BEDFORD PUBLIC SCHOOLS

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BEDFORD ADMINISTRATORS ASSOCIATION MASTER AGREEMENT

JULY 1, 2023
to
JUNE 30, 2026

2023-2026 Master Agreement - Index

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ARTICLE 1 - AGREEMENT

A. The Board hereby recognizes the Bedford Public Schools Administrative Association as the exclusive bargaining representative for the following positions: Principal, Assistant Principal, Athletic Director, Dean, and Career and Technical Educational Coordinator. Any new administrative positions created by the Board will be subject to professional negotiations.

B. This agreement shall not prevent an emergency manager appointed under the local government and school district fiscal accountability act to reject, modify, or terminate the collective bargaining agreement as provided in the local government and school district fiscal accountability act. Furthermore, the act does not confer a right to bargain that would infringe on the exercise of powers under the local government and school district fiscal accountability act. Any provisions required therein are prohibited subjects of bargaining under the act.

C. Any and all newly hired administrators will be placed on a one (1) year contract for each of their first four (4) full years of Bedford Administrative employment.

D. Time spent by an Administrator serving as an Acting/Interim Administrator within the District, will count toward their completing their probationary period.

ARTICLE 2 - BOARD'S RIGHTS

A. The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, all the powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the school code and the laws of the state, the constitution of the State of Michigan and/or include, by way of illustration and not by way of limitation, the rights to:

1. Manage and control its business, its equipment, and its operations and direct the working forces and affairs of the entire school system within the boundaries of the school district of Bedford;
2. Continue its rights, policies and practices of assignment and direction of its personnel, determine the number of personnel, and schedule all the foregoing;
3. Direct the working force, including the right to establish and/or eliminate positions, to hire, evaluate, promote, suspend, and discharge employees, transfer employees, assign work or duties to employees, determine the size of the work force, and to lay off employees;
4. Determine the services, supplies, and equipment necessary to continue its operation and to determine all methods and means of distributing the above and establishing standards of operation, the means, methods, and processes of carrying on the work;
5. Determine the qualifications of employees;
6. Adopt rules and regulations;
7. Determine the location or relocation of its facilities, including the establishment or relocation of new schools, buildings, departments, division or sub-divisions thereof and the relocation or closing of offices, departments, divisions or sub-divisions, buildings, or other facilities;
8. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations;
9. Determine the size of the management organization, its functions, authority, amount of supervision, and table of organization.

B. It is further recognized that the Board, in meeting such responsibility and exercising its powers and rights, acts through its administrative staff.

C. The listing of specific management rights in this agreement is not intended to be nor shall be restrictive of or a waiver of any rights of management not listed and specifically surrendered herein whether or not such rights have been exercised by the Board in the past.

D. The Board shall continue to have the exclusive right to establish, modify, or change any conditions except those covered by provision of this Master Agreement.

ARTICLE 3 - TENURE

An Administrator who has acquired continuing teacher tenure in the District continues to retain such teacher tenure while serving as an Administrator in the District. An Administrator who has acquired continuing teacher tenure in another Michigan school district shall acquire continuing teacher tenure in the District upon completion of his or her probationary period.

ARTICLE 4 - EVALUATION/LAYOFF/RECALL

As of July 19, 2011 the evaluation tool/process and layoff/recall process are prohibited subjects of bargaining.

ARTICLE 5 - SENIORITY

A. It shall be the responsibility of each employee to promptly check the seniority list. If an employee or the association does not believe that the employee's seniority or certification(s) is correctly shown on the list, the Executive Director of Human Resources & Labor Relations shall be notified, in writing, of the alleged error within ten (10) working days of the list's final posting. If no challenges are made within the ten (10) day period, the seniority list shall be deemed to be accurate and the employer shall incur no liability (including back pay) for relying on such list. After March 20, the seniority list shall be frozen until re-posted on March 1 the following year.

B. Updating of state verified endorsement shall be allowed only during the ten (10) day (March 1 - 20) seniority posting period. No adjustments or additional accrual of seniority shall be made until the list is re-posted.

ARTICLE 6 - GRIEVANCE PROCEDURE

A. Grievance Definition.

The term "grievance" shall be interpreted to mean a complaint by an Administrator or by the Association in its own behalf that alleges:

1. There has been a violation, misinterpretation of any provision of the agreement, or,
2. There has been a violation, misinterpretation of misapplication of written policies affecting the conditions of employment of an Administrator.

B. Procedural Steps

STEP ONE. An Administrator may present his grievance in writing to the Executive Director of Human Resources and Labor Relations within eleven (11) working days after he has been aggrieved by a presently occurring incident or condition, which is the basis for his grievance. The Executive Director of Human Resources and Labor Relations shall schedule a conference within ten (10 working days of receipt of said grievance to attempt to resolve the grievance. A written decision on the matter shall be given to the Administrator and the Association within ten (10) working days following the conference.

STEP TWO. If the aggrieved Administrator desires to pursue his grievance further, he must appeal in writing to the Superintendent of Education within five (5) working days after receiving a copy of the decision rendered under Step One of this procedure. The Superintendent of Education shall schedule a conference in an attempt to resolve the grievance within five (5) working days after the appeal is received. A written decision on the matter shall be given to the Administrator and the Association within five (5) working days following the hearing.

STEP THREE. If the grievance is not settled at Step Two, either party may request the services of a mediator from the Michigan Employment Relations Commission within the ten (10) working days of the date an answer was due in Step Two. Mediation shall not exceed twenty (20) working days from the date of the first mediation session.

STEP FOUR. If the grievance is still unsettled, the Association may, within twenty (20) working days after Step Three is completed, and by written notice to the other party, request arbitration. If the complaint does proceed to arbitration, the following rules shall be observed:

1. The Association shall file with the Board and the American Arbitration Association a demand for arbitration within fifteen (15) working days after receiving a copy of the decision rendered under Step Three of this procedure.
2. The arbitrator will be selected according to the rules of the American Arbitration Association.
3. The voluntary labor arbitration rules of the American Arbitration Association shall apply to the proceedings except as otherwise provided herein.
4. The arbitrator shall render his award, which shall include a written opinion, not later than thirty (30) days after the date on which the hearings are concluded, or if oral hearings are waived, then from the date of transmitting the final statements and proofs to the arbitrator.
5. The award of the arbitrator shall be accepted as final and binding on the Association, its members, the Administrator or Administrators involved, and the Board. There shall be no appeal from the arbitrator's decision if said decision is within the scope of the arbitrator's authority as described below, or if no fraud, collusion, or duress is present. The Association shall not then, by any other means, attempt to bring about a different resolution of the grievance.
6. The fees and expenses of the arbitrator shall be shared equally by the Board and the Association. All other fees and expenses, including administrative fees, shall be assessed according to the voluntary labor arbitration rules of the American Arbitration Association.
7. It is understood that arbitration is an appellate proceeding and therefore neither the Association nor the Board shall be permitted to assert in such arbitration hearing any ground or proposed remedy, which was not previously disclosed to the other party at hearings under this provision. However, if either party wishes to assert any new ground or remedy, then the grievance shall immediately be referred back to Step Three of this procedure.

8. It shall be the function of the arbitrator, and he shall be empowered, except as his powers are limited below, after due investigation, to make a decision in cases of alleged violations, misinterpretations, of misapplications of any terms of the agreement:
   a. He shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this agreement. His powers shall be limited to deciding whether the Board has violated, misinterpreted, or misapplied any of the terms of this agreement. It is understood that any matter that is not specifically set forth in this agreement shall not be subject to arbitration.
   b. He shall have no power to decide any questions, which under this agreement are within the authority of the Board to decide.
9. If the Board disputes the arbitrariness of any grievance under the terms of this agreement, the arbitrator shall first determine whether he has the jurisdiction to act, and if he finds that he has no such power, the grievance shall be referred back to the parties without decision or recommendation on its merits.
10. The Board shall not be required to pay back compensation for more than eleven (11) days prior to the date the grievance was filed.
    a. No decision in any one case shall require a retroactive adjustment for compensation in any other case.
11. Any grievance occurring during the period between the termination date of this agreement and the effective date of this agreement and the effective date of a new agreement shall not be arbitral.

C. General Provisions

1. The Association may have a representative present at each step of the grievance procedure who may represent an Administrator and act in his/her place with his/her consent. The Board or its designated agents, upon receiving a grievance, shall notify the Association as to the day, time, and place of the conference. No step of the grievance procedure shall be conducted in the absence of the Association unless the Association, in writing, has waived its right to be present or fails to attend the conference.
2. Each grievance or appeal shall set forth specifically or by reference to the original grievance, who the aggrieved is, what provision of this agreement or policy, rule, regulation, or practice is alleged to have been violated, misinterpreted, or misapplied by appropriate reference, when it happened, where it happened, the allegation of the aggrieved himself, and the requested relief.
3. At any conference under this grievance procedure, the Administrator, Association, and Board may have present any and all witnesses they desire. If any party is to be represented by legal counsel, notice shall be given to the other parties at least twenty-four (24) hours in advance of the conference.
4. Failure to appeal a decision within the specified time limits shall be deemed a withdrawal of the grievance, while failure to communicate a decision on a grievance within the specified time limits shall entitle the aggrieved party to proceed to the next step. However, the time limits in this procedure may be extended by mutual agreement expressed by the parties in writing.
5. A grievance shall always be filed at that step of the grievance procedure where there is authority to render a decision on the grievance.
6. Any conference which may be held under the grievance procedure shall be conducted before or after working hours, except where mutually agreed to the contrary and at a reasonable place. In the event that a conference or hearing under the grievance procedure is held during school hours, each Administrator who is a party or witness shall be excused from his regular duties, with pay, to attend such a conference or hearing.

7. Each conference conducted under the grievance procedure shall be conducted as a private conference, and attendance at such a conference shall be restricted to those persons requested by either party to participate in the attempted resolution of the grievance.
8. No grievance or decision rendered on a grievance shall be placed in an Administrator's personnel file.
9. The President of the Association, or his/her representative, shall be released from his/her regular duties without loss of compensation to attend grievance conferences or hearings held during working hours.
10. Any individual Administrator may present grievances to his/her supervisor and have the grievances adjusted, without intervention of the bargaining representative, provided that the bargaining representative has been given an opportunity to be present at such adjustment. Should the adjustment be inconsistent with the terms of this collective bargaining agreement or any policy, rule, regulation, or practice relating to this matter upon which the Board is obligated to bargain, the Association may, in its own name, appeal that decision at the step where the grievance was temporarily resolved.
11. Once a grievance has been filed, no Administrator outside of the unit or member of the Board of Education shall, upon his/her own initiative, attempt to discuss the grievance with the Administrator(s) involved at a time other than during conferences or hearings provided for in the grievance procedure.

ARTICLE 7 - NEPOTISM

The District discourages relatives from working in the same building or having one relative supervise another relative. Therefore, an Administrator will not be transferred into a position where he/she will supervise a relative unless the Superintendent of Education deems it to be in the best interest of the District. Relative is defined as: husband/wife, (natural or step) father/mother, son/daughter, brother/sister, grandparents, and legal guardians.

ARTICLE 8 - CALENDAR - ACT OF GOD DAYS

The administrative calendar shall be adjusted if necessary for Act of God days to be comparable with the teachers' calendar in order to satisfy the required number of student contact/instructional hours/days as provided under the law. When an Administrator elects to work on an Act of God Day, that time will not count toward their contractual number of days unless assigned by Superintendent or designee.

ARTICLE 9 - PERSONAL HEALTH

The District encourages and supports all Administrators whom work towards good health, including the taking of a regularly scheduled duty free lunch period each day.

ARTICLE 10 - RESIDENCY

The Administrator is encouraged to reside within the District.

ARTICLE 11 - UNPAID LEAVE

The Administrator may request and the Board may grant unpaid leave of up to one (1) year.

ARTICLE 12 – ACCRUED BENEFIT TIME

A. Sick Days.

1. The Administrator shall be credited one (1) sick day for each full month of employment. These days are normally front loaded on or about July 1 of each school year and are subject to proration at hire and at separation from the BAA/District. Administrators shall have unlimited accumulation of sick days. The Administrator may borrow twenty (20) additional sick days, from his future accumulation of sick days, for use in a prolonged illness.

2. The employee will also be allowed to use paid sick days for the following reasons:

   a. If the employee or the employee's family member is a victim of domestic violence or sexual assault and the related medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
   b. For closure of the eligible employee's primary workplace by order of a public official due to a public health emergency; for an eligible employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or if it has been determined by the health authorities having jurisdiction or by a health care provider that the eligible employee's or eligible employee's family member's presence in the community would jeopardize the health of others because of the eligible employee's or family member's exposure to a communicable disease, whether or not the eligible employee or family member has actually contracted the communicable disease.
   c. Employer may require an eligible employee who is using paid medical leave because of domestic violence or sexual assault to provide documentation that the paid medical leave has been used for that purpose. The following types of documentation are satisfactory for purposes of this subsection:
      1) A police report indicating that the eligible employee or the eligible employee's family member was a victim of domestic violence or sexual assault.
      2) A signed statement from a victim and witness advocate affirming that the eligible employee or eligible employee's family member is receiving services from a victim services organization.
      3) A court document indicating that the eligible employee or eligible employee's family member is involved in legal action related to domestic violence or sexual assault.

B. Bereavement.

1. A maximum of five (5) days for a death in the immediate family. Immediate family shall be interpreted as father, mother, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, spouse, child, grandchild, son-in-law, daughter-in-law and domestic partner and their dependents.
   a. Step relatives within the definition of the immediate family shall include stepmother, stepfather, stepsister, stepbrother, stepchild, and step-grandchild.

b. Two (2) days may be used for the death of a grandparent, aunt, uncle, nephew, niece, step-nephew, step-niece and legal guardian.
c. If travel time is necessary, the Executive Director of Human Resources and Labor Relations shall determine the length of reasonable travel time allowed. A request for additional paid days shall be made within three (3) working days of appropriate notification of the death and must involve proof of required AND necessary travel on scheduled work days. The granting of travel days are not to be considered additional bereavement days and granting them is solely at the discretion of the District.
d. An employee's absence due to the death of a relative or individual not covered in this section will be permitted to use, and be charged, one (1) sick day; one (1) personal business day; or one (1) flex day. Prior notification to the Administrator's immediate supervisor is required.

C. Jury and Military Duty.

1. Jury Duty

a. An employee called for jury duty or subpoenaed as a witness to give testimony before any judicial tribunal agree that monies paid to the employee shall be given to the District; the District agrees to pay employee for their day(s) wages.
b. The employee may keep any mileage reimbursement given.

2. Military Duty

a. An employee called for U.S. Military duty or training shall be compensated for the difference between their regular pay and the gross amount received for the performance of such obligation.
b. The employee shall present to the Executive Director of Human Resources and Labor Relations (HR-LR) a signed statement from his/her commanding officer or the officer's designee stating the gross amount paid for this service.
c. Compensation under this paragraph shall be limited to thirty (30) calendar days.

D. Sabbatical Leave.

1. Administrators who have been employed for seven (7) years may be granted a sabbatical leave for up to one (1) year. During said leave, the Administrator shall be considered to be in the employ of the Board and shall be paid one-half (1/2) his/her annual salary and shall receive the same insurance protection as provided for a regular Administrator.
2. An Administrator, upon returning from sabbatical leave, shall be restored to his/her former position or to a position of like nature and status, and he/she be placed at the same position on the salary schedule as he/she would have been had he/she been working in the District during such period.
3. No more than one (1) Administrator shall be on sabbatical leave at one time.

E. Holidays.

The following holidays are non-contractual work days. In the event the BAA member is requested or approved by the Assistant Superintendent of Instruction and Student Services to work any of the follow days they shall be compensated at their per diem rate or portion thereof or other mutually approved compensatory arrangement between the Administrator and District. The Floating Holiday needs prior

approval by the Principal for all other BAA job classifications they supervise. Principals need prior approval from the Assistant Superintendent.

Labor Day	Thanksgiving Day	Day after Thanksgiving
Christmas Eve	Christmas Day	New Year's Eve
New Year's Day	Martin Luther King Day	Floating Holiday[1]
Good Friday	Memorial Day	Fourth of July

F. Personal Business Days.

Administrators shall be allowed three (3) personal business days per year. Unused personal business days shall be added to their accumulated sick days at the end of each school year, except that one (1) may be carried over to create four (4) for the following school year.

1. Administrators may earn one (1) additional PB day if they have no absences chargeable against their earned sick days or any unpaid days off for the prior school year (July 1 – June 30).

G. Flex Days.

The District recognizes there may be an opportunity for a BAA member to utilize "flex time." Administrators shall receive two (2) "flex" days which may be utilized during the school year. These days shall be taken with the permission of the Assistant Superintendent of Instruction and Student Services and/or Executive Director of Human Resources and Labor Relations. Any eligible Administrator who utilizes his/her flex day(s) shall have first performed duties outside of his/her regularly scheduled workday. Arrangements for use of two (2) flex days per school year shall be approved by the building principal for their administrative staff assigned to their building. The Assistant Superintendent for Instruction and Student Services will approve all principal requests. Flex days do not carry over from year to year or have any cash value.

ARTICLE 13 – ADMINISTRATIVE HOURS OF WORK

A. Unless specified by the Superintendent or designee prior to the beginning of the school year and generally speaking, Administrators are expected to be in their building and/or location one-half (1/2) hour prior to and one-half (1/2) hour after the designated instructional day. (i.e. 8 hour work day)

B. It is understood that evening responsibilities shall be assigned to the Assistant Principal by the Principal where applicable.

C. Contractual Work Days - School Year by Classification

The actual approved work calendar for each school year as submitted by the BAA member and approved by the superintendent or designee will control as to the specific days of work each BAA member will work relative to their job classification from July 1 to June 30. ***Also see Article 24-Salary Schedule which notes specific number of work days by classification.***

[1] Presidents Day was replaced with "Floating Holiday" effective July 1, 2023.

D. Attendance at Board of Education Meetings.

1. At least one (1) Administrator from the BAA is expected to be present at each Regular/Monthly Board of Education Meeting as part of their normally assigned duties without additional compensation or comp time.
2. The BAA may determine the rotation as they deem appropriate.
3. This attendance requirement does not apply to Committee of the Whole (COW) or Special Meetings unless the Superintendent requests a BAA member present. No additional compensation or comp time will be granted.
4. BAA member(s) are expected to attend if there is an agenda item that impacts your building, staff, their operations or is of general interest necessitating BAA presence to assist the BoE, administration or inform the public. No additional compensation or comp time will be provided.
5. Nothing in this provision will prevent any BAA member from attending any public meeting, but there is no expectation of additional compensation or comp time.
6. Any questions regarding attendance at any meeting are to be directed to the Assistant Superintendent of Instruction and Student Services or if directed otherwise.

ARTICLE 14 - REIMBURSEMENT OF UNUSED SICK DAYS

A. Any Administrator who resigns after ten (10) years of service with the Bedford Public Schools will be paid thirty-five dollars ($35) per day for each unused accumulated sick day.

B. Administrators retiring under the provisions of the Michigan Public School Employees Retirement System with at least ten (10) years of service with the Bedford Public School System will be paid fifty dollars ($50) per day for unused sick days not to exceed two hundred (200) days. Sick days in excess of two hundred (200) days will be paid per section (A) if the Administrator retires under this section.

C. Any Administrator hired directly from a position within the Bedford Education Association shall have any earned, but unused sick days posted to his/her administrative sick day bank.

ARTICLE 15 - TRAVEL ALLOWANCE

The Administrator will be reimbursed at the Internal Revenue Service Standard (IRS) or rate per mile for in or out of county mileage and travel expense. The rate will be adjusted in accordance with the Internal Revenue Service standards.

ARTICLE 16 - ANNUAL PHYSICAL

The Administrator agrees to an annual physical examination by a licensed physician and the District agrees to pay for that part which is not covered by the District's medical insurance up to one hundred dollars ($100).

ARTICLE 17 - INSURANCE PROTECTION

A. Medical Insurance - BAA members may choose one of the following options:

Plan Options (5)	In-Network Deductible	Co-Insurance	Office Visit Co-Pay	Prescription
MESSA Choices II – Traditional PPO Plan	$500/$1,000	0%	$20	Saver Rx Program
MESSA Choices II – Traditional PPO Plan	$1,000/$2,000	0%	$20	Saver Rx Program
MESSA ABC Plan 1 – Health Savings Account	$1,500/$3,000*	0%	$0	ABC Rx Program
MESSA ABC Plan 3 – Health Savings Account	$3,500/$7,000*	10%	$0	ABC Rx Program
Essentials by MESSA	$375/$750	20%	$25	Essentials by MESSA

The following benefits are provided with your Medical Insurance:

- VSP3 Vision Insurance
- Delta Dental of MI (80/80/60/60/$600: $5,000)
- $5,000 Basic-term Life Insurance with Medical
- $15,000 Negotiated Basic-term Life and AD&D
- Long-term Disability
- Group Term Life Insurance – twice annual salary (not to exceed $200,000)

If an employee elects not to take the Medical Benefits – they will receive the following:

- In Lieu of medical insurance payment of $500.00 per Month[2]
- VSP3 Vision Insurance
- Delta Dental of MI (100/90/90/90/$1,500: $5,000)
- $20,000 Negotiated Basic-term Life and AD&D
- Long-term Disability
- Group Term Life Insurance – twice annual salary (not to exceed $200,000)

*The maximum annual deductible and other out of pocket expenses for HDHP's are set by the federal government and are subject to change.

B. Disability, Life, and Liability Insurance

1. The Board agrees to provide an insurance policy for all Administrators equal to two-thirds (2/3) of their salary, not to exceed six thousand dollars ($6,000) per month, in case of total disability up to the age of sixty-five (65).
2. The Board agrees to provide a term life insurance policy of twice the Administrator's salary, not to exceed two hundred thousand dollars ($200,000).
3. The Administrator shall be covered by the District's "Errors and Omissions" insurance policy. All coverage shall be defined by the insurance policy.

ARTICLE 18 - PROFESSIONAL IMPROVEMENT

A. Dues - The Board agrees to pay dues for each Administrator for membership in the state and national associations authorized by the Superintendent of Education.

B. Conferences - The Board recognizes the importance of state and national conferences and school visitations and agrees to pay all conference costs and mileage for reimbursement to the affected

[2] ***Effective the 2023-24 school year.***

Administrator. Each Administrator will be allotted a minimum of two (2) professional conference days annually to augment their professional development. Unused conference days are not subject to compensation and may not be carried over to the following year. All conferences are subject to approval by the Superintendent of Education. Written receipts are required for any and all reimbursement. Meals will only be reimbursed when they are not provided as part of a conference or workshop and are within the days and hours of the conference or workshop. The daily reimbursable meal limit is currently $50.00[3] and is based on the following meal limits:

Breakfast - $10.00 Lunch - $15.00 Dinner - $25.00

C. Tuition Reimbursement – The Board agrees to pay each Administrator up to Four Thousand Two Hundred ($4,200.00) Dollars over the life of this three (3) year contract[4] however monies will not roll over from one contract to another. Reimbursement will be for only tuition and for courses approved in advance by the Assistant Superintendent of Instruction and Student Services which are related to their assignments. Items such as fees, books, parking, etc., will not be reimbursed by the District. Administrator agrees to not resign or retire from the Bedford Public Schools within one and one-half (1-1/2) years after payment and successful completion of classes. In the event of a resignation on or before the one and one-half (1-1/2) year time span, the Administrator will reimburse fifty (50%) percent of the total expenses to the District up to a maximum of Two Thousand One Hundred ($2,100.00) Dollars. HR-LR, on a case-by-case basis has discretion regarding this reimbursement process and will consult with BAA leadership as needed to resolve any issue. This Article does not apply if the District requests additional training. Requests for payment will be filed on the form provided by the Office of Human Resources and Labor Relations no later than October 15 for the summer and school year immediately preceding that date.

ARTICLE 19 - LONGEVITY

All years of service with the Bedford Public Schools is inclusive of administrative and teaching experiences. Years of service shall include leaves of absence and sabbatical leaves. Leaves of absence due to sickness or childcare related leaves do not count toward longevity. To qualify for the yearly longevity payment the Administrator must be employed through June 30th. There will be no yearly longevity payment (or any further portions thereof) if an Administrator separates before June 30th.

LONGEVITY SCALE	
Years of Service	**Amount[5]**
5-10	$500.00
11-15	$1,000.00
16-20	$1,500.00
21-25	$2,000.00
26+	$2,500.00

[3] Subject to Change based upon published guidelines from the BPS Business Office or HR/LR

[4] 7/1/23 to 6/30/26. For reference the yearly allotment is $1,400.00 per year or $4,200.00 over the life of this three (3) year contract.

[5] **Paid out with bi-weekly pay, i.e. 26 Pays**

ARTICLE 20 - CONDITION OF EMPLOYMENT

Any Administrator to be employed, in the future, by the Bedford Public Schools, must possess a master's degree and at least four (4) years' of successful teaching experience. It is preferable that the post-graduate credit be in the area of administration. If the State of Michigan reinstates mandatory certification for Administrators, BAA members will fulfill that necessary requirement.

ARTICLE 21 - ADMINISTRATIVE INCENTIVES - EDUCATIONAL ATTAINMENT

A. Both parties recognize that the attainment of higher education goals is both desirable and conducive to the overall improvement of the educational community.
   1. Administrators with a MA+15 will receive a total of two thousand dollars ($2,000) added to their salary each year.
   2. Administrators with a Specialist/Masters +36 will receive a total of four thousand dollars ($4,000) added to their salary each year.
   3. Administrators possessing a Doctorate degree will receive a total of five thousand dollars ($5,000) added to their salary each year.

ARTICLE 22 – SUMMER SCHOOL - SECONDARY AND ELEMENTARY

Regarding the summer school position, the staffing of that position will be posted by March 1st (or as soon thereafter when due to extenuating circumstances) of the existing school year. Should any BAA Administrator fill this position, they will be paid their per diem rate and/or prorated as necessary for actual hours worked. However, if already scheduled to work to satisfy their contractual number of days, there will be no remuneration for those hours/days worked. The summer school work day is to be 7:30 a.m. to 3:00 p.m. or as determined otherwise. Additionally, all administrative summer school positions will be posted with the appropriate amount of detail for those qualified and interested to apply.

ARTICLE 23 - EARLY RETIREMENT NOTIFICATION INCENTIVE

Should an Administrator submit written notification to the District on or before March 15th of the current school year of their pending retirement at the end of the same school year, the retiring Administrator shall be eligible for a $1,000 incentive payment.

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ARTICLE 24 – SALARY SCHEDULE: 2023-2024; 2024-2025 and 2025-2026

Classification	Contract Days[6]	2022-23 2.0%	2023-24 3.0%	2024-25 3.0%	2025-26 3.0%
SHS Principal	215	$113,535	$116,941	$120,449	$124,063
JHS Principal	210	$109,877	$113,173	$116,568	$120,066
Elem Principal	205	$106,360	$109,551	$112,837	$116,222
SHS/JHS AP-A	215	$106,229	$109,416	$112,698	$116,079
SHS/JHS AP-B[7]	194	$95,430	$98,293	$101,242	$104,279
Elem Assistant Principal [8]	192	$87,418	$90,041	$92,742	$95,524
CTE Coordinator	194	$95,430	$98,293	$101,242	$104,279
Athletic Director	220[9]	$103,032	$106,123	$109,307	$112,586
Dean of Students *(Currently Vacant)*	192	$87,418	$90,041	$92,742	$95,524

SECTION INTENTIONALLY LEFT BLANK

[6] Work Days are determined by the School Calendar and shall be for "in-building/building related operations" in accordance with BAA member's individual work calendar as approved by the Superintendent or designee.

[7] This classification may work up to an additional 5 days with approval of Assistant Supt for Instruction or designee if the testing coordinator cannot fulfill the student testing responsibilities and that function falls to this position OR for other such legitimate reasons as deemed appropriate by the Assistant Superintendent of Instruction and Student Services.

[8] This classification may work up to an additional 5 days with approval of Assistant Supt for Instruction or designee if the reading specialist cannot fulfill the student testing responsibilities and that function falls to this position OR for other such legitimate reasons as deemed appropriate by the Assistant Superintendent of Instruction and Student Services.

[9] On or before April 1st of each school year a determination to work up to an additional 5 days (at per diem) can be made provided a meeting takes place between the Asst. Supt., BSHS Adm., HR-LR and the BAA. Final approval by the Supt is required. This employee MUST keep and maintain an accurate work calendar for each school year as otherwise noted herein.

ARTICLE 25 - ENTIRE AGREEMENT

This contract constitutes the sole and entire existing contract between the parties. It supersedes and cancels all prior contracts, all prior practices, whether oral or written, and expresses all obligations of, and restrictions imposed upon, the Board and the District.

This agreement is to be effective from July 1, 2023 through June 30, 2026 and contains NO retroactive payments.

Bedford Administrative Association Negotiating Team

6/8/2023
President — Date

6/8/2023
Date

6-8-23
Date

6-9-23
Date

Bedford Public Schools Negotiating Team

June 6, 2023
Executive Director of HR/LR & Chief Negotiator — Date

Bedford Public Schools Board of Education

6/15/2023
BoE President — Date

FIRST SECOND THIRD FOURTH
ONE-YEAR ADMINISTRATOR CONTRACT
(Insert Job Title/Location Here)

This Agreement made and entered into this ____ day of _____, _____, by and between the **BEDFORD PUBLIC SCHOOLS** ("District") and **_____,** hereinafter called the "Administrator." It is agreed by and between the parties hereto as follows:

1. The School District hereby hires the Administrator and the Administrator agrees to work for the School District for a one (1) year term commencing on **July 1, _____** and ending on **June 30, _____** subject to all the covenants and conditions of this Agreement.

2. The Administrator agrees that he/she shall not be deemed to be granted continuing tenure in any administrator capacity, nor shall failure of the School District to continue or reemploy such Administrator in any administrator capacity, be deemed a breach of this contract, or the collective bargaining agreement, nor shall it be deemed a discharge or demotion within the provision of Act 4, Michigan Public Acts of 1937, Extra Session, as amended. (Teacher Tenure Act).

3. If a collective bargaining agreement, covering the Administrator is in effect during the term of this contract and has not been terminated, then the provision of this contract shall be subject to and be governed by the provision of that collective bargaining agreement and this employment contract shall incorporate by reference all of the provision of that existing collective bargaining agreement.

4. This contract shall terminate upon the discharge or layoff of the Administrator.

5. This Agreement contains the entire agreement of the parties hereto, and may not be altered, modified or rescinded by any prior or contemporaneous statement or understanding of either such party, or any person on their behalf; this Agreement may be amended, modified, rescinded or otherwise altered during its terms only by an expressed written modification denominated as such, and signed by each of the parties hereto.

_____
Administrator (Date)

_____
Executive Director Human Resources and Labor Relations (Date)

TWO YEAR
ADMINISTRATOR CONTRACT
(Insert Job Title/Location Here)

This Agreement made and entered into this ____ day of _____, _____, by and between the **BEDFORD PUBLIC SCHOOLS** ("District") and **_____,** hereinafter called the "Administrator." It is agreed by and between the parties hereto as follows:

1. The School District hereby hires the Administrator and the Administrator agrees to work for the School District for a two (2) year term commencing on **July 1, _____** and ending on **June 30, _____** subject to all the covenants and conditions of this Agreement.

   a. The District must notify the Administrator of non-renewal by April 1st of the first year of this contract otherwise a new two (2) year contract will be created whereby the second year of this contract will become the first year of the next two (2) year contract.
   b. Nothing contained herein or in the then current collective bargaining agreement will prevent the District from placing the Administrator on a one-year contract provided the rationale is not arbitrary and capricious.

2. The Administrator agrees that he/she shall not be deemed to be granted continuing tenure in any administrator capacity, nor shall failure of the School District to continue or reemploy such Administrator in any administrator capacity, be deemed a breach of this contract, or the collective bargaining agreement, nor shall it be deemed a discharge or demotion within the provision of Act 4, Michigan Public Acts of 1937, Extra Session, as amended. (Teacher Tenure Act).

3. If a collective bargaining agreement, covering the Administrator is in effect during the term of this contract and has not been terminated, then the provision of this contract shall be subject to and be governed by the provision of that collective bargaining agreement and this employment contract shall incorporate by reference all of the provision of that existing collective bargaining agreement.

4. This contract shall terminate upon the discharge or layoff of the Administrator.

5. This Agreement contains the entire agreement of the parties hereto, and may not be altered, modified or rescinded by any prior or contemporaneous statement or understanding of either such party, or any person on their behalf; this Agreement may be amended, modified, rescinded or otherwise altered during its terms only by an expressed written modification denominated as such, and signed by each of the parties hereto.

_____

Administrator (Date)

_____

Executive Director of Human Resources and Labor Relations (Date)