2026	Half-Day Professional Development - No PM classes
March 26, 2026	Half-Day Records - No PM classes
March 27, 2026	No Staff - No Students
March 30, 2026	First Day Of Spring Recess
April 6, 2026	Classes Resume
May 1, 2026	Half-Day Professional Development - No PM classes
May 22, 2026	Half-Day Planning - No PM classes
May 25, 2026	Memorial Day Holiday - No Classes

June 3, 2026
June 4, 2026

Half-Day Records - No PM Students (Last Day)
Preparation Day - Last Day For Staff
(If year-end documentation is completed and submitted to the assigned supervisor by the end of the school day June 3, no need to report on June 4)

Staff Days: 185

Preparation Days: 8/19, 6/4
Records Days: 1/16, 3/26
Planning Days: 11/6, 2/12, 5/22
Professional Development: 8/13, 8/14, 8/18 = Full day
9/26, 11/11, 3/6, 5/1 = Half-day

Number of Instructional Student Days Each Month (full/half):

August – 7/0	November - 15/2	February - 17/1	May - 18/2
September - 20/1	December – 15/0	March - 17/2	June – 2/1
October – 22/0	January - 18/1	April – 19/0	TOTAL - 180 (170/10)

Malcolm Williams School

Student Days/Hours: Full Day - 8:15-11:25 & 12:05-3:15 (6.33); AM Only – 8:15-11:25 (3.17)
Instructional Hours: 170 days@6.33 Hours=1076.10; 10 days@3.17Hours=31.70
Total = 180 days = 1107.80

Professional Staff Hours: 8:00 - 3:30 with a 30-minute duty-free lunch (7 hours)
Paraprofessional Staff Hours: 8:05 to 3:20 with a 30-minute duty-free lunch
8:05 to 11:35 Half-Day

North Star School

Student Days/Hours: Full Day–7:55-2:15 (6.33); AM Only – 7:55-10:40 (2.75)
Instructional Hours: 170 days@6.33 = 1076.10 hrs.; 10 days@2.75 = 27.50 hrs.
Total = 180 days = 1103.60

Professional Staff Hours: 7:40 – 3:10 with a 30-minute duty-free lunch (7 hours)
Paraprofessional Staff Hours: 7:40 – 2:25 with a 30-minute duty-free lunch
7:40 – 10:55 Half-Day

APPENDIX I

Ingham Intermediate School District 2025-2026 Calendar/Staff Hours

Program: Heartwood

July 21, 2025	First Day – Students – Extended Learning Week
July 25, 2025	Last Day of Extended Learning Week
July 28-August 8, 2025	No Staff – No Students
August 11, 2025	Preparation Day
August 12, 2025	Professional Development Day
August 13, 2025	School Year Kick Off a.m./Professional Development p.m. - School Open House 3:30 – 6:30
August 14, 2025	Students Return – Full Day School Resumes
August 29, 2025	No Staff – No Students
September 1, 2025	Labor Day - No School
September 26, 2025	½ Day – Students a.m. – Professional Development p.m.
October 17, 2025	No Staff – No Students
October 31, 2025	½ Day – Students a.m. – Planning p.m.
November 7, 2025	½ Day – Students a.m. – Records p.m.
November 10, 2025	½ Day – Student a.m. – Parent-Teacher Conferences 12:30 – 6:30 p.m.
November 24-28, 2025	No School - Thanksgiving Break
December 12, 2025	½ Day – Students a.m. – Professional Development p.m.
December 19, 2025	½ Day – Students a.m. – Planning p.m.
December 22, 2025	First Day Winter Recess
January 5, 2026	Classes Resume
January 19, 2026	MLK Day – No students/No Staff
February 6, 2026	½ Day – Students a.m. – Records p.m.
February 16, 2026	President's Day - No students/No Staff
March 6, 2026	½ Day – Students a.m. – Professional Development p.m.
March 27, 2026	½ Day – Students a.m. – Planning p.m.
March 30, 2026	First Day Spring Recess
April 6, 2026	Classes Resume
April 24, 2026	No School – PD a.m. and Staff Records p.m.
April 27, 2026	½ Day – Students a.m. – Parent/Teacher Conferences 12:30 – 6:30 p.m.

May 22, 2026	½ Day – Students a.m. – Professional Development p.m.
May 25, 2026	Memorial Day Holiday - No classes
May 26 – 29, 2026	No Staff – No Students
June 12, 2026	½ Day – Students a.m. – Professional Development p.m.
June 22-24, 2026	Extended Learning Days 8:30 a.m. – 1:30 p.m. for students
June 25, 2026	Half-day Records – No PM students (Last Day)
June 26, 2026	Preparation Day – Last Day for Staff
Staff Days:	205
Preparation Days:	2 days (August 11 th and June 26 th)
Records Days:	4 half days (November 7 th , February 6 th , April 24 th & June 25 th)
Planning Days:	3 half days (September 2 nd , December 19 th & March 27 th)
Professional Development:	2 full days (August 12 th and 13 th) and 6 half days (September 26 th , October 24 th , December 12 th , April 24 th , May 22 rd and June 12 th)
Student Hours:	Full Day – 8:30 a.m. – 2:45 p.m. AM Only – 8:30 a.m. – 11:50 p.m. Extended Learning Days – 8:30 a.m. – 1:30 p.m.
Student Instructional Hours:	179 days at 6.25 Hours = 1118.75 13 days at 3.33 Hours = 43.29 8 days at 5.00 Hours = <u>40.00</u> Total = 200 days = 1202.04
Professional Staff Hours:	Work Day = 8:00-3:30 with a 30-minute duty free lunch *Can access PWH for 15 minutes before and 15 minutes after student contact time
Paraprofessional Staff Hours:	8:15 a.m. - 3:00 p.m. Full day 8:15 a.m. – 12:00 p.m. Half-day 8:15 a.m. – 1:45 p.m. Extended Learning Day
Number of Instructional Student Days Each Month – Full/1/2 day/Extended Learning Day:	

July	0/0/5	October	21/1/0	January	19/0/0	April	17/1/0
August	11/0/0	November	13/2/0	February	18/1/0	May	15/1/0
September	20/1/0	December	13/2/0	March	18/2/0	June	14/2/3
TOTAL							179/13/8

APPENDIX J

Ingham Intermediate School District 2025-2026 Calendar/Staff Hours

Program: Project Search

August 13, 2025	Opening Day AM/Professional Development PM
August 14, 2025	Professional Development Day
August 15, 2025	No 185 Day Staff
August 18, 2025	Professional Development Day
August 19, 2025	Preparation Day
August 20, 2025	First Day - Students
August 29, 2025	No Staff – No Students
September 1, 2025	Labor Day - No School
September 19, 2025	Half Day for Students AM - ½ Day Planning PM
October 2, 2025	Half Day for Students AM - ½ Day PD PM
October 17, 2025	No Staff – No Students
October 31, 2025	Half Day for Students AM - ½ Day Planning PM
November 6, 2025	Half Day for Students AM - ½ Day PD PM
November 26, 2025	No Staff – No Students
November 27, 2025	Thanksgiving - No classes
November 28, 2025	Thanksgiving - No classes
December 5, 2025	Half Day for Students AM - ½ Day Planning PM
December 22, 2025	First Day Winter Recess
January 5, 2026	Classes Resume
January 16, 2026	Half Day for Students AM - ½ Day Records PM
January 19, 2026	MLK Day – No Students/No Staff
February 4, 2026	Half Day for Students AM - ½ Day Planning PM
February 13, 2026	No Staff – No Students
February 16, 2026	President's Day No- Students/No Staff
February 25, 2026	Half Day for Students AM - ½ Day PD PM
March 26, 2026	Half Day for Students AM - ½ Day Planning PM
March 27, 2026	No Staff – No Students
March 30, 2026	First Day Spring Recess
April 6, 2026	Classes Resume
April 15, 2026	Half Day for Students AM - ½ Day PD PM

May 1, 2026	Half Day for Students AM - ½ Day Planning PM
May 22, 2026	Half Day for Students AM - ½ Day Planning PM
May 25, 2026	Memorial Day Holiday - No classes
June 3, 2026	Half Day for Students AM – ½ Half-day Records PM (Last Day)
June 4, 2026	Preparation Day – Last Day for Staff (If year-end documentation is completed and submitted to the assigned supervisor by the end of the school day June 3, no need to report on June 4)

Staff Days: 185

Preparation Days: 2 full (8/19 & 6/4)

Records Days: 2 half (1/16 & 6/3)

Planning Days: 7 half (9/19, 10/31, 12/5, 2/4, 3/26, 5/1 & 5/22)

Professional Development: 3 full (8/13, 8/14 & 8/18)

4 half (10/2, 11/6, 2/25 & 4/15)

Student Hours: Full Day- 7:45 AM- 2:30 PM

AM Only – 8:00 AM-11:00 AM

Student Instructional Hours:	167 days at 6.75 Hours =	1127.25
	13 days at 3.25 Hours =	<u>42.25</u>
	Total = 180 days =	1,169.50

Professional Staff Hours: Work Day = 7:30 AM- 3:00 PM with a 30-minute duty-free lunch

Paraprofessional Staff Hours: Work Day = Full Day 7:30 AM- 2:45 PM with a 30-minute duty-free lunch
Half Day 7:30 AM- 11:15 AM

Number of Instructional Student Days Each Month:

August	7/0	November	16/1	February	16/2	May	18/2
September	20/1	December	14/1	March	18/1	June	2/1
October	20/2	January	18/1	April	18/1	TOTAL	167/13

APPENDIX K

Ingham Intermediate School District 2025-2026 Calendar/Staff Hours

Program: Lansing SAIL

August 13, 2025	Opening Day a.m./Professional Development p.m.
August 14, 2025	Professional Development Day
August 15, 2025	No 185 Day Staff
August 18, 2025	Professional Development Day
August 19, 2025	Preparation Day
August 20, 2025	First Day - Students
August 29, 2025	No Staff – No Students
September 1, 2025	Labor Day - No School
October 2, 2025	Half Day for Students AM - ½ Day PD PM
October 17, 2025	No Staff – No Students
October 31, 2025	Half Day for Students AM - ½ Day Planning PM
November 6, 2025 PM	Half Day for Students AM - ½ Day Professional Development
November 26, 2025	No Staff – No Students
November 27, 2025	Thanksgiving - No classes
November 28, 2025	Thanksgiving - No classes
December 22, 2025	First Day Winter Recess
January 5, 2026	Classes Resume
January 16, 2026	Half Day for Students AM - ½ Day Records PM
January 19, 2026	MLK Day – No Students/No Staff
February 13, 2026	No Staff – No Students
February 16, 2026	President's Day No- Students/No Staff
February 25, 2026	Half Day for Students AM - ½ Day PD PM
March 19, 2026	Half Day for Students AM - ½ Day Planning PM
March 27, 2026	No Staff – No Students
March 30, 2026	First Day Spring Recess
April 6, 2026	Classes Resume
April 15, 2026	Half Day for Students AM - ½ Day PD PM
May 22, 2026	Half Day for Students AM - ½ Day Planning PM
May 25, 2026	Memorial Day Holiday No- classes

June 3, 2026 Half Day for Students AM – ½ Half-day Records PM (Last Day)
 June 4, 2026 Preparation Day – Last Day for Staff
 (If year-end documentation is completed and submitted to the assigned supervisor by the end of the school day June 3, no need to report on June 4)

Staff Days: 185

Preparation Days: 2 full (8/19 & 6/4)
Records Days: 2 half (1/16 & 6/3)
Planning Days: 3 half (10/31, 3/19 & 5/22)
Professional Development: 3 full (8/13, 8/14 & 8/18)
 4 half (10/2, 11/6, 2/25 & 4/15)

Student Hours: Full Day- 8:00 AM- 2:20 PM
 AM Only – 8:00 AM-11:20 AM

Student Instructional Hours: 171 days at 6.33 Hours = 1082.43
 9 days at 3.33 Hours = 29.97
 Total = 180 days = 1,112.40 hours

Professional Staff Hours: Work Day = 7:30 AM- 3:00 PM with a 30-minute duty-free lunch

Paraprofessional Staff Hours: Work Day = Full Day 7:45 AM- 2:30 PM with a 30-minute duty-free lunch
 Half Day 7:45 AM- 11:30 AM

Number of Instructional Student Days Each Month:

August	7/0	November	16/1	February	17/1	May	19/1
September	21/0	December	15/0	March	18/1	June	2/1
October	20/2	January	18/1	April	18/1	TOTAL	171/9

APPENDIX L

Ingham Intermediate School District 2025-2026 Calendar/Staff Hours Program: Mason SAIL

August 13, 2025	Opening Day a.m./Professional Development p.m.
August 14, 2025	Professional Development Day
August 15, 2025	No 185 Day Staff
August 18, 2025	Professional Development Day
August 19, 2025	Preparation Day
August 20, 2025	First Day - Students
August 29, 2025	No Staff – No Students
September 1, 2025	Labor Day - No School
October 2, 2025	Half Day for Students AM - ½ Day PD PM
October 17, 2025	No Staff – No Students
October 31, 2025	Half Day for Students AM - ½ Day Planning PM
November 6, 2025	Half Day for Students AM - ½ Day PD PM
November 26, 2025	No Staff – No Students
November 27, 2025	Thanksgiving - No classes
November 28, 2025	Thanksgiving - No classes
December 22, 2025	First Day Winter Recess
January 5, 2026	Classes Resume
January 16, 2026	Half Day for Students AM - ½ Day Records PM
January 19, 2026	MLK Day – No Students/No Staff
February 13, 2026	No Staff – No Students
February 16, 2026	President's Day No- Students/No Staff
February 25, 2026	Half Day for Students AM - ½ Day PD PM
March 19, 2026	Half Day for Students AM - ½ Day Planning PM
March 27, 2026	No Staff – No Students
March 30, 2026	First Day Spring Recess
April 6, 2026	Classes Resume
April 15, 2026	Half Day for Students AM - ½ Day PD PM
May 22, 2026	Half Day for Students AM - ½ Day Planning PM
May 25, 2026	Memorial Day Holiday No- classes

June 3, 2026 Half Day for Students AM – ½ Half-day Records PM (Last Day)
 June 4, 2026 Preparation Day – Last Day for Staff
 (If year-end documentation is completed and submitted to the assigned supervisor by the end of the school day June 3, no need to report on June 4)

Staff Days: 185

Preparation Days: 2 full (8/19 & 6/4)
Records Days: 2 half (1/16 & 6/3)
Planning Days: 3 half (10/31, 3/19 & 5/22)
Professional Development: 3 full (8/13, 8/14 & 8/18)
 4 half (10/2, 11/6, 2/25 & 4/15)

Student Hours: Full Day- 8:30 AM- 2:50 PM
 AM Only – 8:00 AM-11:50 AM

Student Instructional Hours: 171 days at 6.33 Hours = 1082.43
 9 days at 3.33 Hours = 29.97
 Total = 180 days = 1,112.40 hours

Professional Staff Hours: Work Day = 8:00 AM- 3:30 PM with a 30-minute duty-free lunch

Paraprofessional Staff Hours: Work Day = Full Day 8:15 AM- 3:00 PM with a 30-minute duty-free lunch
 Half Day 8:15 AM- 12:00 PM

Number of Instructional Student Days Each Month:

August	7/0	November	16/1	February	17/1	May	19/1
September	21/0	December	15/0	March	18/1	June	2/1
October	20/2	January	18/1	April	18/1	TOTAL	171/9

APPENDIX M

Ingham Intermediate School District 2025-2026 Calendar/Staff Hours

Program: Waverly SAIL

August 12, 2025	Preparation Day
August 13, 2025	Opening Day AM./Professional Development PM
August 14, 2025	Professional Development Day
August 15, 2025	No 185 Day Staff
August 18, 2025	Professional Development Day
August 19, 2025	First Day - Students
August 29, 2025	No Staff – No Students
September 1, 2025	Labor Day - No School
October 2, 2025	Half Day for Students AM - ½ Day PD PM
October 17, 2025	No Staff – No Students
October 20, 2025	No Staff – No Students
October 31, 2025	Half Day for Students AM - ½ Day Planning PM
November 6, 2025	Half Day for Students AM - ½ Day PD Development PM
November 26, 2025	No Staff – No Students
November 27, 2025	Thanksgiving - No classes
November 28, 2025	Thanksgiving - No classes
December 22, 2025	First Day Winter Recess
January 5, 2026	Classes Resume
January 16, 2026	Half Day for Students AM - ½ Day Records PM
January 19, 2026	MLK Day – No Students/No Staff
February 13, 2026	No Staff – No Students
February 16, 2026	President's Day - No Students/No Staff
February 17, 2026	No Staff-No Students
February 25, 2026	Half Day for Students AM - ½ Day PD PM
March 19, 2026	Half Day for Students AM - ½ Day Planning PM
March 27, 2026	No Staff – No Students
March 30, 2026	First Day Spring Recess
April 6, 2026	Classes Resume
April 15, 2026	Half Day for Students AM - ½ Day PD PM
May 21, 2026	Half Day for Students AM - ½ Day Planning PM
May 22, 2026	No Staff – No Students
May 25, 2026	Memorial Day Holiday – No Students/No Staff

June 5, 2026 Half Day for Students AM – ½ Half-day Records PM (Last Day)
 June 8, 2026 Preparation Day – Last Day for Staff
 (If year-end documentation is completed and submitted to the assigned supervisor by the end of the school day June 5, no need to report on June 8)

Staff Days: 185
Preparation Days: 2 full (8/12 & 6/8)
Records Days: 2 half (1/16 & 6/5)
Planning Days: 3 half (10/31, 3/19 & 5/21)
Professional Development*: 3 full (8/13, 8/14 & 8/18)
 4 half (10/2, 11/6, 2/25 & 4/15)

Student Hours: Full Day- 8:10 AM- 2:30 PM
 AM Only – 8:10 AM-11:30 AM

Student Instructional Hours: 171 days at 6.33 Hours = 1082.43
 9 days at 3.33 Hours = 29.97
 Total = 180 days = 1,112.40 hours

Professional Staff Hours: Work Day = 7:45 AM- 3:15 PM with a 30-minute duty-free lunch

Paraprofessional Staff Hours: Work Day = Full Day 8:00 AM- 2:45 PM with a 30-minute duty-free lunch.
 Half Day 8:00 AM- 11:45 AM

Number of Instructional Student Days Each Month

August	8/0	November	16/1	February	16/1	May	18/1
September	21/0	December	15/0	March	18/1	June	4/1
October	19/2	January	18/1	April	18/1	TOTAL	171/9

APPENDIX N

Ingham Intermediate School District 2025-2026 Calendar/Staff Hours Program: Student Support Services Itinerant Staff - 185 Day

August 13, 2025	Opening Day PM (AM) / PD (PM)
August 14, 2025	PD Day
August 15, 2025	No 185 Day Staff
August 18, 2025	PD Day
August 19, 2025	Prep Day
August 20, 2025	First Day with Students
August 29, 2025	No Staff – No Students
September 1, 2025	Labor Day Holiday - No Staff – No Students
October __, 2025*	Half-Day Records
October 31, 2025	Itinerant Meeting (AM)
October 17, 2025	No Staff – No Students
November __, 2025*	Half-Day Planning
November 26, 2025	No Staff – No Students
November 27, 2025	Thanksgiving Holiday - No Staff – No Students
November 28, 2025	Thanksgiving Holiday - No Staff – No Students
December 22, 2025	First Day Winter Recess - No Staff – No Students
January 5, 2026	Classes Resume
January __, 2026	Half-Day Planning
January 19, 2026	MLK Day - No Staff – No Students
February 12, 2026	Itinerant Meeting (AM)
February 13, 2026	No Staff – No Students
February 16, 2026	President's Day - No Staff – No Students
March 27, 2026	No Staff – No Students
March 30, 2026	First Day Spring Recess
April 6, 2026	Classes Resume
April __, 2026*	Half-Day Planning
May 21, 2026	Itinerant Meeting (AM)
May 25, 2026	Memorial Day Holiday - No Staff – No Students

**Actual date determined based on districts served*

June 3, 2026
June 4, 2026

Last day for Students (AM only) / Half-Day Records (PM)
Prep Day – Last Day for Staff
(If year-end documentation is completed and submitted to the assigned supervisor by the end of the school day June 3, no need to report on June 4)

Staff Days: 185

Preparation Days: 2 days – 8/19/25 & 6/4/26

Records Days: 1 day (as 2 half days) - Staff selected date in October & 6/3/26

Planning Days: 1.5 days (as 3 half days) – Staff selected date in November, January, & April

Professional Development*: 3 full days - 8/13/25, 8/14/25, & 8/18/25

Itinerant Meetings: 3 half-days – 10/31/25, 2/2/26, 5/21/26

Professional Staff Hours: Work Day = 7 hours with a 30-minute duty-free lunch

APPENDIX O

Ingham Intermediate School District 2025-2026 Calendar/Staff Hours Program: Wilson Talent Center

August 13, 2025	Opening Day Kickoff/Professional Development AM/ Planning PM
August 14, 2025	Professional Development Day
August 15, 2025	No 185 Day Staff
August 18, 2025	Preparation Day
August 19, 2025	Planning Day
August 20, 2025	First Day - Students
August 29, 2025	No Staff – No Students
September 1, 2025	Labor Day - No School
October 17, 2025	No Staff – No Students
November 7, 2025	Half Day Records Day – No AM Students
November 26, 2025	No Staff – No Students
November 27, 2025	Thanksgiving - No classes
November 28, 2025	Thanksgiving - No classes
December 22, 2025	First Day Winter Recess
January 5, 2026	Classes Resume
January 19, 2026	MLK Day – No Students/No Staff
February 13, 2026	No Staff – No Students
February 16, 2026	President's Day - No Students/No Staff
March 27, 2026	No Staff – No Students
March 30, 2026	First Day Spring Recess
April 6, 2026	Classes Resume
May 25, 2026	Memorial Day Holiday - No classes
June 3, 2026	Half-day Records – No PM students (Last Day)
June 4, 2026	Preparation Day – Last Day for Staff (If year-end documentation is completed and submitted to the assigned supervisor by the end of the school day June 3, no need to report on June 4)

Staff Days: 185

Preparation Days: 8/18, 6/4

Records Days: 11/7, 6/3

Planning Days: 8/13 (1/2 day), 8/19 (Full Day)

Professional Development: see below

Student Days: Full Day – 178 full days
Half Day - AM Only – 1, PM Only – 1
Total Days 179

Student Hours:

WTC Student Hours: AM 8-10:40 PM 11:35-2:15

Program's w/Different Hours below

PCT Hours: AM 7:30-10:10 M & W

Cos I student hours: 8:00-10:40 (normal hours) & Distance hours 7 hours/week

Cos II Student Hours: 11:35-4:05 M & W & Distance Hours 5 hours/week

Manicurist Hours: 11:35-2:15 (normal hours) & Distance Hours 3 hours/week

Student Instructional Hours: AM: 179 days at 2.67 Hours = 477.93
PM: 179 days at 2.67 Hours = 477.93

Professional Staff Hours: Work Day = 7:45-3:15 with a 30-minute duty-free lunch

Instructional Assistant Hours: Work Day = 7:45-3:15 with a 30-minute duty-free lunch

Paraprofessional Staff Hours: Work Day = 7:45-2:30 with a 30-minute duty-free lunch

Number of Instructional Student Days Each Month: (AM/PM)

August	7/7	November	16/17	February	18/18	May	20/20
September	21/21	December	15/15	March	19/19	June	3/2
October	22/22	January	19/19	April	19/19	TOTAL	179/179

**Professional Development Days –5 Professional Development Days (30hours): 8/13-8/14=1.5 days, 9-1hr Professional Development sessions-dates TBD (3rd Tuesday of each month) and 1 TLT (Learning Walks) ½ day – dates TBD, and 9 hours additional Professional Development.*

APPENDIX P

IIPSA Salary Schedule Classification 1-150 2025-2026

3% increase on all steps and add a step to the top and eliminate bottom step

Note: Steps were renumbered

25-26 Steps		ND/	ND+/-	BA/	BA+/-	MA/	MA+/-	PhD/
1	185 days	\$41,424	\$43,185	\$44,945	\$46,713	\$48,472	\$52,000	\$55,524
	188 days	\$42,095	\$43,885	\$45,675	\$47,470	\$49,258	\$52,843	\$56,424
	205 days	\$45,902	\$47,853	\$49,805	\$51,763	\$53,712	\$57,621	\$61,527
	Daily	223.91	233.43	242.95	252.50	262.01	281.08	300.13
	Hourly	31.99	33.35	34.71	36.07	37.43	40.15	42.88
2	185 days	\$43,846	\$45,607	\$47,372	\$49,138	\$50,896	\$54,424	\$57,950
	188 days	\$44,558	\$46,346	\$48,139	\$49,935	\$51,721	\$55,306	\$58,889
	205 days	\$48,587	\$50,537	\$52,492	\$54,450	\$56,398	\$60,307	\$64,214
	Daily	237.01	246.52	256.06	265.61	275.11	294.18	313.24
	Hourly	33.86	35.22	36.58	37.94	39.30	42.03	44.75
3	185 days	\$46,932	\$48,692	\$50,459	\$52,220	\$53,980	\$57,508	\$61,033
	188 days	\$47,694	\$49,482	\$51,277	\$53,067	\$54,855	\$58,440	\$62,023
	205 days	\$52,006	\$53,956	\$55,914	\$57,865	\$59,815	\$63,724	\$67,632
	Daily	253.69	263.20	272.75	282.27	291.78	310.85	329.91
	Hourly	36.24	37.60	38.96	40.32	41.68	44.41	47.13
4	185 days	\$50,017	\$51,776	\$53,542	\$55,306	\$57,066	\$60,591	\$64,119
	188 days	\$50,828	\$52,616	\$54,411	\$56,203	\$57,990	\$61,574	\$65,159
	205 days	\$55,424	\$57,373	\$59,331	\$61,285	\$63,234	\$67,142	\$71,051
	Daily	270.36	279.87	289.42	298.95	308.46	327.52	346.59
	Hourly	38.62	39.98	41.35	42.71	44.07	46.79	49.51
5	185 days	\$53,101	\$54,864	\$56,623	\$58,390	\$60,150	\$63,677	\$67,201
	188 days	\$53,962	\$55,753	\$57,541	\$59,337	\$61,126	\$64,710	\$68,291
	205 days	\$58,841	\$60,795	\$62,744	\$64,702	\$66,654	\$70,561	\$74,466
	Daily	287.03	296.56	306.07	315.62	325.14	344.20	363.25
	Hourly	41.00	42.37	43.72	45.09	46.45	49.17	51.89
6	185 days	\$56,183	\$57,950	\$59,709	\$61,471	\$63,235	\$66,765	\$70,287
	188 days	\$57,094	\$58,889	\$60,677	\$62,469	\$64,260	\$67,847	\$71,427
	205 days	\$62,256	\$64,214	\$66,164	\$68,117	\$70,071	\$73,982	\$77,886
	Daily	303.69	313.24	322.75	332.28	341.81	360.89	379.93
	Hourly	43.38	44.75	46.11	47.47	48.83	51.56	54.28
7	185 days	\$59,271	\$61,033	\$62,796	\$64,559	\$66,321	\$69,846	\$73,373
	188 days	\$60,231	\$62,023	\$63,815	\$65,606	\$67,396	\$70,979	\$74,563
	205 days	\$65,678	\$67,632	\$69,585	\$71,539	\$73,490	\$77,398	\$81,305
	Daily	320.38	329.91	339.44	348.97	358.49	377.55	396.61
	Hourly	45.77	47.13	48.49	49.85	51.21	53.94	56.66
8	185 days	\$62,354	\$64,119	\$65,880	\$67,641	\$69,406	\$72,930	\$76,457
	188 days	\$63,365	\$65,159	\$66,949	\$68,738	\$70,532	\$74,113	\$77,697
	205 days	\$69,095	\$71,051	\$73,003	\$74,954	\$76,910	\$80,815	\$84,722
	Daily	337.05	346.59	356.11	365.63	375.17	394.22	413.28
	Hourly	48.15	49.51	50.87	52.23	53.60	56.32	59.04
9	185 days	\$65,442	\$67,201	\$68,965	\$70,728	\$72,491	\$76,014	\$79,540
	188 days	\$66,503	\$68,291	\$70,083	\$71,874	\$73,666	\$77,247	\$80,831
	205 days	\$72,517	\$74,466	\$76,420	\$78,374	\$80,327	\$84,232	\$88,140
	Daily	353.74	363.25	372.78	382.31	391.84	410.89	429.95
	Hourly	50.53	51.89	53.25	54.62	55.98	58.70	61.42

IPSA Salary Schedule Classification 1-150 2025-2026

3% increase on all steps and add a step to the top and eliminate bottom step

Note: Steps were renumbered

25-26 Steps		ND/	ND+/	BA/	BA+/	MA/	MA+/	PhD/
10	185 days	\$68,527	\$70,287	\$72,050	\$73,813	\$75,573	\$79,098	\$82,624
	188 days	\$69,639	\$71,427	\$73,218	\$75,010	\$76,798	\$80,381	\$83,965
	205 days	\$75,936	\$77,886	\$79,839	\$81,793	\$83,743	\$87,650	\$91,557
	Daily	370.42	379.93	389.46	398.99	408.50	427.56	446.62
	Hourly	52.92	54.28	55.64	57.00	58.36	61.08	63.80
11	185 days	\$71,036	\$72,766	\$74,635	\$76,607	\$78,335	\$81,776	\$85,499
	188 days	\$72,188	\$73,946	\$75,845	\$77,849	\$79,605	\$83,102	\$86,886
	205 days	\$78,716	\$80,633	\$82,703	\$84,888	\$86,803	\$90,616	\$94,743
	Daily	383.98	393.33	403.43	414.09	423.43	442.03	462.16
	Hourly	54.85	56.19	57.63	59.16	60.49	63.15	66.02
12	185 days	\$73,086	\$74,806	\$77,065	\$79,154	\$80,873	\$84,287	\$88,129
	188 days	\$74,271	\$76,020	\$78,315	\$80,438	\$82,184	\$85,655	\$89,558
	205 days	\$80,987	\$82,894	\$85,397	\$87,711	\$89,616	\$93,400	\$97,656
	Daily	395.06	404.36	416.57	427.86	437.15	455.61	476.37
	Hourly	56.44	57.77	59.51	61.12	62.45	65.09	68.05
13	185 days	\$75,281	\$77,050	\$79,894	\$81,792	\$83,562	\$87,095	\$90,773
	188 days	\$76,501	\$78,300	\$81,190	\$83,119	\$84,918	\$88,507	\$92,244
	205 days	\$83,419	\$85,380	\$88,531	\$90,635	\$92,596	\$96,510	\$100,585
	Daily	406.92	416.49	431.86	442.12	451.69	470.78	490.66
	Hourly	58.13	59.50	61.69	63.16	64.53	67.25	70.09
14	185 days	\$78,862	\$80,710	\$83,940	\$85,786	\$87,637	\$91,321	\$95,015
	188 days	\$80,141	\$82,019	\$85,301	\$87,177	\$89,057	\$92,802	\$96,555
	205 days	\$87,387	\$89,435	\$93,015	\$95,061	\$97,111	\$101,194	\$105,286
	Daily	426.28	436.27	453.73	463.71	473.71	493.63	513.59
	Hourly	60.90	62.32	64.82	66.24	67.67	70.52	73.37
15	185 days	\$81,228	\$83,131	\$86,458	\$88,360	\$90,266	\$94,061	\$97,865
	188 days	\$82,545	\$84,480	\$87,860	\$89,793	\$91,729	\$95,587	\$99,452
	205 days	\$90,009	\$92,119	\$95,805	\$97,912	\$100,024	\$104,230	\$108,445
	Daily	439.07	449.36	467.34	477.62	487.92	508.44	529.00
	Hourly	62.72	64.19	66.76	68.23	69.70	72.63	75.57

IIPSA Salary Schedule Classification 1-150 2026-2027
3% increase on all steps and add a step to the top and eliminate bottom step
Note: Steps were renumbered

26-27 Steps		ND/	ND+/-	BA/	BA+/-	MA/	MA+/-	PhD/
1	185 days	\$45,161	\$46,975	\$48,793	\$50,612	\$52,423	\$56,057	\$59,689
	188 days	\$45,893	\$47,737	\$49,585	\$51,433	\$53,274	\$56,966	\$60,656
	205 days	\$50,043	\$52,054	\$54,069	\$56,084	\$58,091	\$62,117	\$66,141
	Daily	244.11	253.92	263.75	273.58	283.37	303.01	322.64
	Hourly	34.87	36.27	37.68	39.08	40.48	43.29	46.09
2	185 days	\$48,340	\$50,153	\$51,973	\$53,787	\$55,599	\$59,233	\$62,864
	188 days	\$49,124	\$50,967	\$52,817	\$54,659	\$56,502	\$60,194	\$63,884
	205 days	\$53,567	\$55,576	\$57,593	\$59,602	\$61,611	\$65,637	\$69,661
	Daily	261.30	271.10	280.94	290.74	300.54	320.18	339.81
	Hourly	37.33	38.73	40.13	41.53	42.93	45.74	48.54
3	185 days	\$51,518	\$53,329	\$55,148	\$56,965	\$58,778	\$62,409	\$66,043
	188 days	\$52,354	\$54,193	\$56,043	\$57,889	\$59,731	\$63,422	\$67,114
	205 days	\$57,088	\$59,093	\$61,111	\$63,124	\$65,133	\$69,157	\$73,183
	Daily	278.48	288.26	298.10	307.92	317.72	337.35	356.99
	Hourly	39.78	41.18	42.59	43.99	45.39	48.19	51.00
4	185 days	\$54,694	\$56,510	\$58,322	\$60,142	\$61,955	\$65,587	\$69,217
	188 days	\$55,580	\$57,426	\$59,267	\$61,117	\$62,959	\$66,650	\$70,340
	205 days	\$60,606	\$62,619	\$64,626	\$66,643	\$68,652	\$72,677	\$76,701
	Daily	295.64	305.46	315.25	325.09	334.89	354.52	374.15
	Hourly	42.23	43.64	45.04	46.44	47.84	50.65	53.45
5	185 days	\$57,868	\$59,689	\$61,500	\$63,315	\$65,132	\$68,768	\$72,396
	188 days	\$58,806	\$60,656	\$62,497	\$64,341	\$66,187	\$69,883	\$73,570
	205 days	\$64,124	\$66,141	\$68,148	\$70,159	\$72,172	\$76,203	\$80,223
	Daily	312.80	322.64	332.43	342.24	352.06	371.72	391.33
	Hourly	44.69	46.09	47.49	48.89	50.29	53.10	55.90
6	185 days	\$61,049	\$62,864	\$64,680	\$66,496	\$68,311	\$71,941	\$75,574
	188 days	\$62,038	\$63,884	\$65,729	\$67,575	\$69,419	\$73,108	\$76,800
	205 days	\$67,648	\$69,661	\$71,672	\$73,685	\$75,696	\$79,718	\$83,745
	Daily	329.99	339.81	349.62	359.44	369.25	388.87	408.51
	Hourly	47.14	48.54	49.95	51.35	52.75	55.55	58.36
7	185 days	\$64,225	\$66,043	\$67,856	\$69,670	\$71,488	\$75,118	\$78,751
	188 days	\$65,266	\$67,114	\$68,957	\$70,799	\$72,647	\$76,336	\$80,028
	205 days	\$71,168	\$73,183	\$75,192	\$77,201	\$79,216	\$83,238	\$87,264
	Daily	347.16	356.99	366.79	376.59	386.42	406.04	425.68
	Hourly	49.59	51.00	52.40	53.80	55.20	58.01	60.81
8	185 days	\$67,405	\$69,217	\$71,034	\$72,850	\$74,666	\$78,294	\$81,926
	188 days	\$68,498	\$70,340	\$72,186	\$74,031	\$75,877	\$79,563	\$83,254
	205 days	\$74,692	\$76,701	\$78,714	\$80,725	\$82,738	\$86,758	\$90,782
	Daily	364.35	374.15	383.97	393.78	403.60	423.21	442.84
	Hourly	52.05	53.45	54.85	56.25	57.66	60.46	63.26
9	185 days	\$70,583	\$72,396	\$74,212	\$76,027	\$77,840	\$81,471	\$85,103
	188 days	\$71,728	\$73,570	\$75,416	\$77,260	\$79,103	\$82,791	\$86,484
	205 days	\$78,214	\$80,223	\$82,236	\$84,247	\$86,256	\$90,278	\$94,304
	Daily	381.53	391.33	401.15	410.96	420.76	440.38	460.02
	Hourly	54.50	55.90	57.31	58.71	60.11	62.91	65.72
10	185 days	\$73,167	\$74,949	\$76,874	\$78,905	\$80,685	\$84,229	\$88,064
	188 days	\$74,354	\$76,164	\$78,122	\$80,184	\$81,994	\$85,595	\$89,492
	205 days	\$81,078	\$83,052	\$85,186	\$87,435	\$89,409	\$93,334	\$97,584
	Daily	395.50	405.13	415.54	426.51	436.14	455.29	476.02
	Hourly	56.50	57.88	59.36	60.93	62.31	65.04	68.00
11	185 days	\$75,279	\$77,050	\$79,377	\$81,529	\$83,299	\$86,816	\$90,773
	188 days	\$76,499	\$78,300	\$80,663	\$82,852	\$84,649	\$88,225	\$92,244
	205 days	\$83,417	\$85,380	\$87,957	\$90,344	\$92,303	\$96,202	\$100,585
	Daily	406.91	416.49	429.06	440.70	450.26	469.28	490.66
	Hourly	58.13	59.50	61.29	62.96	64.32	67.04	70.09

IIPSA Salary Schedule Classification 1-150 2026-2027
3% increase on all steps and add a step to the top and eliminate bottom step

Note: Steps were renumbered

26-27 Steps		ND/	ND+/ ND++	BA/	BA+/ BA++	MA/	MA+/ MA++	PhD/
12	185 days	\$77,539	\$79,362	\$82,291	\$84,246	\$86,069	\$89,708	\$93,496
	188 days	\$78,796	\$80,648	\$83,626	\$85,611	\$87,465	\$91,163	\$95,011
	205 days	\$85,922	\$87,941	\$91,188	\$93,353	\$95,374	\$99,407	\$103,603
	Daily	419.13	428.98	444.82	455.38	465.24	484.91	505.38
	Hourly	59.88	61.28	63.55	65.05	66.46	69.27	72.20
13	185 days	\$81,228	\$83,131	\$86,458	\$88,360	\$90,266	\$94,061	\$97,865
	188 days	\$82,545	\$84,480	\$87,860	\$89,793	\$91,729	\$95,587	\$99,452
	205 days	\$90,009	\$92,119	\$95,805	\$97,912	\$100,024	\$104,230	\$108,445
	Daily	439.07	449.36	467.34	477.62	487.92	508.44	529.00
	Hourly	62.72	64.19	66.76	68.23	69.70	72.63	75.57
14	185 days	\$83,665	\$85,625	\$89,052	\$91,011	\$92,974	\$96,883	\$100,801
	188 days	\$85,021	\$87,014	\$90,496	\$92,487	\$94,481	\$98,454	\$102,436
	205 days	\$92,709	\$94,882	\$98,679	\$100,850	\$103,025	\$107,356	\$111,698
	Daily	452.24	462.84	481.36	491.95	502.56	523.69	544.87
	Hourly	64.61	66.12	68.77	70.28	71.79	74.81	77.84
15	185 days	\$86,175	\$88,194	\$91,724	\$93,741	\$95,763	\$99,789	\$103,825
	188 days	\$87,572	\$89,623	\$93,212	\$95,261	\$97,316	\$101,407	\$105,509
	205 days	\$95,491	\$97,728	\$101,641	\$103,876	\$106,116	\$110,577	\$115,050
	Daily	465.81	476.72	495.81	506.71	517.64	539.40	561.22
	Hourly	66.54	68.10	70.83	72.39	73.95	77.06	80.17

IIPSA Salary Schedule Classification 1-150 2027-2028
3% increase on all steps

27-28 Steps		ND/	ND+/-	BA/	BA+/-	MA/	MA+/-	PhD/
1	185 days	\$46,516	\$48,384	\$50,257	\$52,130	\$53,996	\$57,739	\$61,480
	188 days	\$47,271	\$49,170	\$51,072	\$52,975	\$54,872	\$58,675	\$62,476
	205 days	\$51,545	\$53,616	\$55,690	\$57,765	\$59,833	\$63,981	\$68,126
	Daily	251.44	261.54	271.66	281.78	291.87	312.10	332.32
	Hourly	35.92	37.36	38.81	40.25	41.70	44.59	47.47
2	185 days	\$49,790	\$51,658	\$53,532	\$55,401	\$57,267	\$61,010	\$64,750
	188 days	\$50,598	\$52,495	\$54,400	\$56,298	\$58,195	\$61,999	\$65,800
	205 days	\$55,174	\$57,242	\$59,319	\$61,389	\$63,458	\$67,605	\$71,750
	Daily	269.14	279.23	289.36	299.46	309.55	329.78	350.00
	Hourly	38.45	39.89	41.34	42.78	44.22	47.11	50.00
3	185 days	\$53,064	\$54,929	\$56,802	\$58,674	\$60,541	\$64,281	\$68,024
	188 days	\$53,924	\$55,819	\$57,724	\$59,626	\$61,523	\$65,322	\$69,128
	205 days	\$58,800	\$60,867	\$62,943	\$65,018	\$67,086	\$71,229	\$75,379
	Daily	286.83	296.91	307.04	317.16	327.25	347.46	367.70
	Hourly	40.98	42.42	43.86	45.31	46.75	49.64	52.53
4	185 days	\$56,335	\$58,205	\$60,072	\$61,946	\$63,814	\$67,555	\$71,294
	188 days	\$57,248	\$59,149	\$61,045	\$62,950	\$64,849	\$68,650	\$72,450
	205 days	\$62,425	\$64,497	\$66,566	\$68,642	\$70,713	\$74,858	\$79,001
	Daily	304.51	314.62	324.71	334.84	344.94	365.16	385.37
	Hourly	43.50	44.95	46.39	47.83	49.28	52.17	55.05
5	185 days	\$59,604	\$61,480	\$63,345	\$65,214	\$67,086	\$70,831	\$74,568
	188 days	\$60,570	\$62,476	\$64,373	\$66,272	\$68,174	\$71,980	\$75,777
	205 days	\$66,047	\$68,126	\$70,194	\$72,265	\$74,339	\$78,488	\$82,629
	Daily	322.18	332.32	342.41	352.51	362.63	382.87	403.07
	Hourly	46.03	47.47	48.92	50.36	51.80	54.70	57.58
6	185 days	\$62,880	\$64,750	\$66,620	\$68,491	\$70,360	\$74,099	\$77,841
	188 days	\$63,899	\$65,800	\$67,701	\$69,601	\$71,500	\$75,302	\$79,103
	205 days	\$69,677	\$71,750	\$73,823	\$75,895	\$77,966	\$82,111	\$86,256
	Daily	339.89	350.00	360.11	370.22	380.32	400.54	420.76
	Hourly	48.56	50.00	51.44	52.89	54.33	57.22	60.11
7	185 days	\$66,152	\$68,024	\$69,892	\$71,760	\$73,633	\$77,372	\$81,114
	188 days	\$67,225	\$69,128	\$71,025	\$72,923	\$74,828	\$78,627	\$82,429
	205 days	\$73,304	\$75,379	\$77,447	\$79,517	\$81,594	\$85,737	\$89,882
	Daily	357.58	367.70	377.79	387.89	398.02	418.23	438.45
	Hourly	51.08	52.53	53.97	55.41	56.86	59.75	62.64
8	185 days	\$69,427	\$71,294	\$73,165	\$75,036	\$76,906	\$80,643	\$84,384
	188 days	\$70,553	\$72,450	\$74,352	\$76,253	\$78,153	\$81,951	\$85,752
	205 days	\$76,932	\$79,001	\$81,075	\$83,148	\$85,221	\$89,362	\$93,507
	Daily	375.28	385.37	395.49	405.60	415.71	435.91	456.13
	Hourly	53.61	55.05	56.50	57.94	59.39	62.27	65.16
9	185 days	\$72,700	\$74,568	\$76,438	\$78,308	\$80,175	\$83,915	\$87,656
	188 days	\$73,878	\$75,777	\$77,678	\$79,579	\$81,475	\$85,275	\$89,078
	205 days	\$80,559	\$82,629	\$84,702	\$86,774	\$88,843	\$92,986	\$97,133
	Daily	392.97	403.07	413.18	423.29	433.38	453.59	473.82
	Hourly	56.14	57.58	59.03	60.47	61.91	64.80	67.69
10	185 days	\$75,362	\$77,197	\$79,180	\$81,272	\$83,106	\$86,756	\$90,706
	188 days	\$76,584	\$78,449	\$80,464	\$82,590	\$84,453	\$88,163	\$92,176
	205 days	\$83,509	\$85,542	\$87,740	\$90,059	\$92,090	\$96,135	\$100,512
	Daily	407.36	417.28	428.00	439.31	449.22	468.95	490.30
	Hourly	58.19	59.61	61.14	62.76	64.17	66.99	70.04
11	185 days	\$77,537	\$79,362	\$81,758	\$83,975	\$85,798	\$89,420	\$93,496
	188 days	\$78,795	\$80,648	\$83,085	\$85,337	\$87,189	\$90,870	\$95,011
	205 days	\$85,920	\$87,941	\$90,598	\$93,054	\$95,073	\$99,087	\$103,603
	Daily	419.12	428.98	441.94	453.92	463.77	483.35	505.38
	Hourly	59.87	61.28	63.13	64.85	66.25	69.05	72.20

IPSA Salary Schedule Classification 1-150 2027-2028

3% increase on all steps

27-28 Steps		ND/	ND+/ BA/	BA+/ MA/	MA+/ PhD/			
12	185 days	\$79,865	\$81,743	\$84,760	\$86,773	\$88,651	\$92,399	\$96,301
	188 days	\$81,160	\$83,068	\$86,134	\$88,180	\$90,088	\$93,897	\$97,863
	205 days	\$88,499	\$90,579	\$93,923	\$96,153	\$98,234	\$102,387	\$106,713
	Daily	431.70	441.85	458.16	469.04	479.19	499.45	520.55
	Hourly	61.67	63.12	65.45	67.01	68.46	71.35	74.36
13	185 days	\$83,665	\$85,625	\$89,052	\$91,011	\$92,974	\$96,883	\$100,801
	188 days	\$85,021	\$87,014	\$90,496	\$92,487	\$94,481	\$98,454	\$102,436
	205 days	\$92,709	\$94,882	\$98,679	\$100,850	\$103,025	\$107,356	\$111,698
	Daily	452.24	462.84	481.36	491.95	502.56	523.69	544.87
	Hourly	64.61	66.12	68.77	70.28	71.79	74.81	77.84
14	185 days	\$86,175	\$88,194	\$91,724	\$93,741	\$95,763	\$99,789	\$103,825
	188 days	\$87,572	\$89,623	\$93,212	\$95,261	\$97,316	\$101,407	\$105,509
	205 days	\$95,491	\$97,728	\$101,641	\$103,876	\$106,116	\$110,577	\$115,050
	Daily	465.81	476.72	495.81	506.71	517.64	539.40	561.22
	Hourly	66.54	68.10	70.83	72.39	73.95	77.06	80.17
15	185 days	\$88,760	\$90,840	\$94,476	\$96,553	\$98,636	\$102,783	\$106,940
	188 days	\$90,199	\$92,314	\$96,008	\$98,119	\$100,236	\$104,449	\$108,673
	205 days	\$98,355	\$100,661	\$104,689	\$106,992	\$109,300	\$113,894	\$118,500
	Daily	479.78	491.03	510.68	521.91	533.17	555.58	578.05
	Hourly	68.54	70.15	72.95	74.56	76.17	79.37	82.58

APPENDIX Q

2025-26

IIPSA Salary Schedule Classification 151 and Above

3% increase for all steps and add a step to the top and eliminate bottom step

Note: Steps were renumbered

Pay Grade 1								
Work Weeks								
STEP	37	38	40	42	44	45	46	52
1	31,233	36,662	38,592	40,532	42,229	43,079	43,981	45,540
2	32,758	38,448	40,466	42,509	44,284	45,161	46,126	47,762
3	34,280	40,238	42,354	44,488	46,346	47,269	48,282	49,983
4	35,739	42,027	44,240	46,467	48,405	49,379	50,424	52,205
5	37,260	43,815	46,129	48,446	50,467	51,475	52,580	54,425
6	38,567	45,267	47,661	50,054	52,144	53,179	54,333	56,230
7	39,532	46,398	48,852	51,306	53,446	54,509	55,693	57,637
8	40,519	47,559	50,074	52,590	54,778	55,869	57,084	59,077
9	43,533	51,032	53,710	56,393	58,724	59,910	61,177	63,297
10	44,839	52,563	55,321	58,085	60,486	61,707	63,012	65,196

Pay Grade 2								
Work Weeks								
STEP	37	38	40	42	44	45	46	52
1	35,129	41,234	43,402	45,575	47,506	48,440	49,475	51,212
2	36,841	43,244	45,516	47,792	49,818	50,803	51,889	53,708
3	38,554	45,251	47,632	50,012	52,131	53,167	54,295	56,202
4	40,267	47,267	49,756	52,244	54,453	55,532	56,714	58,697
5	41,978	49,277	51,871	54,461	56,765	57,884	59,114	61,192
6	43,368	50,904	53,582	56,262	58,648	59,790	61,063	63,220
7	44,455	52,175	54,924	57,666	60,113	61,283	62,589	64,800
8	45,566	53,481	56,295	59,108	61,617	62,816	64,154	66,424
9	48,913	57,333	60,326	63,324	65,983	67,299	68,726	71,120
10	50,380	59,053	62,136	65,224	67,962	69,318	70,788	73,254

2025-26

HPSA Salary Schedule Classification 151 and Above

3% increase for all steps and add a step to the top and eliminate bottom step

Note: Steps were renumbered

Pay Grade 3								
Work Weeks								
STEP	37	38	40	42	44	45	46	52
1	39,035	45,819	48,227	50,640	52,775	53,812	54,966	56,887
2	40,927	48,040	50,567	53,095	55,335	56,432	57,634	59,662
3	42,823	50,261	52,909	55,552	57,896	59,052	60,310	62,441
4	44,725	52,499	55,263	58,023	60,483	61,685	62,998	65,222
5	46,628	54,734	57,614	60,495	63,072	64,316	65,676	68,000
6	48,177	56,553	59,531	62,507	65,164	66,453	67,846	70,255
7	49,383	57,966	61,016	64,070	66,793	68,115	69,545	72,011
8	50,619	59,416	62,545	65,671	68,463	69,819	71,281	73,813
9	54,303	63,665	67,002	70,331	73,295	74,748	76,319	78,995
10	55,932	65,575	69,012	72,441	75,494	76,990	78,609	81,365

Pay Grade 4								
Work Weeks								
STEP	37	38	40	42	44	45	46	52
1	50,812	59,639	62,777	65,917	68,710	70,062	71,555	74,060
2	52,339	61,433	64,669	67,902	70,747	72,169	73,686	76,282
3	53,883	63,245	66,574	69,904	72,846	74,312	75,901	78,571
4	55,505	65,145	68,573	72,002	75,044	76,540	78,178	80,927
5	57,168	67,100	70,629	74,161	77,305	78,833	80,500	83,355
6	58,876	69,122	72,761	76,397	79,627	81,209	82,929	85,856
7	60,629	71,163	74,908	78,653	82,013	83,647	85,357	88,432
8	62,458	73,308	77,167	81,026	84,476	86,146	87,956	91,085
9	66,330	77,764	81,837	85,911	89,540	91,297	93,216	96,471
10	68,320	80,097	84,292	88,488	92,226	94,036	96,012	99,365

2025-26

IIPSA Salary Schedule Classification 151 and Above

3% increase for all steps and add a step to the top and eliminate bottom step

Note: Steps were renumbered

Pay Grade 5								
Work Weeks								
STEP	37	38	40	42	44	45	46	52
1	62,270	73,090	76,991	80,805	84,213	85,895	87,703	90,778
2	64,242	75,399	79,429	83,356	86,878	88,612	90,481	93,654
3	66,209	77,708	81,869	85,908	89,543	91,325	93,259	96,531
4	68,177	80,021	84,310	88,461	92,211	94,036	96,040	99,406
5	70,146	82,328	86,751	91,014	94,874	96,750	98,818	102,282
6	72,111	84,640	89,189	93,565	97,539	99,464	101,599	105,160
7	73,766	86,582	91,234	95,709	99,779	101,743	103,929	107,570
8	78,250	91,780	96,703	101,421	105,715	107,793	110,100	113,944
9	80,598	94,533	99,604	104,464	108,886	111,027	113,403	117,362

2026-27

HPSA Salary Schedule Classification 151 and Above

3% increase for all steps and add a step to the top and eliminate bottom step

Note: Steps were renumbered

Pay Grade 1								
Work Weeks								
STEP	37	38	40	42	44	45	46	52
1	33,741	39,601	41,680	43,784	45,613	46,516	47,510	49,195
2	35,308	41,445	43,625	45,823	47,736	48,687	49,730	51,482
3	36,811	43,288	45,567	47,861	49,857	50,860	51,937	53,771
4	38,378	45,129	47,513	49,899	51,981	53,019	54,157	56,058
5	39,724	46,625	49,091	51,556	53,708	54,774	55,963	57,917
6	40,718	47,790	50,318	52,845	55,049	56,144	57,364	59,366
7	41,735	48,986	51,576	54,168	56,421	57,545	58,797	60,849
8	44,839	52,563	55,321	58,085	60,486	61,707	63,012	65,196
9	46,184	54,140	56,981	59,828	62,301	63,558	64,902	67,152
10	47,570	55,764	58,690	61,623	64,170	65,465	66,849	69,167

Pay Grade 2								
Work Weeks								
STEP	37	38	40	42	44	45	46	52
1	37,946	44,541	46,881	49,226	51,313	52,327	53,446	55,319
2	39,711	46,609	49,061	51,512	53,695	54,762	55,924	57,888
3	41,475	48,685	51,249	53,811	56,087	57,198	58,415	60,458
4	43,237	50,755	53,427	56,095	58,468	59,621	60,887	63,028
5	44,669	52,431	55,189	57,950	60,407	61,584	62,895	65,117
6	45,789	53,740	56,572	59,396	61,916	63,121	64,467	66,744
7	46,933	55,085	57,984	60,881	63,466	64,700	66,079	68,417
8	50,380	59,053	62,136	65,224	67,962	69,318	70,788	73,254
9	51,891	60,825	64,000	67,181	70,001	71,398	72,912	75,452
10	53,448	62,650	65,920	69,196	72,101	73,540	75,099	77,716

2026-27

HPSA Salary Schedule Classification 151 and Above

3% increase for all steps and add a step to the top and eliminate bottom step

Note: Steps were renumbered

Pay Grade 3								
Work Weeks								
STEP	37	38	40	42	44	45	46	52
1	42,155	49,481	52,084	54,688	56,995	58,125	59,363	61,452
2	44,108	51,769	54,496	57,219	59,633	60,824	62,119	64,314
3	46,067	54,074	56,921	59,764	62,297	63,536	64,888	67,179
4	48,027	56,376	59,342	62,310	64,964	66,245	67,646	70,040
5	49,622	58,250	61,317	64,382	67,119	68,447	69,881	72,363
6	50,864	59,705	62,846	65,992	68,797	70,158	71,631	74,171
7	52,138	61,198	64,421	67,641	70,517	71,914	73,419	76,027
8	55,932	65,575	69,012	72,441	75,494	76,990	78,609	81,365
9	57,610	67,542	71,082	74,614	77,759	79,300	80,967	83,806
10	59,338	69,568	73,214	76,852	80,092	81,679	83,396	86,320

Pay Grade 4								
Work Weeks								
STEP	37	38	40	42	44	45	46	52
1	53,909	63,276	66,609	69,939	72,869	74,334	75,897	78,570
2	55,499	65,142	68,571	72,001	75,031	76,541	78,178	80,928
3	57,170	67,099	70,630	74,162	77,295	78,836	80,523	83,355
4	58,883	69,113	72,748	76,386	79,624	81,198	82,915	85,856
5	60,642	71,196	74,944	78,689	82,016	83,645	85,417	88,432
6	62,448	73,298	77,155	81,013	84,473	86,156	87,918	91,085
7	64,332	75,507	79,482	83,457	87,010	88,730	90,595	93,818
8	68,320	80,097	84,292	88,488	92,226	94,036	96,012	99,365
9	70,370	82,500	86,821	91,143	94,993	96,857	98,892	102,346
10	72,481	84,975	89,426	93,877	97,843	99,763	101,859	105,416

2026-27

HPSA Salary Schedule Classification 151 and Above

3% increase for all steps and add a step to the top and eliminate bottom step

Note: Steps were renumbered

Pay Grade 5								
Work Weeks								
STEP	37	38	40	42	44	45	46	52
1	66,169	77,661	81,812	85,857	89,484	91,270	93,195	96,464
2	68,195	80,039	84,325	88,485	92,229	94,065	96,057	99,427
3	70,222	82,422	86,839	91,115	94,977	96,857	98,921	102,388
4	72,250	84,798	89,354	93,744	97,720	99,653	101,783	105,350
5	74,274	87,179	91,865	96,372	100,465	102,448	104,647	108,315
6	75,979	89,179	93,971	98,580	102,772	104,795	107,047	110,797
7	80,598	94,533	99,604	104,464	108,886	111,027	113,403	117,362
8	83,016	97,369	102,592	107,598	112,153	114,358	116,805	120,883
9	85,506	100,290	105,670	110,826	115,518	117,789	120,309	124,509

2027-28
IIPSA Salary Schedule Classification 151 and Above
3% increase for all steps

Pay Grade 1								
Work Weeks								
STEP	37	38	40	42	44	45	46	52
1	34,753	40,789	42,930	45,098	46,981	47,911	48,935	50,671
2	36,367	42,688	44,934	47,198	49,168	50,148	51,222	53,026
3	37,915	44,587	46,934	49,297	51,353	52,386	53,495	55,384
4	39,529	46,483	48,938	51,396	53,540	54,610	55,782	57,740
5	40,916	48,024	50,564	53,103	55,319	56,417	57,642	59,655
6	41,940	49,224	51,828	54,430	56,700	57,828	59,085	61,147
7	42,987	50,456	53,123	55,793	58,114	59,271	60,561	62,674
8	46,184	54,140	56,981	59,828	62,301	63,558	64,902	67,152
9	47,570	55,764	58,690	61,623	64,170	65,465	66,849	69,167
10	48,997	57,437	60,451	63,472	66,095	67,429	68,854	71,242

Pay Grade 2								
Work Weeks								
STEP	37	38	40	42	44	45	46	52
1	39,084	45,877	48,287	50,703	52,852	53,897	55,049	56,979
2	40,902	48,007	50,533	53,057	55,306	56,405	57,602	59,625
3	42,719	50,146	52,786	55,425	57,770	58,914	60,167	62,272
4	44,534	52,278	55,030	57,778	60,222	61,410	62,714	64,919
5	46,009	54,004	56,845	59,689	62,219	63,432	64,782	67,071
6	47,163	55,352	58,269	61,178	63,773	65,015	66,401	68,746
7	48,341	56,738	59,724	62,707	65,370	66,641	68,061	70,470
8	51,891	60,825	64,000	67,181	70,001	71,398	72,912	75,452
9	53,448	62,650	65,920	69,196	72,101	73,540	75,099	77,716
10	55,051	64,530	67,898	71,272	74,264	75,746	77,352	80,047

2027-28
IIPSA Salary Schedule Classification 151 and Above
3% increase for all steps

Pay Grade 3								
Work Weeks								
STEP	37	38	40	42	44	45	46	52
1	43,420	50,965	53,647	56,329	58,705	59,869	61,144	63,296
2	45,431	53,322	56,131	58,936	61,422	62,649	63,983	66,243
3	47,449	55,696	58,629	61,557	64,166	65,442	66,835	69,194
4	49,468	58,067	61,122	64,179	66,913	68,232	69,675	72,141
5	51,111	59,998	63,157	66,313	69,133	70,500	71,977	74,534
6	52,390	61,496	64,731	67,972	70,861	72,263	73,780	76,396
7	53,702	63,034	66,354	69,670	72,633	74,071	75,622	78,308
8	57,610	67,542	71,082	74,614	77,759	79,300	80,967	83,806
9	59,338	69,568	73,214	76,852	80,092	81,679	83,396	86,320
10	61,118	71,655	75,410	79,158	82,495	84,129	85,898	88,910

Pay Grade 4								
Work Weeks								
STEP	37	38	40	42	44	45	46	52
1	55,526	65,174	68,607	72,037	75,055	76,564	78,174	80,927
2	57,164	67,096	70,628	74,161	77,282	78,837	80,523	83,356
3	58,885	69,112	72,749	76,387	79,614	81,201	82,939	85,856
4	60,649	71,186	74,930	78,678	82,013	83,634	85,402	88,432
5	62,461	73,332	77,192	81,050	84,476	86,154	87,980	91,085
6	64,321	75,497	79,470	83,443	87,007	88,741	90,556	93,818
7	66,262	77,772	81,866	85,961	89,620	91,392	93,313	96,633
8	70,370	82,500	86,821	91,143	94,993	96,857	98,892	102,346
9	72,481	84,975	89,426	93,877	97,843	99,763	101,859	105,416
10	74,655	87,524	92,109	96,693	100,778	102,756	104,915	108,578

2027-28
IIPSA Salary Schedule Classification 151 and Above
3% increase for all steps

Pay Grade 5								
Work Weeks								
STEP	37	38	40	42	44	45	46	52
1	68,154	79,991	84,266	88,433	92,169	94,008	95,991	99,358
2	70,241	82,440	86,855	91,140	94,996	96,887	98,939	102,410
3	72,329	84,895	89,444	93,848	97,826	99,763	101,889	105,460
4	74,418	87,342	92,035	96,556	100,652	102,643	104,836	108,511
5	76,502	89,794	94,621	99,263	103,479	105,521	107,786	111,564
6	78,258	91,854	96,790	101,537	105,855	107,939	110,258	114,121
7	83,016	97,369	102,592	107,598	112,153	114,358	116,805	120,883
8	85,506	100,290	105,670	110,826	115,518	117,789	120,309	124,509
9	88,071	103,299	108,840	114,151	118,984	121,323	123,918	128,244

APPENDIX R

BOARD OF EDUCATION OF THE INGHAM INTERMEDIATE SCHOOL DISTRICT IN THE COUNTY OF INGHAM, MICHIGAN

This is a suggested format for your use:

NOTIFICATION OF INTENT TO RETIRE

I, _____ (name), hereby give notice of my intent to retire from the Board of Education of the Ingham Intermediate School District, in the County of Ingham, Michigan, effective _____.

NOTIFICATION TO PROFESSIONAL STAFF OF THE PROCESS FOR THE COLLECTION OF BENEFITS FROM MPSERS

When a Professional staff member is ready to retire, you can write, e-mail, FAX or call the Office of Retirement Services to request a retirement packet. You should apply for retirement three (3) to six (6) months before your last day of service with the Board of Education of the Ingham Intermediate School District before your retirement effective date. When you retire, you may enroll yourself and your eligible dependents in the Retirement System's medical, dental and vision plans. Your coverage begins on the first day of the month after the Office of Retirement Services receives your completed application for retirement. Coverage always begins on the first day of a calendar month. You can begin your coverage no earlier than your retirement effective date or up to ninety (90) days later. You **MUST** check with the Office of Human Resources to determine when your present insurance(s) will terminate to be certain of continued coverage and prevent duplication of coverage. **Determining the correct effective date is very important and is your responsibility.** Premiums refunds cannot be made.

You should receive your insurance identification (ID) card and enrollment materials about two (2) weeks after you receive your first pension payment.

DISTRICT'S INSURANCE QUESTIONNAIRE TO PROSPECTIVE RETIREES

Employee's Name: _____

Ingham ISD effective retirement date: _____

Michigan Public School Employees Retirement System (MPSERS) retirement effective date: _____

Date insurance benefits to start with the Office of Retirement Services:_____

Do you need health insurance coverage beyond the end of the month of your Ingham ISD retirement effective date? _____Yes _____ No

If yes, what date do you need health insurance coverage through?_____

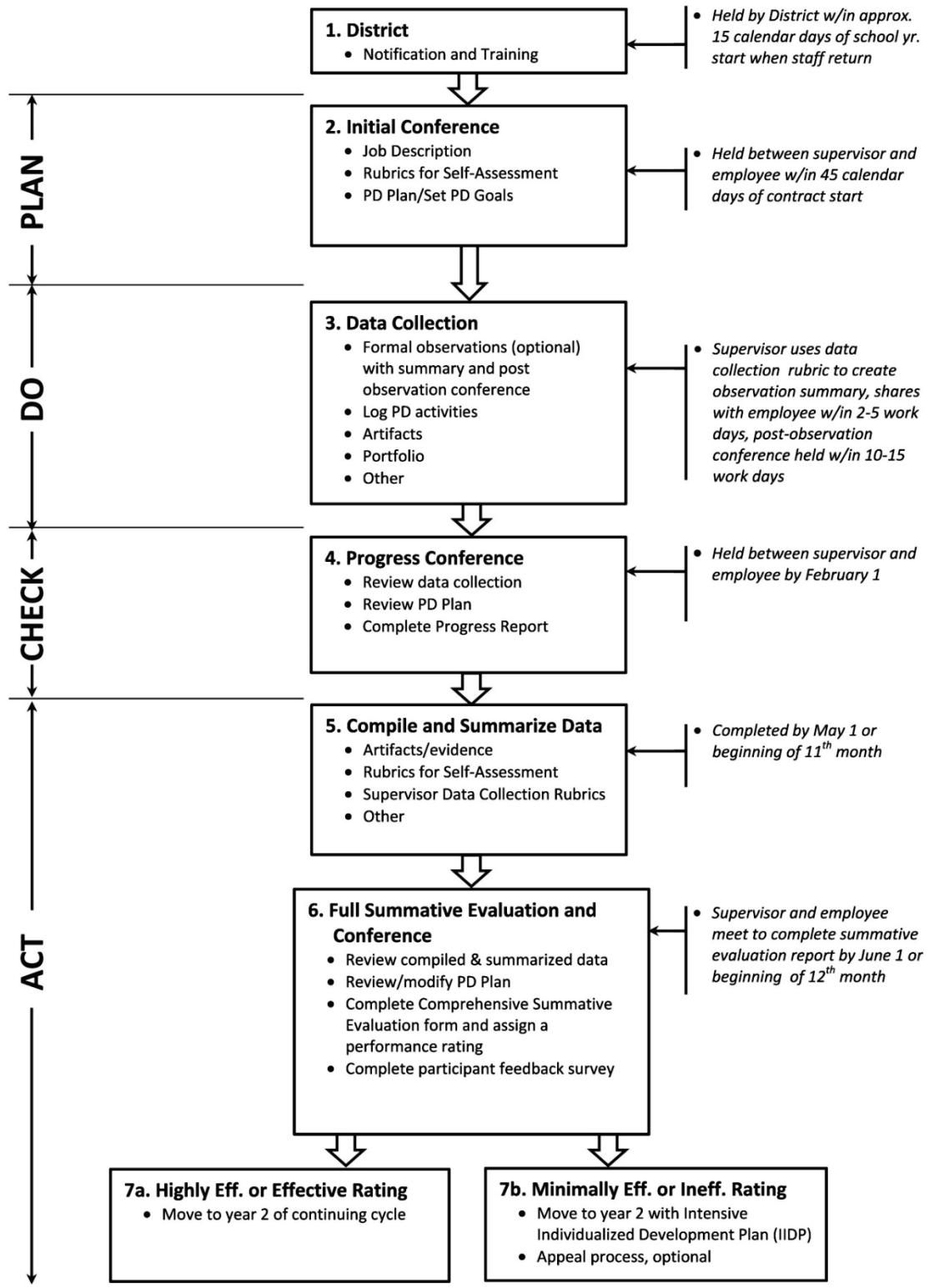
Note: The District's insurance benefits will end for staff in Classification 1-150 as of June 30, if staff have elected to retire on July 1. For staff retiring on August 1, the District insurance will end on July 31. For staff retiring on September 1, the District insurance will end August 31.

Employee Signature

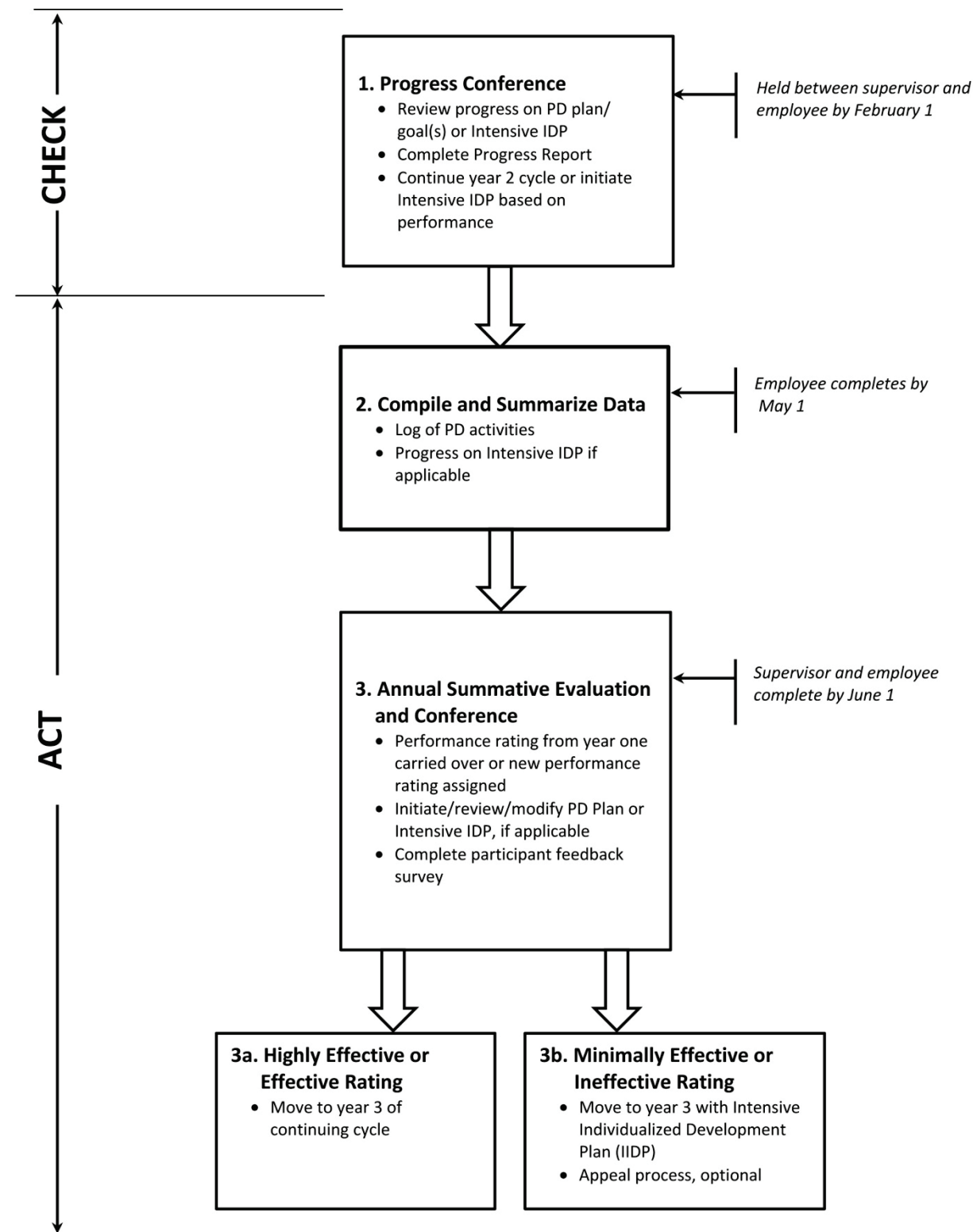
Date

APPENDIX S

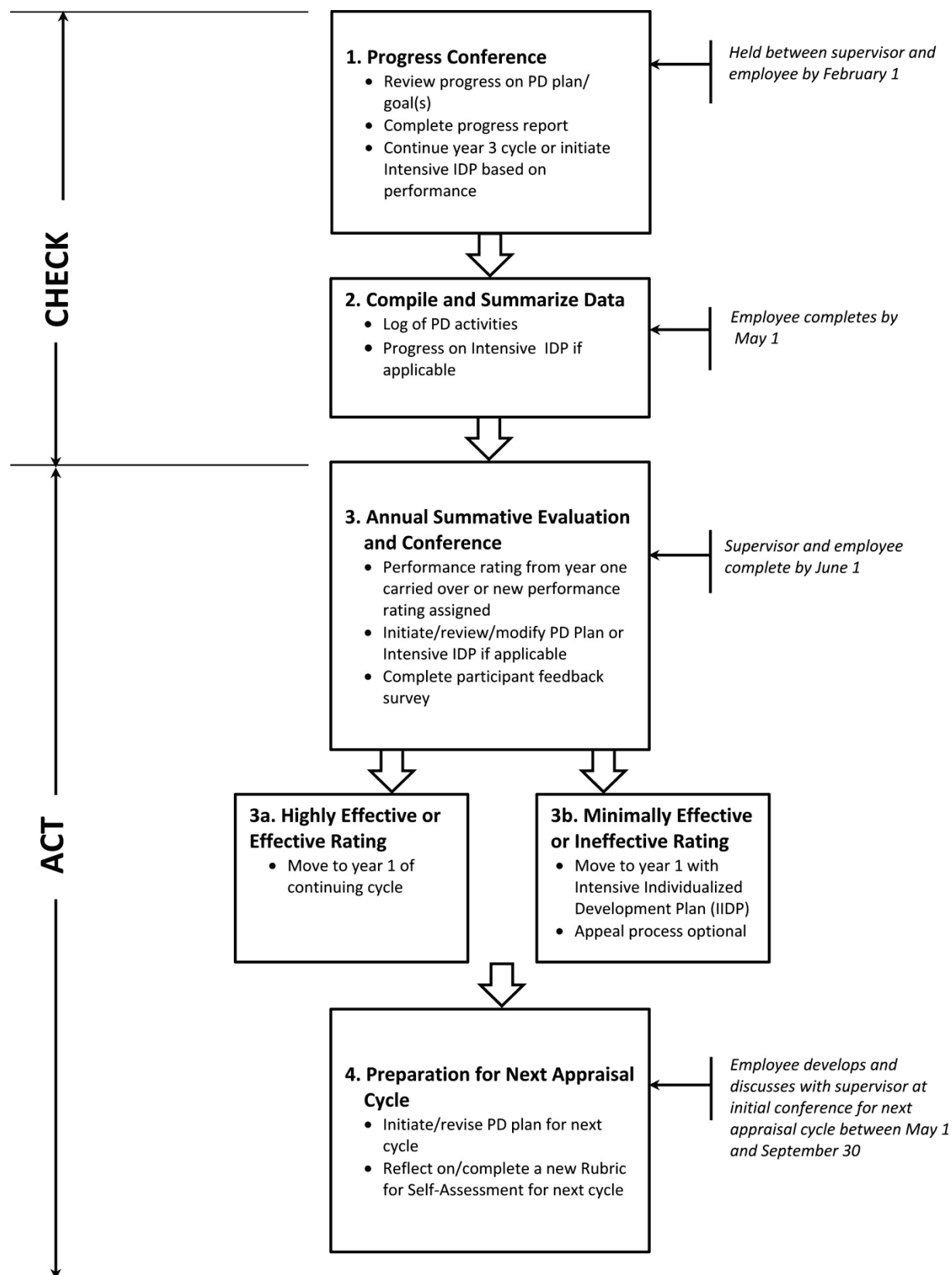
Continuing Appraisal Cycle Flowchart – Year One



Continuing Appraisal Cycle Flowchart – Year Two

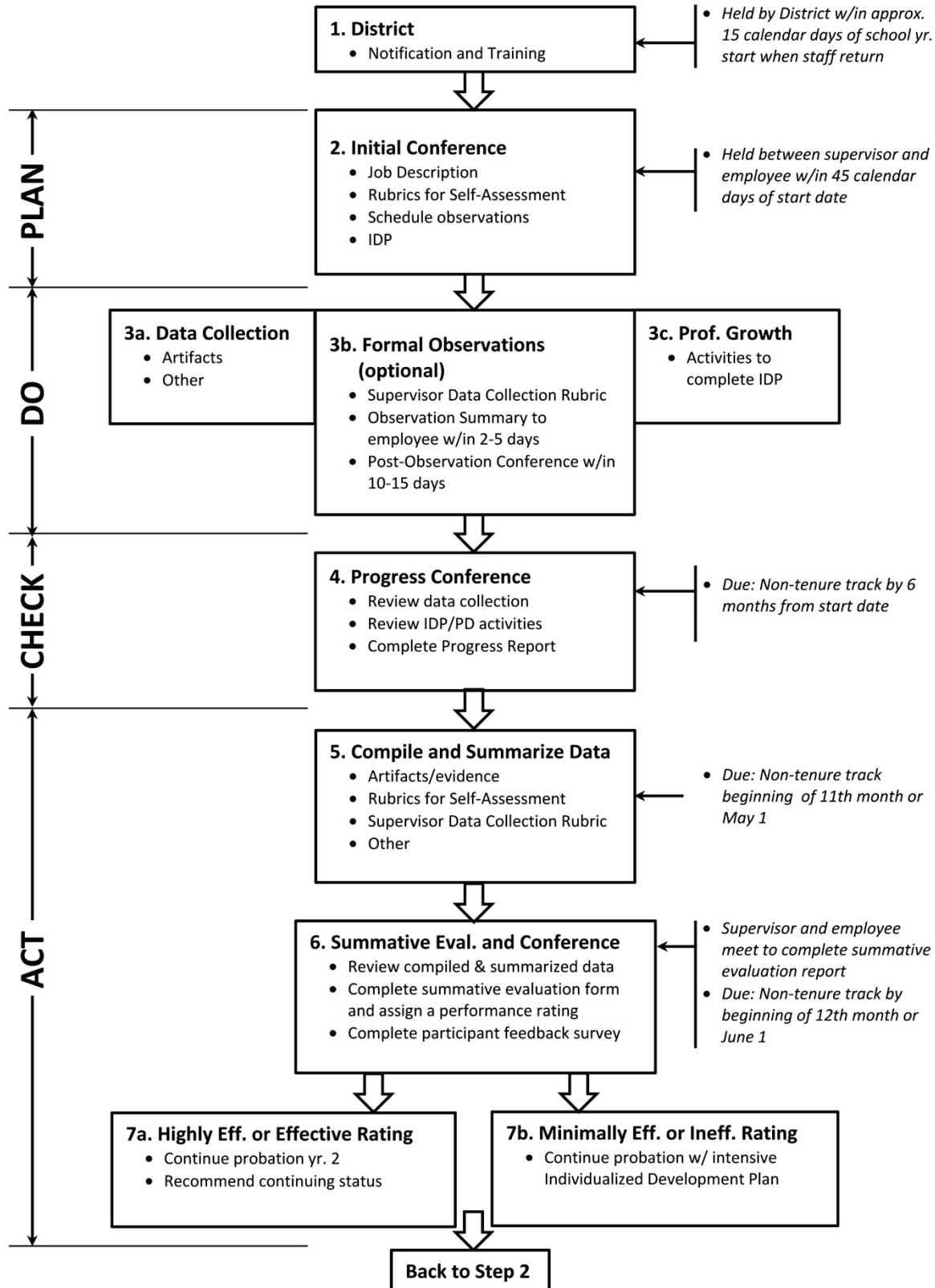


Continuing Appraisal Cycle Flowchart – Year Three



APPENDIX T

NTPS Probationary Appraisal Cycle Flowchart



APPENDIX U

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, **to request FMLA leave you must:**

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your **employer must:**

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing:**

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call 1-866-487-9243 or visit dol.gov/fmla to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR



'WHI420 REV 04/23'

APPENDIX V

STUDENT SUPPORT SERVICE AND EARLY ON 1-150 STAFF

Assistive Technology and Teacher Consultant
Audiologist
Augmentative and Alternative Communication Consultant
Augmentative and Alternative Communication Consultant/Speech-Language Pathologist
Early Childhood Special Education Teacher
Occupational Therapist
Occupational Therapist, Early Childhood
Occupational Therapist, Early On
Physical Therapist
Physical Therapist, Early On
School Psychologist
School Social Worker
Speech-Language Pathologist
Speech-Language Pathologist, Early On
Teacher, Adaptive Physical Education
Teacher Consultant, Deaf and Hard of Hearing
Teacher Consultant, Special Education
Teacher Consultant, Students with Autism Spectrum Disorder
Teacher Consultant, Visually Impaired
Teacher of the Speech and Language Impaired
Teacher of the Speech and Language Impaired, Early On
Teacher Specialist, Early Childhood Special Education
Teacher Specialist, Visually Impaired

LETTER OF AGREEMENT
Updated for the 2000-2003
Collective Bargaining Agreement

This LETTER OF AGREEMENT, entered into on the 10th day of Sept, 2001, by and between the Board of Education of the Ingham Intermediate School District, in the County of Ingham Michigan, hereinafter referred to as the "Board," and the Ingham Intermediate Professional Staff Association, hereinafter referred to as the "Association,"

WHEREAS, the parties are desirous of assisting staff in providing quality service to the students we serve; and

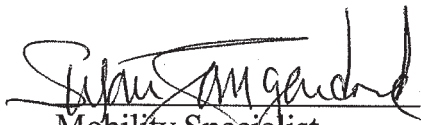
WHEREAS, the parties have previously agreed that Association staff members are not required to transport students, as provided in Article 16 Section 4 of the Collective Bargaining Agreement; and

WHEREAS, the nature and requirement of very limited jobs could be facilitated if this requirement of the Collective Bargaining Agreement was waived, on a case by case basis;

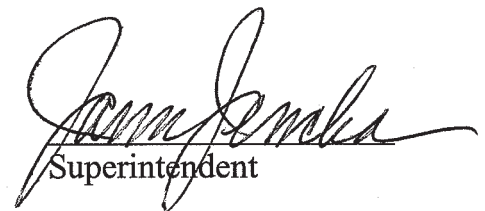
NOW THEREFORE IN CONSIDERATION OF THE FOREGOING the parties hereby agree:

1. The Orientation and Mobility Specialist, bargaining unit member of the Association, will be permitted to drive students or parents of students. Goals and objectives for each student shall support the need for this form of transportation.
2. Said staff member who is required to drive students in his/her own vehicle shall provide the office of Human Resources with the following prior to any such transporting of students:
 - a. Valid Michigan Chauffeur's license which shall be current and clear of moving violations. The staff member acknowledges that he/she is aware there will be a yearly drivers license record check.
 - b. A rider on his/her automobile insurance indicating that the personal vehicle will be used for business including transporting of students and or parents. This insurance shall be at a minimum of \$500,000 per occurrence.

3. The Board agrees to reimburse said employee for the cost associated with securing and maintaining the insurance and licensing outlined in 2a and 2b.
4. The Association will be advised in writing of all unit members who comply.
5. Parent/legal guardian shall sign a release permitting their child to ride with the Association member who meets criteria set forth above. No child will be transported without written permission from the parent/legal guardian. The District will provide forms for this purpose. These will be maintained in the office of the Director of Special Education. All parental/guardian permissions will be obtained annually.


Mobility Specialist


Julie Mackenzie
IIPSA President


Superintendent

9-10-01
Date

6-27-01
Date

6.27.01
Date

LETTER OF AGREEMENT #04-1
REVISED, 6/9/14

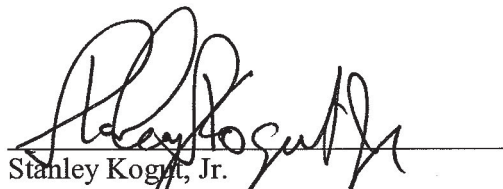
RE: Teacher, Students with Autism Spectrum Disorder assigned to a program at a Local District

This LETTER OF AGREEMENT entered into by the Board of Education of the Ingham Intermediate School District, in the County of Ingham, Michigan, hereinafter referred to as the "Board", and the Ingham Intermediate Professional Staff Association, hereinafter referred to as the "Association", hereby agree as follows:

1. The professional teachers occupying the position referred to above and teaching in an Autism Spectrum Disorder Classroom located in a local district, shall be paid an additional three (3) hours of pay per week at their respective base salary/schedule position for the necessary planning time before and after the scheduled work day. For any portion of a week worked, the additional time shall be prorated based on the number of days worked.
2. The Master Agreement between the Board and the Association will control all other conditions of employment.
3. This Letter of Agreement shall be without precedent.


Angela Sell
IIPSA President

8.26.14
Date


Stanley Kogut, Jr.
Superintendent

8/26/14
Date

LETTER OF AGREEMENT 2004-11

This LETTER OF AGREEMENT, entered into on the _____ day of _____, 2004, by and between the Board of Education of the Ingham Intermediate School District, in the County of Ingham, Michigan, hereinafter referred to as the "Board," and the Ingham Intermediate Professional Staff Association, hereinafter referred to as the "Association," hereby agree as follows:

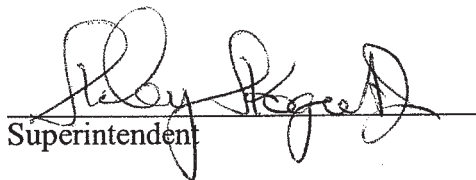
1. The parties have agreed to this letter of understanding concerning ARTICLE 10, CERTIFICATION, AUTHORIZATION, RECRUITMENT, SELECTION, APPOINTMENT AND TRANSFER OF EMPLOYEES, to provide a trial period for those Professional staff in classification 151 and above who have been laid off or where a layoff may occur, and who meet the minimum requirements of any job opening.
2. The parties agree that in any situation in which a staff member in 151 and above has been laid off or where a layoff may occur, and who meets the minimum requirements of any job opening, and an opening exists in the bargaining unit for which s/he is at least minimally qualified, that staff member shall have the opportunity to have a trial period in the position for up to four (4) months (includes weekends and holidays but not extended breaks; i.e., times not working during summer, vacation periods of one [1] week or more, etc.), subject to the following:
 - i. The determination by the Director of Human Resources of whether the affected employee minimally meets the qualifications is final and is not subject to review through the grievance procedure.
 - ii. Within two (2) months of the staff's beginning date, the supervisor of the position shall meet with the staff member and inform him/her of the areas needed for improvement. This information shall be given to the staff member in writing with a copy to Human Resources and the President of the Association.
 - iii. If the supervisor determines that the staff member is unable to do the entire job at the conclusion of the trial period, the supervisor will notify the employee in writing with the reasons for the decision with copies to Human Resources and the President of the Association.
 - iv. The decision of the supervisor is appealable to the Director of Human Resources.

- v. The decision of the Director on whether the staff member stays in the position or goes to layoff is final and is not grievable.



Julie MacKenzie
IIRSA President

12-2-05
Date



Superintendent

12/5/05
Date

LETTER OF AGREEMENT 2005-14

This LETTER OF AGREEMENT, entered into by the Board of Education of the Ingham Intermediate School District in the County of Ingham, Michigan, hereinafter called the "Board," and the Ingham Intermediate Professional Staff Association, hereinafter called the "Association," hereby agree as follows:

WHEREAS, Federal Law was enacted concerning privacy regulations under Title I of the Health Insurance Portability and Accountability Act (HIPAA) which was intended to protect health insurance coverage opportunities for employees and their dependents in the case of job change or job loss and particularly where the covered individual may have a pre-existing condition; and

WHEREAS, Federal Law was extended to be applicable to Title II, effective April 2003, which requires the United States Department of Health and Human Services (HHH) to establish, among other things, standards for the security and privacy of "individually identifiable health information"; and

WHEREAS, the Federal Department of Health and Human Services has so far declined to issue any standards or guidelines on the application of HIPAA to school districts; and

WHEREAS, professional staff have questioned whether they were either violating HIPAA and/or the Family Educational Rights and Privacy Act (FERPA) when transmitting certain information into cyberspace via their District-issued palm pilots to an entity outside of the school district concerning Medicaid information; and

WHEREAS, the Board, through its administrative staff, has sought several legal opinions which are on file with the District addressing such issues as "must School Districts

comply with FERPA or with HIPAA with regard to the privacy of educational records," and "when do certain HIPAA rules apply to School Districts"; and

WHEREAS, the Board representatives have shared all legal opinions received with the Association; and

WHEREAS, based on the legal opinions currently received, and absent any guidance on the application of HIPAA to school districts from the Federal Department of Health and Human Services, the Board and the Association agree as follows:

1. HIPAA security standards apply when school districts submit electronic information to an entity outside of the school district; e.g., electronic submission of claims to the State Medicaid agency for reimbursement.

2. The Ingham Intermediate School District does not directly submit claims for Medicaid reimbursement, but contracts with a vendor to submit Medicaid claims, on its behalf; therefore, the HIPAA "transaction standards" apply to the vendor, Public Consulting Group (PCG) and not to Ingham, itself.

3. Public Consulting Group (PCG) underwent a certification and testing process with the Michigan State Medicaid Agency, and is an approved, HIPAA certified vendor.

4. Both parties agree that this Letter of Agreement is entered into to address the issues raised by professional staff as to HIPAA compliance.

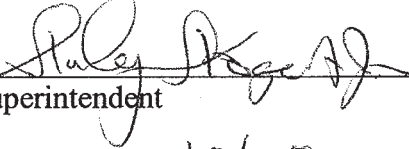
5. Both parties agree that in the event that the law is changed, modified, clarified, or if new regulations and guidelines are issued which may contradict and render this Letter of Agreement null and void, the parties will revisit this subject matter.

**INGHAM INGHAM INTERMEDIATE
PROFESSIONAL STAFF ASSOCIATION**


Julie MacKenzie

Dated: 12-2-05

**INGHAM INTERMEDIATE SCHOOL
DISTRICT**


Superintendent

Dated: 12/5/05

LETTER OF AGREEMENT 2025-07

This LETTER OF AGREEMENT, entered into on the 16th day of June 2025, by and between the Board of Education of the Ingham Intermediate School District ("IISD"), and the Ingham Intermediate Professional Staff Association ("IIPSA"), signifies that the parties here by agree as follows:

The IISD and IIPSA shall convene a work group of 3 IISD representatives, 3 IIPSA representatives, and 1 non-Early-On staff representative each for the IISD and IIPSA, to work over the course of the 2025-2026 school year for the following purposes:

(1) To determine an appropriate, data-driven workload for Early On staff, considering factors to include but not limited to:

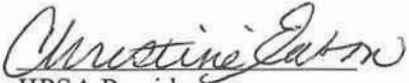
- (a) Geographic area
- (b) Needs of students determining frequency of services on the IFSP,
- (c) Current referrals, evaluations, medical needs, and consultations.

(2) To develop any necessary policies and/or procedures regarding the appropriate Early On workload for presentation to the IISD and IIPSA at the end of the 2025-2026 school year.

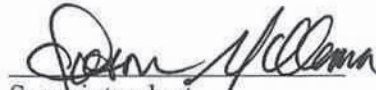
A report and recommendation of the group will be given to IIPSA and the IISD. No later than June 20, 2026, the parties shall commence bargaining for the implementation of the group's recommendations. The parties shall also negotiate and agree to any necessary changes through a subsequent letter of agreement.

For the 2025-2026 school year, the parties shall maintain the status quo of the assignment of additional work in Early On, including the following:

1. Early On 1-150 and 151+ staff who are assigned additional work and complete the additional work during their regular hours will be paid based on Ingham ISD's current daily substitute rate (the pay is the ½ day rate for 1 to 3 hours and the full day rate for anything over 3 hours in the same day). If the amount of time spent is less than one hour, no additional compensation is paid.
2. Early On 1-150 and 151+ staff who are assigned additional work and complete the work outside of their regular scheduled hours, the employee will be paid for the amount of time they worked over their 7- or 8- hour workday at their hourly rate. Any extra time worked shall be preapproved by the employee's supervisor.


IIPSA President

9/18/25
Date

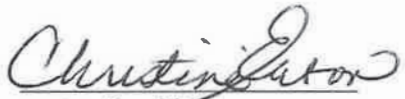

Superintendent
9/22/25
Date

LETTER OF AGREEMENT 2025-08

This LETTER OF AGREEMENT, entered into on the 16th day of June 2025, by and between the Board of Education of the Ingham Intermediate School District ("IISD"), and the Ingham Intermediate Professional Staff Association ("IIPSA"), signifies that the parties here by agree as follows:

Given the fact that resolution of the current HB6058 litigation may have a material impact upon the District's fund balance and ability to pay as a result of the application of such resolution to the parties' collective bargaining agreement with respect to the District's contributions toward health insurance premiums/costs, the parties agree that if such litigation is resolved through final court order by June 30, 2026, and it is determined by the District that such resolution has no resulting financial impact upon the District with respect to the District's contributions toward health insurance premiums/costs for the 2025-26 school year, the District agrees to pay to pay full-time bargaining unit members who were employed as of the ratification date of the tentative collective bargaining agreement, and who remain employed 30 days after the date the HB6058 litigation is resolved via final court order, a one-time off-schedule bonus payment of \$440 per employee subject to applicable withholdings, no later than 30 days after issuance of such final court order.

This Letter of Agreement shall be without precedent.


IIPSA President

9/17/25
Date


Superintendent

9/22/25
Date

NON-CONTRACT LANGUAGE

The following language is arranged seriatim to correspond to appropriate sections of the 2025-2028 Collective Bargaining Agreement.

NEW CLASSIFICATIONS. (Reference Article 1, Sections 1, 2, 3) The Board recognizes the Association as the exclusive bargaining agent of all professional employees employed by the Board, excepting all supervisory, managerial or executive personnel, including but not limited to the Superintendent, Deputy, Associate and/or Assistant Superintendents, Directors, Principals, Assistant Principals, Supervisors/Foremen, and all non-professional employees.

Unless specifically excluded by the exclusion clause of this Agreement, all new positions or classifications established by the Board are positions or classifications within the bargaining unit. The Employer shall establish no new classification without first affording the Association sufficient advance, written notice and information to enable the Association to meet and confer in good faith with the Employer respecting the unit placement of the new positions or classifications, and unless the same is excluded by the exclusion clause, the wages, hours and other terms and conditions of employment of the professional employees to be employed in the new positions or classifications. The Board assigns the Assistant Superintendent of the Unit in which the new position or classification is proposed the responsibility of furnishing notice to the Association President.

GRIEVANCE PROCESS. (Reference Article 6) It is the intent of both parties to seek to resolve concerns prior to resorting to the grievance process. Staff members are encouraged to bring their concerns to their supervisors to seek solution to issues raised. The supervisors will respond as expeditiously as possible so that grievance timelines can be preserved. This provision is not intended to preclude the use of the grievance process.

RELEASE TIME. (Reference Article 7, Section 4) It is agreed that when the Vice President of IIPSA Classification 151 and above utilizes release time, it would be charged as non-student contact time. The only time this will change will be if the Vice President for IIPSA Classification 151 and above was working directly with students on a full-time basis.

FOIA REQUEST. (Reference Article 9, Section 1) If the Board receives a Freedom of Information Act request concerning materials contained in a bargaining unit member's personnel file, it will notify the Association President and the bargaining unit member. It is the intent of the Board to give this notification prior to filling the request but in no instance will it give the notice later than at the time of fulfilling the request of their materials requested and, if requested by the bargaining unit member, furnish copies of the materials to the Association. The Board reserves the right to charge the Association the same amount for copies as it charges the person making the request under the Freedom of Information Act. If other requested materials are not in the personnel file and the bargaining unit member is named in the FOIA request, then the foregoing also shall apply.

ANNUAL CAREER AUTHORIZATION. (Reference Article 10) If the employee annual authorization is to be annually renewed, he or she must provide the information required for renewal, if applicable, to the Office of Human Resources by June 30 of the current contract year or no contract will be extended to said employee. These positions will be posted July 1 if the instructor with an annual career authorization does not possess the requirements under the Michigan Department of Education.

SCHOOL YEAR/CALENDAR. (Reference Article 15) Occupational Therapy Assistant, Physical Therapy Assistant, Allied Health Specialist, Assistant School Nurse.

The parties agree that these positions, as set forth in Classification 151 and above, will have the holidays and professional work hours of Classification 1-150.

The parties agree that IIPSA Classification 151 and above are able to utilize any accrued compensable time towards time off on either President's Day or one-half day on Good Friday.

SUMMER EMPLOYMENT. (Reference Letter of Agreement 94-4) When staff members are working with the constituent districts other than during their normal work year and interpretation is needed as to how they charge their time, the following will be controlling:

All staff shall be paid for all time spent to do the work required. Time spent includes required preparation time, student contact time, IEPs, evaluating student performance and progress, report writing, conveyance to and from the District to the work site (one [1] hour), curriculum development, problem solving, in-service training, attending faculty meetings, conducting student and parent conferences, working on committees and committee assignments, evaluating student papers and themes, development of instructional materials, professional reading and study.

For purposes of this Agreement, a staff member unable to work due to any of the reasons set forth in Article 17 of the Collective Bargaining Agreement will not be paid nor will they be charged leave time.