



Agreement  
Between the  
Plymouth-Canton Board of Education  
and the  
Plymouth Congress of  
Administrators

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2024/25 – 2025/26

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## **ARTICLE I Recognition**

- 1.1 **BOARD RECOGNITION.** The BOARD recognizes the ASSOCIATION as the exclusive bargaining representative pursuant to Act 379, P.A. 1965, as amended, for all administrative employees including elementary, middle school and high school principals, assistant principals, high school area coordinators, certified directors and assistant directors, supervisors, coordinators, but excluding the Superintendent, Deputy Superintendent, Assistant Superintendents, Executive Directors, Non-Affiliated Directors, Coordinators, and Supervisors, Administrative Assistants, and all non-certified administrative positions.
- 1.2 **CONDITIONS OF EMPLOYMENT.** The Board agrees that before establishing any rates of pay, wages, hours or other conditions of employment for any new position which would be within the bargaining unit, it will negotiate with the Plymouth-Canton Administrators for their recommendations on such matters. Final decisions shall be the sole responsibility of the Board or its designated representative.

## **ARTICLE II Definitions**

- 2.1 **P.C.A.** The term "P.C.A." referred to in this Agreement shall refer to the Plymouth-Canton Administrators.
- 2.2 **ADMINISTRATOR.** The term "Administrator" when used hereinafter shall refer to all employees in the bargaining unit as defined above in 1.1.
- 2.3 **SCHOOL.** Whenever the term "School" is used, it is to include any work location or functional work division.
- 2.4 **SUPERINTENDENT.** Whenever the term "Superintendent" is used, it shall include only that person and not their designees.
- 2.5 **DESIGNEE.** Whenever the term "Designee(s)" is used, it shall include those parties so authorized to act in place of the BOARD or the Superintendent.
- 2.6 **BOARD.** Whenever the term "Board" is used, it shall refer to the Board of Education only.
- 2.7 **CENTRAL ADMINISTRATION.** Whenever the term "Central Administration" is used, it shall mean the administrators excluded from coverage of this Agreement.
- 2.8 **PARTIES.** Whenever the term "Parties" is used, it shall mean the employer school district (The Board of Education, Superintendent, and Central Administration) and the P.C.A.
- 2.9 **DAYS.** Whenever the term "days" is used, except when otherwise noted, it means weekdays (excluding weekends and holidays).
- 2.10 **P.C.A.G.C.** The term "P.C.A.G.C." referred to in this Agreement shall refer to the Plymouth-Canton Administrators Grievance Committee.

### **ARTICLE III Association Rights**

- 3.1 **USE OF FACILITIES.** The P.C.A. shall be granted the use of school facilities with approval, as outlined in the Board Policy on use of school facilities. P.C.A. members may also use, without cause, telephones, (local calls), typewriters, computers and other forms of electronic communication devices, duplicating machines and other building office equipment for the purpose of conducting P.C.A. business. The cost of materials and supplies used for such business will be paid by the P.C.A.
- 3.2 **INFORMATION FURNISHED BY THE BOARD.** The Board agrees to furnish, within a reasonable time, (2 weeks from date of request), verified and/or Board approved information requested by the ASSOCIATION concerning the finances of the district.
- 3.3 **MEMBERSHIP SUMMARY.** The ASSOCIATION shall be provided a membership summary of pertinent salary information of the Bargaining Unit upon reasonable request.
- 3.4 **P.C.A. BUSINESS.** The Board and the P.C.A. recognize the responsibilities imposed on the P.C.A. and grant permission and a reasonable amount of time to the designated representatives of the P.C.A. to participate in grievance matters, citizen complaints, and/or the administration of provisions of the Agreement requiring P.C.A. participation.

### **ARTICLE IV Administrator's Rights**

- 4.1 **ADMINISTRATOR'S RIGHTS.** Nothing contained herein shall be construed to deny or restrict any administrator's rights he may have under the Michigan General School Laws. Board Policies, not in conflict with the Master Agreement, shall remain in force at the option of the Board of Education.
- 4.2 **CITIZEN COMPLAINTS.** In the event that a citizen should voice a complaint concerning an administrator, an employee whom they supervise, or a program, the following procedure shall be followed:
  - 1. The citizen shall first discuss the matter with the affected administrator.
  - 2. Should the complaint remain unresolved, the citizen, if further action is desired, shall place the complaint in writing and submit it to the Administrator's immediate supervisor. No action will be taken until the affected administrator has been given the opportunity to provide the necessary background information either orally or by confidential memorandum.
  - 3. Should the complaint remain unresolved, the Superintendent or their designee, shall investigate the same. No action will be taken until the affected administrator has been given the opportunity to discuss the complaint with the Superintendent or his/her designee.
  - 4. The Superintendent may prepare a report and may make a recommendation to the Board within thirty (30) days. The Association shall have the right to conduct a parallel investigation and to review the evidence.
  - 5. At no time will the specific contents of disciplinary action taken against an administrator be shared with the public without written permission of the affected administrator. The affected administrator will be notified of all Freedom of Information (FOIA) requests regarding information contained their personnel file.

- 4.3 REVIEW OF PERSONNEL FILE. Each administrator shall have the right upon request to review the contents of their personnel file. They shall have the right to have a representative of the P.C.A. accompany them in such review. All reviews shall be made in the presence of the Human Resources Administrator or designated representative. Privileged information such as confidential credentials from universities and other items relating to personal references normally sought at the time of employment, are specifically exempt from such review. No more than one (1) official file shall be kept on each administrator.
- 4.4 BUILDING RESPONSIBILITY. No building principal or assistant principal shall be responsible for the operation of more than one building, unless discussion takes place between Board Representative and P.C.A. Representative in advance of any such assignment.
- 4.5 STAFF ASSIGNMENT. Each building principal shall have the right to make the determination regarding each staff member's assignment within their building. Such assignment shall be made in accordance with Board policies and any applicable collective bargaining agreement covering said staff member. It is agreed that any complaint by staff member regarding their assignment shall not proceed above the building level except through a recognized grievance procedure.
- 4.6 ADMINISTRATIVE SUPPORT. The Board and the Superintendent shall support the actions of administrators when said actions are within the scope of the administrator's employment and in accordance with Board Policies and Procedures.
- 4.7 PERSONNEL RECOMMENDATIONS. The Board agrees that each principal, coordinator, and director whenever possible shall have the opportunity to interview and make recommendations concerning all personnel being considered for assignment to their building or department. Prior notice of this opportunity shall be provided to the Administrator.
- 4.8 PUPIL ASSIGNMENT. Each building principal shall have the right to make the determination regarding each pupil's assignment within their building as long as this determination is made in accordance with the Board's policies concerning the classification and promotion of pupils.
- 4.9 STUDENT DISCIPLINE. Each building principal shall have the right to control discipline within their building consistent with the law unless otherwise limited by Board Policies and Procedures concerning the discipline of students.
- 4.10 NOTIFICATION OF ASSIGNMENT. All Administrators shall be notified, if at all possible, by May 1st of their administrative assignments for the upcoming school year.
- 4.11 ASSOCIATION REPRESENTATION. Administrators shall be entitled to ASSOCIATION representation, upon request, at conferences where disciplinary action will be discussed or where discipline will be imposed.

## **ARTICLE V**

### **Board's Rights**

- 5.1 ADMINISTRATIVE DUTIES AND RESPONSIBILITIES. Nothing contained in this Agreement shall deny or restrict the Board of its rights, responsibilities and authority under the Michigan General School Laws or any other national, state, county, district or local laws, or regulations as they pertain to education.
- 5.2 RULES, POLICIES AND REGULATIONS. The Board retains sole right and shall have the right to manage and conduct its obligation in accordance with the laws of the State of Michigan subject

only to the condition that it shall not do so in any manner which constitutes a violation of this Agreement. Without limiting to any extend the generality of the foregoing, the Board shall have the right to promulgate at any time and to enforce any rules, policies and regulations which do not violate the terms of this Agreement, and which it considers necessary or advisable for the safe, effective and efficient operation of the School District. Any administrator who violates or fails to comply herewith shall be subject to such provision of the Agreement which relates to such discipline or discharge. Every employee of the school district is expected to adhere to Board policies and procedures. Board policies shall be made available for review online.

- 5.3 **GENERAL SCHOOL LAWS.** The Board, Superintendent (including Central Administration) retains the right, among others, to establish and equitably enforce reasonable rules, and personnel policies relating to the duties and responsibilities of administrators, which are not inconsistent with specific provisions of this Agreement, and which do not otherwise directly affect wages, hours, and conditions of employment. If the Board contemplates a change which directly affects wages, hours and conditions of employment, such matters will be subject for negotiations with the P.C.A.

## **ARTICLE VI Employment Security**

- 6.1 **INDIVIDUAL CONTRACT.** Each administrator in the bargaining unit shall be given a two (2) year individual contract. If the administrator is not given notice of nonrenewal, the contract shall annually be renewed. If the administrator does not receive notice of layoff, program of assistance, or termination as a result of the evaluation procedure by March 30th, it shall be extended and reviewed for an additional year on an annual basis. Interim contracts shall be prorated to July 1.
- 6.2 **NONRENEWAL OF CONTRACT.** In the event an administrator's contract is not renewed, the administrator will be provided the due process procedure, as follows:

### **FIRST YEAR:**

- A. The administrator may submit a statement of opposition to the Superintendent specifying the areas of differences and reasons thereof, and will be granted a hearing with the Superintendent and Board, upon request.

### **SECOND YEAR:**

- B. If the nonrenewal is based upon the performance of the administrator's duties, the administrator shall be given written notice of such claim. The administrator shall, within ten (10) days of receipt of the charges, submit an answer to the charges and will be granted a hearing with the Superintendent and the Board, if so desired.

Under subsections A and B above, if the hearing is requested, it shall be held within fifteen (15) days, with a written determination issued within ten (10) days there from.

At the hearing, the administrator may be represented by counsel, and the administrator shall have the opportunity to present testimony and cross-question persons speaking in support of the nonrenewal.

- 6.3 **PROFESSIONAL CONDUCT.** The administrator agrees to perform the employment duties and functions in a manner that encourages quality in the educational process and is in accordance with the policies, rules and regulations of the Board and/or Superintendent. In the event of acts of



misconduct in the performance of the administrator's duties, said administrator may be terminated pursuant to Board Policies, Rules and Regulations and applicable terms of this agreement.

- 6.4 EXCLUSIVE PROCEDURE. The procedure for nonrenewal of contract set forth above shall be the exclusive procedure under this Agreement.

## **ARTICLE VII**

### **Grievance Procedure**

- 7.1 DEFINITION. A grievance is a complaint submitted in writing by an administrator or the P.C.A., hereafter referred to as the grievant, involving any alleged violation, misinterpretation, or misapplication of any provisions of the Agreement.
- 7.2 TIME LIMITS. The term "days" when used in this section shall, except when otherwise noted, mean weekdays (excluding weekends and holidays). Time limits may be extended by written agreement of both parties.
- 7.3 INITIAL RESOLUTION. Every effort shall be made to resolve complaints at their inception. A grievance procedure is intended to provide a formal means of handling those complaints which cannot, for any reason be resolved by discussion and cooperation at their inception. When a cause for complaint occurs, the affected administrator shall be granted a meeting with the grievant's supervisor in an effort to resolve the grievance. At the administrator's discretion, the P.C.A.G.C. will be notified and may be present with the administrator at such meeting(s).
- 7.4 GRIEVANCE REPRESENTATION
- A. The Association shall establish a Grievance Committee to be selected in a manner determined by the Association. The Association agrees that it will identify to the Board, in writing, all current officers and Grievance Committee members.
  - B. In the event any representative or member of the Grievance Committee is also the grievant in the matter at issue, they shall then disqualify themselves for the case involved and shall be replaced by another member of the Association in a manner determined by the Association.
- 7.5 GRIEVANCE PROCEDURE. Grievances shall be presented and adjusted in accordance with the following procedures, recognizing that timelines may be extended with mutual agreement. A grievance must be filed within 25 calendar days of the original action which allegedly violated the master agreement or within 25 calendar days of when the association or any of its members should have become aware of the alleged violation. An alleged grievance involving a newly hired administrator into the bargaining unit will have an additional 30 calendar days in which to file a grievance. Timelines will be waived during July each year.
- 7.6 PROCEDURE
- INFORMAL PROCEDURE
- A. Level one:  
The parties acknowledge that it is usually most desirable for an administrator and their supervisor to resolve problems through free and informal communication. Therefore, if an individual administrator has a personal complaint which they desire to discuss with their supervisor, they are free to do so without recourse to the grievance procedure. When

requested, a representative of the association or member of the grievance committee may participate in resolving the complaint.

#### FORMAL PROCEDURE

B. Level two:

If the complaint is not resolved informally between the affected administrator and their supervisor, it shall be submitted in writing to the supervisor on the grievance form provided. Within seven (7) days after the submission of the grievance, the supervisor will hold a meeting with the grievant and a member of the P.C.A.G.C., the supervisor shall have ten (10) days after the conclusion of the meeting to render their decision.

C. Level three:

If, within ten (10) days, the P.C.A.G.C. or the administrator is not satisfied with the disposition of the grievance, the grievance may be transmitted to the Superintendent or their designee by submitting a written copy of the grievance form. The Superintendent or their designee shall meet with the administrator and the P.C.A.G.A. within seven (7) days and shall render a disposition of the grievance within ten (10) days thereafter. A copy of the disposition shall be furnished to the administrator and the P.C.A.G.A.

D. LEVEL FOUR:

If, within ten (10) days, the P.C.A. is not satisfied with the level three disposition, the grievance may be transmitted to the American Arbitration Association (AAA) by submitting a demand for arbitration with a copy to the Human Resources Administrator and the Superintendent of Schools. The rules and procedures of AAA will be followed.

It is understood by the parties that:

1. The arbitrator, the P.C.A. and the Employer may call any witness in any arbitration hearing.
2. Each party shall be responsible for the expenses of the witnesses that they may call.
3. The arbitrator shall have no power or authority to rule on any matter not involving an alleged violation of the specific provisions of this agreement, nor to rule on the contents of an evaluation, termination or non-renewal of a probationary employee, or to interpret State or Federal statutes.
4. The arbitrator shall have no jurisdiction to add to, subtract from or modify any of the terms of this agreement or any written amendments hereof, or to specify the terms of a new agreement, or to substitute their discretion for that of any of the parties hereto.
5. The decision of the arbitrator shall be final and binding upon the parties.
6. The expenses of the arbitrator, including the filing fee, shall be paid for by the party petitioning for arbitration.

#### 7.6 MISCELLANEOUS.

- A. An administrator may, at any time, present grievances to the Superintendent or designee, and have the grievance adjusted, without intervention of the P.C.A.G.C. if the adjustment

is not inconsistent with the terms of this Agreement, and provided the P.C.A.G.C. has been given the opportunity to be present at such adjustment.

- B. An administrator may withdraw a grievance at any level without prejudice or record. However, if in the judgment of the P.C.A. the grievance presents an issue of importance, the P.C.A. may process the grievance at the appropriate level.
- C. Notwithstanding the expiration of this Agreement, any claim or grievance arising thereunder may be processed through the grievance procedure until resolution. It is understood, however, that no provision in this Agreement has subsistence beyond the expiration day, unless specifically agreed upon by the parties, in writing. (This is being proposed without prejudice to the Board position on this matter).
- D. For the purpose of assisting an administrator or the P.C.A.G.C. in the prosecution or defense of any contractual, administrative or legal proceedings, including, but not limited to, grievances and tenure proceedings, the Board shall permit an administrator reasonable access to and the opportunity to inspect and purchase copies of their personnel file and any other files or records of the Board which directly pertain to the administrator and the issues or proceedings in question. A representative of the P.C.A.G.C. may accompany and assist the administrator in this regard. Pre-employment information consisting of communications with college/university, previous employers and other reference information, however, shall not be available to the administrator.
- E. During the deliverance of any proceedings, and until a final determination has been reached, all proceedings shall be private and preliminary disposition will not be made public without the agreement of all parties.
- F. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel file of the participants.
- G. It is understood that if any administrator files a charge with a governmental agency such as the Equal Employment Opportunity Commission, Michigan Civil Rights Commission, Michigan Employment Relations Commission, Michigan Employment Security Commission, Michigan Department of Labor Bureau of Workers' Disability, Michigan Tenure Commission, and/or similar state or federal agency, said charge shall not be subject to arbitration under this agreement. It is further understood that the Employer reserves the right to set aside the findings and conclusions of any arbitration award where the employee files with the aforementioned governmental agencies on a charge previously determined by arbitration within a twelve (12) month period, except that if related issues were raised in the petition for arbitration, the findings and conclusions of said issues shall continue to be binding.

The Board shall provide notice to the Association of an employee filing action in another forum as specified above within ten (10) work days of the Board's receipt of notice of such filing.

## **ARTICLE VIII**

### **Staffing Methods and Procedures**

- 8.1 **QUALIFICATIONS.** The parties agree that all positions shall be staffed by the most competent and qualified persons that can be secured for them. The P.C.A. also agrees that the Board shall

have the right to make final decisions on the staffing of all positions covered by this Agreement by any methods and procedures set forth below.

8.2 ADMINISTRATIVE VACANCY. When school is in session, vacancies for administrative positions will be publicized including postings of such notices in each school, the Central Office, and by notification of each administrator. At times when school is not in session and for all E.S.Y. administrators, a copy of such postings will be furnished to those who leave a self-addressed stamped envelope. A vacancy is an opening which the Board desires to fill. No vacancy shall be filled, except on a temporary basis, until such vacancy shall have been posted for at least ten (10) days. Any administrator in the bargaining unit may apply for such a vacancy. In filling such vacancy, the Board agrees to consider the professional qualifications, previous experience, length of service in the District and other relevant factors. The administrator may be required to submit necessary materials and/or documentation in pursuit of the position. At the administrator's request, the reasons for the selection of the successful applicant shall be reviewed with the interested applicant(s) by the Superintendent. It is understood that in the selection process, to fill any vacancy, all factors shall be considered and judged in the weighing of the needs of the individual, the School District, the students and the Board/Administration.

8.3 ADMINISTRATIVE ASSIGNMENTS - NEW POSITIONS. Vacancies and/or new positions which occur within administrative staff of the School District at any level and which provide opportunity for promotion for present administrators, shall be posted by the Personnel Office in each building and in the same manner detailed in Article VIII, Section 8.2. Such positions shall be posted with an attached job description at least ten (10) days prior to the filling of vacancies. All administrators who apply and are determined to be qualified for the open positions will be granted an interview. The administrator may be required to submit necessary materials and/or documentation in pursuit of the position. At the Administrator's request, the reasons for the selection of the successful applicant shall be reviewed with the interested applicant(s) by the Superintendent.

It is further understood that in the selection process to fill any vacancy, all factors shall be considered and judged in the weighing of the needs of the individual, the School District, the students and the Board/Administration.

8.4 VOLUNTARY TRANSFER. A voluntary transfer is a change in a bargaining unit position laterally or downward. Requests for voluntary transfers must be made in writing, giving the reason for the request, the position requested and administrator's qualifications for such position. Such requests are to be submitted to the Superintendent or their designee, and renewed annually if they are to remain active.

8.5 REDUCTION IN PERSONNEL. Every administrator who has satisfactorily completed the applicable probationary period under the Michigan Tenure Act shall have tenure as a teacher in the school district. Any reduction of administrative personnel shall mean the administrator so affected will be reassigned to a teaching position for which he is certified and qualified unless he becomes eligible for reassignment to another administrative position as provided herein.

8.6 STAFF ASSIGNMENTS. The Board agrees that where practicable, the affected building administrator shall have the opportunity to interview and make recommendations concerning all personnel, certified and non-certified, who are being considered for employment to their building or department. Subject to the approval of the Superintendent, each building principal shall have a right to make a determination regarding a teacher's or administrator's assignment within their building. Such assignment shall be made in accordance with any other collective bargaining agreements which the Board has entered into and which address the subjects of assignments, work schedules, transfers, etc. It is agreed that any complaint by a building level employee

regarding his/her assignment shall not proceed above the building level except through the recognized grievance procedure in such other unit's collective bargaining agreement.

8.7 ADMINISTRATOR ASSIGNMENTS. Administrators may be assigned to an administrative position in any particular building or location. No change in assignment shall be made for reasons of bias, vindictiveness, or discrimination, but only for good cause, as determined by the Board or Superintendent. When an involuntary transfer is necessary, the Superintendent or designee will first meet and review the reasons for the transfer with the administrator.

8.8 TEMPORARY APPOINTMENT. A temporary appointment may be made to fill an administrative position by the Superintendent. Replacement should first be considered from current and displaced (due to staff reduction) members of the P.C.A.

The appointment should not exceed ninety (90) days unless extenuating circumstances exist. In such cases, the appointment shall not extend beyond the end of the current school year unless a provision stating otherwise exists in the contract. The wages, hours, and working conditions shall be consistent with all other administrators at that level. The Superintendent or designee and the P.C.A. President or their designee shall meet to negotiate wages, hours, and working conditions relevant to the change consistent with this Agreement.

Individuals on temporary assignments or sabbatical leaves will continue to accrue seniority in the position they previously held.

8.9 DISTRICT CURRICULUM AND POLICY INFORMATION. It is agreed that administrators will participate in the development and implementation of curriculum and related programs. District curriculum councils/committees shall have School District administrator representation. At least one (1) member of each committee shall be appointed by the P.C.A. It shall be the right and responsibility of the administrative staff to participate in the development of the educational program and professional practices in accordance with the procedures described in Board and/or rules and regulations. It shall also be the right and responsibility of the administrative staff to provide input in the development and/or revision of policies or rules and regulations or agreement to be negotiated which govern the development of the educational program; students, professional and non-professional personnel practices; determination of educational materials; and use of school facilities. These policies and rules and regulations shall include matters covered in the Board Policy Manual, as well as any negotiated agreements with other professional groups.

8.10 OPENING NEW SCHOOLS. When any new school is to be opened, and when practicable, an administrator will be assigned, prior to the anticipated opening date, the responsibilities of that school on a full-time basis per the following schedule:

Elementary School .....6 months  
Middle School.....9 months  
High School ..... 12 months

Said administrator shall be assigned a location and secretarial help to assist in performing such duties.

8.11 PROBATIONARY PERIOD. It is hereby understood and agreed that all new administrators in the unit shall serve a probationary period of two (2) years. In addition, each administrator, except principals, who are placed into a new position will serve a probationary period of two (2) years in that new position unless the administrator has been employed by the district as an administrator for at least five (5) years in which case the probationary period will be eighteen (18) months. During the probationary period, the administrator shall receive a probationary contract which shall be for one-year periods, and shall be conferenced at least twice each probationary contract year with the

first conference to be held on or before December 1st, which will include an interim evaluation report due by January 30. Evaluations rated as effective or highly effective are necessary for completion of the probationary period. Upon successful completion of the probationary period, the administrator shall be offered a contract as per current Article VI, Section 6.1. If at the end of the probationary period, a person's performance is not effective or highly effective, they will be placed consistent with state law. They will be offered the first administrative position which becomes vacant in the same category for which they last received a effective or highly effective evaluation. This window will last up to three (3) years from the date of the minimally effective or ineffective evaluation which resulted in the assignment change.

Any provision of the master agreement which conflicts with this provision will be modified to be consistent with this section.

- 8.12 **ADMINISTRATIVE STAFF ASSISTANCE.** The parties recognize that operational and administrative problems arise within the building due to changes in student enrollments, program additions (E.S.Y. Special Education, Federal Programs, etc.); and varying student requirements, which require adjustment in administrative and clerical assistance. The Central Administration and the P.C.A shall undertake to study and resolve any such problems. A committee shall be formed of three (3) Central Office administrators and three (3) building administrators (to be appointed by the P.C.A.) and shall meet upon the request of either party to make recommendations for changes in staffing.

### 8.13 MENTOR

A. Superintendent or designee will determine the length of assignment of a mentor and select an Administrative Mentor with input from the New Administrator's supervisor. The Mentor should hold the same P.C.A. position as the New Administrator whenever possible. New Administrators and current P.C.A. members in new positions shall have a mentor assigned for at least one year. The duties and responsibilities of the Mentor and the Mentee are set forth in the PCA Mentor Handbook.

#### B. Stipend:

The stipend will be paid after the Mentor Administrator has submitted a completed checklist of meetings held with the New Administrator.

- a. \$1,500 stipend for 1<sup>st</sup> year
- b. \$500 stipend for 2<sup>nd</sup> year
- c. \$500 stipend for 3<sup>rd</sup> year
- d. If additional years are needed as determined by the Superintendent or designee then these years will be paid at the rate of \$500 per year.

Administrative Mentor Stipend will be paid on May 25.

## **ARTICLE IX Leave Policies**

### 9.1 SABBATICAL LEAVE

- A. Administrators who have been employed as administrators for a minimum of seven (7) consecutive years shall be eligible for a sabbatical leave. If granted, said administrator

shall be paid one half of their annual salary for a full year sabbatical, along with full related fringe benefits. Sabbatical leave of less than one full year shall have the salary reimbursement prorated to the length of the leave.

- B. A sabbatical leave shall be available to eligible administrators in order to provide an opportunity for professional improvement through formal study, research, writing and travel, or other types of experience through which the general welfare of the Plymouth-Canton Community School will benefit.
  - 1. Absence from service in the district for a period of not more than one (1) year, under the leave of absence without pay granted by the Board for professional improvement or restoration of health, shall not be deemed a break in the continuity of service required in this section. Subsequent sabbatical leaves may be granted after eligibility has been reestablished by service of an additional seven (7) years as a full-time employee.
  - 2. Applicants must agree to the service of the Plymouth-Canton Community Schools immediately upon termination of sabbatical leave and to continue in such service for a period of two (2) years, unless physical disability makes this impossible or there is mutual agreement to the contrary. A signed agreement in the format of a promissory note shall stipulate that the failure of the administrator to provide such service shall result in the obligation to reimburse the district a proportionate part of the salary and fringe benefits paid to him during the sabbatical leave, determined by the fraction of the two (2) years not served following the leave.
- C. Application shall be made to the Sabbatical Leave Committee not later than February 1 for a leave beginning the first semester of school year, or October 1 for a leave beginning the second semester of a school year. Such application shall be accompanied by a plan for the period of the sabbatical leave.
- D. The Sabbatical Leave Committee of the P.C.A. shall prepare a priority listing of eligible candidates and recommend names for sabbatical leave appointments within thirty (30) days of application deadlines to the Superintendent or their designee, for Board approval. In recommending approval of an application, the committee shall consider the date of application, the purpose of the leave, the seniority of service to the school system, the professional growth of the administrator, the potential benefit to the school system and other factors deemed pertinent by the committee. Notice of the Board's decision shall be given the applicant within forty-five (45) days of application deadlines.
- E. An administrator, upon return from sabbatical leave, shall be restored to their former position or to a position of like nature and status and shall be placed at the same position on the salary schedule as he would have been had he served in the district during such period.
- F. A sabbatical leave may be granted for a period not exceeding twelve (12) months.
- G. The Administrator shall immediately request and obtain approval from the Superintendent or their designee, for any substantial change in the previously planned program of leave.
- H. Administrators, upon return from the leave, shall file a written report with the Superintendent or their designee, including the names of institutions attended, courses pursued, credits received, experience gained together with the applicant's appraisal of the professional

value of the activities while on leave, and the manner in which the knowledge and experience gained may be applied to the benefit of the school system.

- I. The Board reserves the right to extend a sabbatical leave at full pay to an applicant on a special assignment for the Plymouth-Canton Community Schools provided the applicant guarantees to fulfill a four (4) year commitment immediately following their return.
- J. Benefits for Sabbatical Leave:
  - 1. Increments shall be counted during leave.
  - 2. Leave time shall count toward retirement in accordance with School Code.
  - 3. All negotiated insurance benefits shall continue in accordance with the P.C.A. Master Agreement.
  - 4. Seniority will continue to accrue as an administrator.

## 9.2 UNPAID LEAVES

- A. Eligibility for any kind of unpaid leave of absence, except as specified, shall be dependent upon a satisfactory record of at least two (2) years continuous employment in the Plymouth-Canton Community Schools. During this period of leave, the administrator has the option of paying the life and hospitalization insurance premiums for the coverage provided in this Agreement.
- B. **MILITARY LEAVE.** A military leave of absence shall be granted in accordance with the applicable Federal and State Laws and without reference to the eligibility requirements stated in Section 10.2, A. above, to any administrator who shall be inducted or shall enlist on military duty in any branch of the Armed Forces of the United States. Upon return from such leave, an administrator shall be placed at the same position as he would have been had he been employed in the district during such period. Any administrator of the Board of Education covered by this Agreement who is a member of the National Guard or any other reserve component of the Armed Forces of the United States will be entitled to a leave of absence without loss of time during which he is engaged in the performance of official duty or training. While on such leave, they shall be paid an amount which, when combined with their military pay, would equal their regular salary not to exceed a total of ten (10) days in any one calendar year.
- C. **HEALTH LEAVE.**
  - 1. **VOLUNTARY.** Health leave is defined as a period of employee absence because of personal illness or disability. Upon recommendation of a physician acceptable to both the qualified applicant and the Board, a health leave shall be granted up to a maximum of one year plus any unfinished year. At the end of such leave, the administrator must either return or resign unless a special extension is recommended by the Superintendent or their designee. When this administrator's health permits their return, they shall so inform the Superintendent or designee, in writing and submit a statement from the physician certifying their fitness to return at least thirty (30) days in advance. The Board may assign a temporary replacement during this leave of absence.
  - 2. **INVOLUNTARY.** In the event it is necessary to consider placing an administrator on an involuntary health leave, the Board and P.C.A. will meet to agree on the appointment of a physician. In the event agreement is not reached, the Board may



appoint a physician and so inform the P.C.A. If the physician appointed determines that an administrator is physically or mentally unable to satisfactorily perform their assigned duties, such administrator shall be placed on a mandatory health leave of no more than one year in accordance with C.1 (above).

D. MATERNITY LEAVE. Without reference to the eligibility requirement stated in Section 10.2, A. (above), the Board shall grant a maternity leave of absence to a member of the bargaining unit upon written request to the Personnel Office sixty (60) days prior to the date of commencement of such leave. Said leave to be granted in accordance with the following.

1. A prospective parent will commence her leave at a time jointly determined by the administrator and her physician or adoptive agency or Probate Court. Likewise, she may terminate the leave any time after the birth or adoption of the child upon thirty (30) days notice, provided that she is physically able to perform her administrative responsibilities.
2. The initial leave period may be for the duration of the unfinished school year when leave was granted, plus two (2) consecutive semester, excluding a summer semester.
3. The administrator shall be entitled to return to work in her position upon the concurrence of her doctor and the Board's doctor, if the Board shall so require. Maternity leave shall be treated as health leave under Article X, Section C.2.

E. DISCRETIONARY LEAVE. A leave of absence may be granted to any administrator upon application to the Superintendent and approval by the Board for meritorious purposes, such as education leave, child care leave (extended maternity or adopted child) or extended health leave. (At the time of application for leave a copy will also be presented to the P.C.A. for their notification.) To qualify for the education leave, the administrator must be enrolling in an accredited college or university for the purpose of engaging in studies related to their administrative responsibilities.

F. LEAVE REPLACEMENT. During the health leave (10.2 C & D), where applicable, the Board shall assign a temporary replacement for the administrator. While on leave, an administrator will maintain full seniority status, or its equivalent, and all applicable employment rights held before the leave was taken.

G. COMPENSATION IMPLICATIONS FOR 30+ DAY LEAVES.

Pre-loading sick days at the beginning of the fiscal year has at times caused salary employees to be overpaid when the employee either retires or terminates after the leave.

1. Salary employees on a leave for 30+ days will have their current year sick bank prorated at the time of the leave. The banks will be properly adjusted for the correct earned days for the current fiscal year.
2. When the employee returns to work the sick days will again be prorated for the remaining work days of the fiscal year.
3. While on a 30+ day leave any paid mileage will cease.

- H. RETURN FROM LEAVE. Notice of intention to return or resign must be sent in writing to the Superintendent by March 1 of the leave year, except where required otherwise. Failure to provide such notice shall be the equivalent of resignation. It is understood that, due to the requirements of the law, individual contracts and the administrative necessities of the district, the administrator cannot be guaranteed a specific position on return from leave. However, reasonable efforts will be made to place the administrator in their original position or in an appropriate position. "Reasonable efforts" shall not be intended to include displacement of administrators currently assigned, unless the current administrator was notified in writing of the temporary nature of the assignment.

## **ARTICLE X**

### **Compensation and Insurance Programs**

- 10.1 SALARY SCHEDULE. The Salary Schedules for administrators covered by this Agreement is set forth in [Appendix A](#) and is attached hereto and made a part hereof.
- 10.2 a. HEALTH INSURANCE. The Plymouth-Canton Community Schools agrees to adhere to the hard cap provision set forth in PA152. The district will pay for health care expenditures each year not to exceed the hard cap limits set forth in PA152 for single subscriber, two-person and full family coverage for full time employees. Employees who are insured through the district program will contribute the amount that exceeds the hard cap limit. These contributions will be payroll deducted.
- The Board reserves the right to bid and name the carrier for any portion of the plan, including prescription co-pay. If there is a change in the insurance plans during the life of this agreement, the Board agrees to meet with the P.C.A. to discuss those changes and possible implementation. *See Appendix C for details.*
- b. All benefits, premiums and/or illustrated rates will be pro-rated for part time administrators.
- 10.3 LIFE INSURANCE. Effective upon ratification by the Board and P.C.A., fully paid group life insurance protection in the amount of \$50,000 with double indemnity in case of accidental death will be paid by the Board. P.C.A. members may voluntarily purchase life insurance to add spouse and/or child.
- 10.4 DISABILITY INSURANCE. The Board agrees to continue for the duration of this agreement in full force and effect the income protection and long-term disability insurance. The board agrees to pay One-Hundred percent (100%) of the cost of this policy which shall provide sixty-six and two-thirds (66-2/3%) percent of gross earnings, after a ninety (90) calendar day waiting period, less any amounts paid or payable under Workers' Compensation Insurance and full disability benefits received from Social Security and Retirement benefits limited by the express terms of an insurance policy presently in force in the school district. The monthly maximum benefit shall be \$5,783.00.
- 10.5 DENTAL INSURANCE. Plymouth-Canton Community Schools' Board of Education shall pay the premium for Dental Insurance (Internal & External COB) for up to full family coverage. Any change in the existing plan, coverage, or carrier will be subject to joint agreement by both parties. There will be coordination of benefits (COB) sufficing for employees who have other dental coverage. The Board reserves the right to bid the carrier subject to the above coverage levels. *See Appendix C for details*

- 10.6 VISION INSURANCE. Plymouth-Canton Community Schools' Board of Education shall pay the premium for Plan II Vision Insurance.
- 10.7 SICK LEAVE. Each administrator shall be allowed to accumulate one (1) day per month for illness and/or personal business. Provided, however, that an administrator who has at least five (5) years experience in the school district shall be allowed to accumulate sick and/or personal business days at the rate of fifteen (15) days per contract year. Sick leave may be accumulated to an unlimited number of days. There shall be no limit placed upon the number of personal business days that may be used. It is understood that regular attendance is the goal of the Board and P.C.A. and the use of sick leave for personal business should be used for actual and essential business purposes that cannot be transacted outside the workday. It is also understood that personal leave days may also be used as bereavement days outside the immediate family. It is further understood that permission or approval must be obtained from the administrator's supervisor. All used sick leave/personal leave/bereavement days shall be deducted from accumulated sick leave days.
- 10.8 FUNERAL LEAVE. In the event of a death in an administrator's immediate family, they may take up to five (5) days of their accumulated sick leave, with pay, for funeral related purposes. Immediate family is construed to mean wife, husband, children, parents, brother, sister, grandparents, mother-in-law, father-in-law. Additional days may be granted in extenuating circumstances, or to travel long distances for funeral services, providing said time has been approved.
- 10.9 JURY DUTY. An administrator called for jury duty shall be compensated for the difference between the administrator's pay and the pay received for the performance of such obligation. Such duty shall not be charged to the administrator's sick leave bank. It is understood that when not actively serving jury duty, the administrator will report for work.
- 10.10 PHYSICAL EXAMINATIONS. All administrators shall demonstrate adequate mental and physical health to perform their designated duties and functions satisfactorily. In the event there is a reasonable doubt as to the capability of the administrator performing satisfactorily because of physical or mental disability, the Superintendent may request that the administrator have an examination by a physician mutually agreed upon by the said administrator and the Board of Education at the Board's expense. If the examination indicates that the administrator cannot perform satisfactorily, the Board shall place the administrator on health leave as per the leave provisions in Article IX. If they wish, the administrator shall receive payment of their accumulated sick leave during such health leave.
- 10.11 TAX SHELTERED ANNUITY. Opportunity will be provided for full participation by the administrator in any Board-approved tax sheltered annuity program.
- 10.12 PAYROLL DEDUCTIONS. Payroll deductions shall be allowed for United Fund, annual dues to professional organizations..
- 10.13 FLEXIBLE SPENDING ACCOUNT. A Flexible Spending Account for employee contributions will be established to include medically related expenses and dependent care expenses in accordance with the I.R.S. regulations. Employee contributions for medically related expenses will be unlimited. The limit for dependent care expenses will be in accordance with I.R.S. regulations.
- 10.14 PROFESSIONAL CONFERENCE/MEETINGS. With prior approval from the Superintendent or their designee, an administrator may act as a resource person or active participant in preservice or in-service programs, professional conferences and/or professional meetings organized by some agency other than the school district.

10.15 SEMINARS / IN-SERVICE PROGRAMS. If budgetary funds are available, the Board shall set aside \$1,500 for in-service programs, seminars or other in-service activities for the mutual benefit of building administrators for each year of this Agreement. Such in-service activities shall be planned by a joint committee of one elementary administrator, one director, and one member of Central Office administration appointed by the Superintendent. It is understood, however, that the application of this provision shall not be mandatory, but shall be based upon need.

10.16 EDUCATIONAL LEVEL CREDIT. Upon application and verification (Official Transcripts) an individual Administrator shall be eligible to receive advance degree, yearly, lump sum payments as follows:

MA + 30	=	\$1,000.00
SPECIALIST	=	\$1,000.00
Ph.D./Ed.D./J.D.	=	\$1,500.00

Verification must be received no later than October 1st of the initial year of eligibility. Eligible payments will be made the first pay of November each year.

10.17 TUITION REBATE. With the approval in writing and signed by the Superintendent or their designee prior to enrollment, tuition for courses beyond the M.A. + 30 hours will be paid in accordance with the established policy of rebating tuition upon successful completion of the course. In the event the administrator is requested by the Superintendent to take specified credit hour courses or to attend conferences, seminar, or workshops, the tuition or fees shall be paid by the Board. This provision became applicable July 1, 1978.

10.18 SUPPLEMENTAL FRINGE. Each Administrator shall receive a stipend amount not to exceed \$500.00 per year to be used for discretionary fringe benefit improvements.

- A. Deferred payment benefits
- B. Professional dues

10.19 ACTIVITIES STIPEND. Each administrator in the PCS will receive an Activities Stipend in a one-time, off-schedule payment on the following scale:

EFFECTIVE 2012/13

High School Principals, Assistant Principals and Athletic Directors	= \$1000
Middle School Principals and Assistant Principals	= \$ 750
Elementary Principals, Coordinators, Supervisors	= \$ 625

This stipend is intended as compensation for after-school and evening activities and will be made on June 10th each year.

This stipend will not be paid in the 2024-2025 school year and will not be paid in the 2025-2026 school year.

10.20 PAID HOLIDAYS. The following holidays shall be granted to all administrators:

[See calendars in Appendix D](#)

Fourth of July	Christmas Day
Labor Day	New Year's Eve Day
Thanksgiving Day	New Year's Day
Friday after Thanksgiving	MLK Day
Christmas Eve Day	Memorial Day

The days during the Christmas and New Year's break, when school is not in session, shall be additional days off and shall not be charged as off time.

- 10.21 **RETIREMENT.** Retirement pay of one hundred dollars (\$100) per year of service, up to thirty (30) years, shall be paid upon retirement, provided the administrator shall have been continuously employed in the School District for at least ten (10) years and is eligible and has made application for Michigan School Employee's Retirement Fund benefits. Payment will be made upon evidence that application has been made with reasonable assurance that the retiring administrator qualifies. In addition, the district will continue paying the \$8,000 retirement supplement.
- 10.22 **REIMBURSEMENT FOR MILEAGE.** Effective December 1, 2017, P.C.A. Members will receive a \$65 monthly mileage allowance for travel within the district. When traveling outside of the school district for school business, P.C.A. members will need to complete a Request for Mileage Reimbursement form to receive mileage reimbursement. Principals with responsibility for outlying schools will receive an additional \$10 monthly allotment.

## **ARTICLE XI**

### **Entire Agreement Clause**

- 11.1 **ENTIRE AGREEMENT CLAUSE.** Any individual contract between the Board of Education and an administrator, heretofore executed, shall be made subject to the terms of this Agreement. If an individual contract contains any language which is inconsistent with the express terms of this Agreement, then this Agreement shall be the controlling factor.

## **ARTICLE XII**

### **Severability**

- 12.1 **SEVERABILITY.** Should any article, section or clause of this Agreement be declared invalid by a court of competence jurisdiction, said article, section or clause, as the case may be, shall be automatically deleted from the Agreement. The remaining articles, sections and/or clauses shall remain in full force and effect for the duration of the Agreement providing the intent of the remaining language is not changed.

## **ARTICLE XIII**

### **Miscellaneous Provisions**

- 13.1 **MEETING OF MUTUAL CONCERNS.** Upon written request from either party, representatives of the Board, Superintendent and Central Administration, will schedule a meeting with an Executive Committee of the P.C.A. The purpose of any such meeting shall be informational and to discuss proper matters of mutual concern which relate to the administration of this Agreement. At least five (5) days prior to any such meeting, each committee will submit to each other a written agenda outlining the subjects proposed for discussion. The meeting shall not supplant any of the provisions and requirements of the parties as set forth elsewhere in this Agreement.

- 13.2 **WORKING RELATIONSHIPS.** In order to develop a sound working relationship between the parties, it is mutually agreed that:
- A. The parties will continue the formulation and implementation of the Management by Results system and management team concept. Administrators will continue to be involved in the development thereof.
  - B. A clearly established staff and line chart should be a part of a Board-approved policy. It should clearly indicate lines of authority and responsibility.
  - C. Administrators should initiate upward communications with the Superintendent according to the staff or line chart. Such communications should include the attitudes, opinions, ideas and suggestions of the administrator's professional subordinates, since it is here that significant progress can be made if school district management understands their concerns.
  - D. Administrators must accurately and positively represent the Board and the Superintendent and take their direction from that office according to the staff or line chart. District operating procedure should clearly point out that all administrators work for the Superintendent and take their direction from that office according to the staff or line chart.
  - E. The administrative council shall continue to be utilized for the purpose of advising and participating in decision making and the administrative level.
  - F. Where feasible, the administrator should expect their Superintendent to represent them with the Board in a positive and fair manner.
  - G. The provisions of this Section are not subject to the grievance procedure.
- 13.3 **COPY OF AGREEMENT.** The Board agrees to provide each administrator a copy of this Agreement following ratification of the Agreement by the parties.

## **ARTICLE XIV**

### **Administrator Placement**

1. Decisions regarding the placement and/or assignment of administrators shall be made on the basis of the best interest of the District as well as the certification, qualifications, and effectiveness of each respective administrator, to the extent that the decisions are consistent with the terms of the administrators' individual contracts.
  - a. Length of service or tenure shall not be used as the sole factor for decisions regarding placement and/or assignment of administrators. Length of service or tenure may be used as a tiebreaker if a decision regarding placement and/or assignment of administrators involves 2 or more employees and all other factors distinguishing those employees from each other are equal.
  - b. Qualifications shall be defined to include, but not be limited to, an individual's: areas of certification, level of degree attained, type of degree attained (major, minor, or area(s) of focus), relevant previous experience, relevant classes or training, previous ratings, effectiveness and overall performance as an administrator, previous disciplinary history, or any further factors stated in this Article which places conditions upon the placement and/or assignment of administrators.

- c. Assignment of administrators is within the sole discretion of administration. However, administration may use factors to place administrators in what it deems is in the best interests of students. By way of illustration, not limitation, the following factors may be used:

- i. The effectiveness of the administrator, as measured by the District's annual evaluation tool and as required by Section 1249b of the Revised School Code, being MCL 380.1249b;
- ii. The recency by which the administrator worked in the specific job position or building level;
- iii. Whether the administrator was previously on an individualized development plan ("IDP") in the previous school year;
- iv. The administrator's discipline history;
- v. The administrator's attendance history, excluding absences allowed pursuant to state or federal law;
- vi. Relevant and specialized training; and
- vii. Significant, relevant accomplishments and contributions to the District.

2. Insofar as possible, administrators will be assigned in their area of specialization, and administrators' desires and opinions will be taken into consideration regarding changes in assignment, but all placement and assignment decisions are within the sole discretion of the District. All decisions pursuant thereto shall be final.

3. Administrators shall only be assigned in accordance with all state and federal laws and regulations regarding certification and qualification requirements.

4. The District may amend, revise, or set additional qualifications, certifications, or endorsements for open/vacant positions as they become open/vacant.

5. It is the administrator's sole responsibility to maintain their certification and to promptly provide written documentation of the certification, endorsement, and/or qualification status to the Human Resources Department.

6. All administrators shall be given written notice of their assignment for the forthcoming year as soon as practicable and under normal circumstances no later than June 30th. Administrators affected by assignment changes after June 30th shall be notified as soon as practicable. Nothing in this section shall limit the District's authority to make changes in assignments at any time.

- a. The District will determine the number of positions needed for each school year.
- b. The District will determine the qualifications/certifications for each position, in compliance with relevant law.

7. Requests for transfer for the ensuing school year must be made in writing to the Human Resources Department prior to March 1<sup>st</sup>.

- a. An administrator may apply for a transfer to another administrator position for which they are properly certificated and qualified.
- b. Transfer requests shall only remain on file for a period of one year.

8. When it is determined that an involuntary transfer of an administrator is in the best interest of the District, the administrator shall be notified as soon as possible and may, upon request, be given the reasons for said transfer.
9. Any administrator who has been involuntarily transferred will be given consideration for return to the position from which they were involuntarily transferred when it becomes vacant, subject to the following:
  - a. The involuntary transfer was not for disciplinary reasons.
  - b. The administrator must have been rated as Effective or Highly Effective (or Effective after July 1, 2024) in the position they were involuntarily transferred from for the school year directly preceding the involuntary transfer.
  - c. A written request to return to the position from which the involuntary transfer was made was filed with the Human Resources Department by March 1<sup>st</sup>.
  - d. All required certifications and qualifications for that position have been maintained.
10. An administrator returning from a leave of absence shall be offered a position commensurate with their training, experience, and certification. A specific position in a specific school cannot be guaranteed on a return from a leave of absence, but reasonable effort shall be made to return the administrator to their original position. When the leave of absence expires during a school year, every effort shall be made to place the administrator in an appropriate position as soon as such a position is available.

## **ARTICLE XV**

### **Administrator Evaluations**

- A. The performance of all administrators, including probationary administrators, shall receive a year-end evaluation.
- B. Anything contained within this Article notwithstanding, all evaluations of administrators shall be conducted pursuant to current state law.
- C. Evaluation of an administrator in relation to their assignment is a continuous process and shall be conducted by the Superintendent or designee. Each Observation shall be made in person. For building-level administrators, each observation by the Evaluator(s) shall be made in person, at the school building where the building-level administrator works. As part of the observation, the Evaluator(s) must observe classrooms with the building-level administrator to collect evidence of the building-level administrator's school improvement plan strategies being implemented and the impact the school improvement plan has on learning.
- D. At the end of the school year, each administrator shall be assigned a year-end performance evaluation rating ("Year-End Evaluation") of one of the following:
  - a. Before July 1, 2024
    - 1) Highly Effective,
    - 2) Effective,
    - 3) Minimally Effective, or
    - 4) Ineffective
  - b. July 1, 2024 and After



- 1) Effective,
- 2) Developing, or
- 3) Needing Support

E. The Year-End Evaluation shall be completed using the Evaluation Tool and Forms approved by the Board of Education and will be based upon an assessment of the following criteria.

a. Individual performance shall be the majority factor in making the decision, and shall consist of, but is not limited to, all of the following:

- 1) Evidence of Student Growth: Prior to July 1, 2024, forty percent (40%) of the annual year-end evaluation shall be based on student growth and assessment data. Beginning on July 1, 2024, twenty percent (20%) of the year-end evaluation must be based on student growth and assessment data or student learning objectives metrics as defined by MCL 380.1249(6)(a).
- 2) The school administrator's training and proficiency in conducting teacher performance evaluations if they do so, or a designee's proficiency if the administrator designates such duties.
- 3) The progress made by the school or District in meeting the goals established in the school/District improvement plan.
- 4) Efforts to support student attendance.
- 5) The administrator's attendance (i.e., incurring excessive absences in violation of the District attendance policies) and disciplinary record, if any.
- 6) Student, parent, and teacher feedback and other information considered pertinent by the Board.

b. Significant, relevant accomplishments and contributions. This factor shall be based on whether the individual contributes to the overall performance of the school making clear, significant, relevant contributions above the normal expectations for an individual in their peer group and having demonstrated a record of exceptional performance.

c. Relevant special training. This factor shall be based on completion of relevant training other than the professional development or continuing education that is required by the employer or by state law, and integration of that training into instruction in a meaningful way.

F. Beginning in 2023-2024, Student Growth Assessment Data shall be weighted as a factor of the Year-End Evaluation according to the following percentages:

- a. 2023-2024 – 40%
- b. 2024-2025 – 20%, and
- c. Each subsequent school-year – 20% or subject to law.

G. In addition to the Criteria for measuring effectiveness, the Year-End Evaluation for a probationary administrator shall include an assessment of the administrator's progress in meeting the goals of their individualized development plan ("IDP").

H. The District will provide a mid-year progress report to each administrator for each year that the administrator is evaluated. This mid-year progress report shall supplement and not replace the annual year-end evaluation. The mid-year report may include:

- a. Specific performance goals developed by the Evaluator(s) or their designee.
    - 1) For building-level administrators, the specific performance goals shall be for the remainder of the school year.
    - 2) For all other administrators, the specific performance goals shall be for the remainder of the calendar year.
  - b. Any recommended training identified by the Evaluator(s) or their designee that would assist the administrator in meeting the specific performance goals.
  - c. A written improvement plan that includes the specific performance goals and training. The plan shall be designed to assist the administrator to improve their evaluation rating.
- I. A mentor or coach shall be assigned to each administrator for the first three (3) years in which the school administrator is in a new administrative position.
  - J. Any administrator, including a probationary administrator, who receives an evaluation rating of minimally effective, ineffective, needing support, or developing on their Year-End Evaluation and who the District wishes to retain shall be provided with an IDP developed by the Evaluator with a specific focus. The IDP will recommend professional development opportunities and other actions designed to improve the rating of the administrator on their next Year-End Evaluation. The IDP will include a purpose, and a set of goals that will assist in improving effectiveness for the next school year. The purpose will include the specific rationale for implementation, including statements of concern. The goals will list a detailed plan for the administrator, as well as, support given by the Superintendent.

An IDP resulting from an “Ineffective” or “Minimally Effective” (or Needing Support after July 1, 2024) Year-End Evaluation rating shall require that the administrator make progress towards the individual development goals of the IDP within a specific time period, as set by the evaluator(s). In no event shall the IDP as provided hereunder, exceed 180 days. Nothing contained herein shall preclude the District or evaluator(s) from placing an administrator on an IDP at any time that an issue or concern regarding the performance of an administrator occurs.

- K. After July 1, 2024, if an administrator is rated as needing support, the administrator must be provided with the options related to review of the evaluation, including written response, the ability to request mediation, and when appropriate, utilization of the grievance process for binding arbitration as set out in MCL 380.1249b.
- L. An administrator who is rated as highly effective (before July 1, 2024) or effective (after July 1, 2024) on their three (3) most recent consecutive year-end evaluations may receive a year-end evaluation biennially. An administrator shall return to year-end evaluations if any of the following occur:
  - a. The administrator is not rated highly effective (before July 1, 2024) or effective (after July 1, 2024) on one (1) of the biennial evaluations.

- b. For building-level administrators, the school administrator's supervisor or evaluator changes.

M. As of July 1, 2024, the following apply:

- a. Evaluations and feedback concerning the evaluation must be provided in writing to the administrator; if a written evaluation is not provided the administrator is deemed effective;
- b. if required by circumstances described in MCL 380.1249b, an administrator must be designated as unevaluated;
- c. if an administrator receives an unevaluated designation, the administrator's rating from the immediately prior school year must be used if both of the following conditions are present:
  - 1) The administrator continues to be employed in the same position that the administrator was employed in the year before the administrator received the unevaluated designation.
  - 2) The administrator continues to be employed by the same school district that employed the administrator in the year before the administrator received the unevaluated designation.

## **ARTICLE XVI**

### **Administrator Discipline**

Whenever it becomes necessary to discipline an administrator, the Superintendent shall utilize the following procedures, to the extent not inconsistent with the District's board policies, administrative regulations, or the terms of the administrator's individual contract.

Administrators may only be discharged, demoted, or otherwise disciplined for a reason that is not arbitrary or capricious. In all instances, discipline, discharge, and demotion shall occur in accordance with the statutory requirements under the Revised School Code.

- 1. The discharge, demotion, or discipline of any administrator may be made only for a reason that is not arbitrary or capricious.
- 2. Oral or written notice will be given by the administration to the administrator of any incident, complaint, or charge that may form the basis for the investigation and any potential disciplinary action.
- 3. If the complaint alleges child abuse or neglect, the matter shall be reported to Child Protective Services.
- 4. The administrator shall be provided with written notice of the time, date, and location of the meeting to provide the administrator with an opportunity to respond.

5. An administrator shall, upon request, be entitled to union representation at any investigative meeting that the administrator reasonably believes could result in disciplinary action.
6. The Superintendent (or designee) is authorized to place an administrator on paid administrative leave pending the completion of a disciplinary investigation of the alleged or suspected offense, infraction, or misconduct. Administrative leave under this provision is not regarded as a disciplinary measure or penalty.
7. If it is determined that the administrator has engaged in an offense, infraction, misconduct, or other behavior warranting discipline, the administration's decision as to the level of discipline shall be guided by principles including but not limited to the following:
  - a. The adequacy and credibility of the evidence derived from investigation.
  - b. The seriousness of the offense, infraction, or misconduct.
  - c. The administrator's prior disciplinary and/or employment record.
  - d. The existence of any relevant aggravating or mitigating factors.
8. Disciplinary measures may include but are not limited to: oral warning, written warning, written reprimand, paid or unpaid suspension, and discharge. Nothing in this Article shall require that the disciplinary measures identified herein be applied progressively or sequentially, but the District agrees that progressive discipline allows employees to recognize and address problematic behavior before it escalates, helping them to be more productive and perform at higher levels. It also fosters communication between employees and the District which can lead to more effective plans of support and/or learning as necessary. The District reserves the right, in its sole discretion, to apply disciplinary sanctions it deems appropriate to the specific set of circumstances or facts.
9. The Superintendent's (or designee's) decision to impose any disciplinary action that is not subject to board review, as described below, is final. The following disciplinary actions may only be imposed by the Board in adherence with the requirements of the Revised School Code:
  - a. The discharge of an administrator;
  - b. The non-renewal of an administrator;
  - c. The demotion of an administrator.
10. If an administrator has achieved tenure within the District as defined in the Teachers' Tenure Act and the administrator's employment is terminated, the administrator shall be continuously employed by the District as an active classroom teacher in accordance with the Teachers' Tenure Act.

## **ARTICLE XVII**

### **Administrator Personnel Decisions**

- A. No administrator shall be laid off pursuant to a necessary reduction in personnel for any school year or portion thereof or recalled from a period of lay-off except under applicable state law.
- B. When it is determined by the Board of Education that it is necessary to conduct a staffing and/or program reduction or any other personnel determination that results in the elimination of a position, said staffing decisions will be based on retaining effective administrators.
  - a. Administrator effectiveness shall be based upon the year-end performance evaluation as conducted pursuant to the Administrative Regulation – School Administrator Evaluation.
  - b. Reductions in staff or programs shall be processed after reviewing staff reassignments, both voluntary and involuntary, as well as returns from leave.
  - c. Whenever possible, notice of discontinuance of service shall be given to administrators affected by reductions in personnel and/or programs by May 31<sup>st</sup> preceding the year in which such discontinuance of service shall become effective.
  - d. Nothing in this Article precludes the District from making reductions in personnel or programs at any time.
- C. Personnel decisions, including layoff and recall, shall be made on the basis of the best interest of the District as well as the certification, qualifications, and effectiveness of each respective administrator:
  - a. Length of service or tenure shall not be the sole factor in personnel decisions including layoff and recall. Length of service or tenure may be used as a tiebreaker if a decision regarding reduction in staff or recall of two (2) or more administrators and all other effectiveness factors distinguishing those administrators from each other are equal.
  - b. Certification shall be defined as that term is defined by state law and the Michigan Department of Education.
  - c. Qualifications shall be defined to include, but not be limited to, an individual's areas of certification, level of degree attained, type of degree attained (major, minor, or area(s) of focus), relevant previous experience, grade level of relevant experience, relevant classes or training, previous ratings, effectiveness and overall performance as an administrator, previous disciplinary history, or any other further factors stated in this Article which places conditions upon decisions regarding reduction in staff or recall.
- D. In general, reductions in staff will occur in the following order ("Lay-off Order"); however, other factors listed herein may be considered when administrators have the same evaluation rating:
  - a. Administrators rated Ineffective (or Needing Support after July 1, 2024) on their most recent Year-End Evaluation.

- b. Administrators rated Minimally Effective (or Developing after July 1, 2024) on their most recent Year-End Evaluation, provided there are qualified, certified administrators rated Effective or Highly Effective to assume the remaining positions/assignments.
  - c. Administrators rated Effective on their most recent Year-End Evaluation, provided there are qualified, certified administrators rated Highly Effective to assume the remaining positions/assignments.
  - d. Administrators rated Highly Effective on their most recent Year-End Evaluation, provided there are other qualified, certified administrators rated Highly Effective to assume the remaining positions/assignments (this is no longer applicable after the July 1, 2024).
- E. If, prior to their position as an administrator, the administrator previously acquired tenure as a teacher and currently holds a valid teaching certificate, the administrator may exercise their right to return to a classroom teaching position in the District pursuant to MCL 38.91(7). However, an administrator returning to the classroom is not automatically guaranteed a job and retains the right to position in accordance with this Article and District Policy. If the number of teachers exceeds the number of classroom positions available, the Board of Education shall consider the administrator along with the pool of actively employed classroom teachers and determine which teacher or teachers will be laid off.
- F. The Board of Education has the sole discretion to determine: (1) whether a vacancy exists; and (2) the certification area, qualifications, and position in which the vacancy exists.
- G. The District is not required to involuntarily transfer an administrator to create a vacancy for a probationary administrator.
- H. A probationary administrator who is rated as effective or higher on their most recent Year-End Evaluation is not subject to being laid off by a non-probationary administrator solely because the administrator is non-probationary.
- I. An administrator on lay-off is precluded from applying for any leave of absence except the following:
  - a. A leave to honor the extension of an individual contract then in effect between the administrator and a K-12 Michigan Public School District,
  - b. A child care leave of absence, not to exceed one (1) year, provided the administrator applies for the leave within three (3) months of the birth of the child or acquisition of custody of child.
- J. In no event shall this Article be applied in such a manner that an administrator who has been rated as Ineffective (or Needing Support after July 1, 2024) on their most recent Year-End Performance Evaluations is retained over an administrator who is evaluated as Minimally Effective (or Developing after July 1, 2024), Effective, or Highly Effective.
- K. Notwithstanding the requirements for leave of absence stated herein, as a precondition of placement during a period of layoff and/or recall, every administrator must possess the requisite certification and/or endorsement and qualifications as herein defined for the position for which they are assigned.

- a. If the administrator has been previously evaluated in the position in which they are being placed, the administrator must have received a Year-End Evaluation of Minimally Effective (or Developing after July 1, 2024) or higher.
  - b. It is the administrator's sole responsibility to maintain their certification and to promptly provide written documentation of the certification, endorsement, and/or qualification status to the Human Resources Department.
- L. When it is determined by the Board of Education that it is necessary to conduct a recall from a staffing or program reduction or any other personnel determination resulting in the elimination of a position, or in hiring after a staffing or program reduction or any other personnel determination resulting in the elimination of a position the following procedures shall be followed:
  - a. Recall of all administrators shall be in the reverse order of lay-off; i.e. those laid off last will be recalled first, provided, however, that an administrator in order to be recalled, shall be certified and qualified for the position.
  - b. The District, as it reinstates programs, shall post the positions as they are established listing the necessary certifications and qualifications.
  - c. In no event shall this Article be applied in such a manner that an administrator who has been rated as Ineffective (or Needing Support after July 1, 2024) or Minimally Effective (or Developing after July 1, 2024) on their most recent Year-End Performance Evaluations is retained over an administrator who is evaluated as Effective or Highly Effective on their most recent Year-End Performance Evaluation.
- M. In order to be eligible for recall the administrator must:
  - a. Have maintained a current address and telephone number with the Human Resources Department.
  - b. Have notified the Human Resources Department in writing or by electronic mail of any extended periods of time (longer than 14 days) when they will be away from their current address and how they may be reached or be contacted while away.
  - c. Have notified the Human Resources Department in writing or by electronic mail at by March 1<sup>st</sup> of intent to return to active employment for the following year, except that for laid off employees and employees on long-term medical leaves, it shall be presumed the employee wishes recall. If an employee does not comply with the above provisions, their return rights may be terminated for that year. If the employee does not comply for two (2) years, all return rights may be terminated.
  - d. Have notified the Human Resources Department in writing or by electronic mail at of any changes, lapses, or expirations, or anticipated changes in certification, endorsements, majors, minors, and/or licenses. Such notice must be given prior to March 1<sup>st</sup> if the information is to be used in determining recall or return rights for the following school year. The District may ignore such information for the following school year if it is not provided by March 1<sup>st</sup>.

- e. Have the present necessary certification and qualifications as well as the present physical ability to assume the position/assignment at the time the recall offer is made. Administrators who do not possess the present physical ability to assume a vacant position/assignment shall continue to remain on lay-off subject to the conditions contained herein. Exceptions may be made, subject to the approval of the Superintendent or their designee, if the recalled administrator, at the time of recall is eligible for long-term disability benefits through the insurance policy in force in the District.
- N. Notice of recall shall be sent by certified mail to the employee's last known address on file with the Human Resources Department. A copy of the recall notice shall be sent to the Association President.
- O. Failure to accept an available position for which the employee is certified, state approved, licensed, and/or endorsed, or failure to notify the District of unavailability, may be considered a voluntary quit; and the Board may terminate its obligation to that employee. Notice of acceptance of assignment or notice of unavailability by the employee must be received by the District within ten (10) days of receipt of notice of recall or return.
- P. Administrators, including probationary administrators, shall possess recall rights for up to three (3) years from the date of lay-off.
- Q. Administrators on leaves of absence will be given notice of lay-off if they were scheduled to return to work but no position exists because of a lay-off. Such administrators shall be placed on the recall list and given notice of recall consistent with this Article.
- R. A combined list of employees eligible for recall and return from long-term leave of absence shall be maintained by the Human Resources Department. A copy of this list shall be provided to the Association President upon written request within ten (10) business days.



## ARTICLE XVIII

### Duration and Termination

DURATION AND TERMINATION. This agreement shall be effective as of the date of its execution and shall continue in full force and effect from July 1, 2024 through June 30, 2026.

The parties agree that the P.C.A. and Board negotiating teams shall actively commence negotiations for the Successor Agreement no later than February 1, 2026

IN WITNESS WHEREOF, the parties hereto have caused their names to be subscribed by the duly authorized officers and representatives this 1st day of July 2024

Plymouth-Canton Community Schools  
Administrators  
BY:

April Quasarano

April Quasarano, PCA President

David Turrill

David Turrill

Derek Southwick

Derek Southwick

Christopher Moore

Christopher Moore

Kevin Learned

Kevin Learned

Plymouth-Canton Community Schools  
BY:

Abdul Madyun

Abdul Madyun  
Chief Human Resources Officer

Lisa Anglin

Dr. Lisa Anglin,  
Executive Director of Human Resources

Jill Minnick

Jill Minnick  
Chief Operating Officer

## **APPENDIX A**

### **ADMINISTRATOR'S SALARY SCHEDULE**

- A. The superintendent shall have the option to reduce or add up to two (2) weeks work with the mutual agreement of the employee.

- B. The assignment of High School Summer School Administrator is a stipend position and will be open to all current P.C.A. Members who apply.

These positions will be stipend assignments paid at one hundred percent (100%) of the administrator's per diem rate divided by 8 hours. This stipend shall be paid at this hourly rate based on the number of hours submitted each day to carry out responsibilities of the assignment. The total shall not exceed 7 hours each day.

In the event that summer school reverts back to a five day a week program, as in the past, the administrative stipend will return to 50% of the administrator's per diem rate.

- C. Representatives from the P.C.A. will participate in the district cost-containment committee for health insurance.
- D. An administrator accepting any of the listed positions will be placed on Step One of the appropriate Salary Schedule. Any deviation from this shall be determined by the Superintendent or their designee, based on; prior administrative and/or teaching experience; present salary level; and educational training. Exceptions other than these will be discussed with P.C.A.

- E. Longevity

At the beginning of the 10th year of employment with the Plymouth-Canton Community Schools, PCA administrators will be paid an additional \$1,250.00 annually through the 14th year and thereafter shall be paid on the following schedule:

15th through 19th - \$1,500

20th through 24th - \$1,750

25th through 29th - \$2,000

30th through 34th - \$2,250

35<sup>th</sup> and beyond - \$2,500

- F. The Board and Superintendent support the establishment of an Advisory Council, as directed by the Superintendent, which will consist of the Superintendent, bargaining unit leaders, or designee(s), and central office personnel.

- G. It is also understood by the parties that any plan that may award an administrator additional compensation based on performance will not be encouraged nor discouraged by the P.C.A. and will not be a violation of the collective bargaining agreement.
- H. The Board also agrees to notify the P.C.A. of any awards granted to members of the P.C.A.
- I. 403 (b) Special Pay Plan. Plymouth-Canton Community Schools, the employer, has adopted and the P.C.A. have approved a 403 (b) Special Pay Plan. The following items currently in the PCCS / P.C.A. Master Agreement: Voluntary Retirement Compensations, Retirement Allowance, and any other "special pays" (tax qualified and retirement severance pays) will be paid through the Plymouth-Canton Community Schools 403 (b) Special Pay Plan.
- J. All members of the bargaining unit will enroll in a Direct Deposit program and the District will not offer paper vouchers beginning as determined by payroll as soon after ratification as possible. Beginning with the 2010-2011 school year, the District will place all members of the bargaining unit on a 24 pay period schedule.
- K. It is understood that members that leave the district prior to the completion of the fiscal year will receive/refund the following pro-rated based on number of days worked in the fiscal year: Administrative Fringe, Educational Credit, Activities Stipend, and Mentor Stipend (if applicable).
- L. It is understood that members that leave the district prior to the completion of the fiscal year will receive/refund the following pro-rated amount based on the number of days worked in the fiscal year: Administrative Fringe, Educational Credit, Activities Stipend, and Mentor Stipend (if applicable).

## APPENDIX B

### PCA SALARY SCHEDULE July 1, 2024 – June 30, 2025

#### PCA SALARY SCHEDULE

July 1, 2024 - June 30, 2025

2023/24 step 1 move to step 1

2023/24 step 2 move to step 1

2023/24 step 3 move to step 2

2023/24 step 4 move to step 3

2023/24 step 5 move to step 4

2023/24 step 6 move to step 5

2023/24 step 7 move to step 6

2023/24 step 8 move to step 7

POSITIONS	days	STEPS							
		1	2	3	4	5	6	7	8
High School Principal	235	\$ 111,647	\$ 116,297	\$ 120,948	\$ 125,598	\$ 130,249	\$ 134,899	\$ 139,550	\$ 144,200
Middle School Principal	225	\$ 104,000	\$ 108,407	\$ 112,813	\$ 117,219	\$ 121,625	\$ 126,032	\$ 130,438	\$ 134,844
Elementary Principal	220	\$ 98,802	\$ 103,067	\$ 107,332	\$ 111,598	\$ 115,863	\$ 120,128	\$ 124,393	\$ 128,658
Directors	225	\$ 99,160	\$ 103,486	\$ 107,811	\$ 112,136	\$ 116,461	\$ 120,787	\$ 125,112	\$ 129,437
High School Assistant Principal	225	\$ 97,950	\$ 102,255	\$ 106,560	\$ 110,865	\$ 115,170	\$ 119,475	\$ 123,780	\$ 128,086
Supervisor of Special Education	220	\$ 98,802	\$ 103,067	\$ 107,332	\$ 111,598	\$ 115,863	\$ 120,128	\$ 124,393	\$ 128,658
Middle School Assistant Principal	220	\$ 91,136	\$ 95,214	\$ 99,293	\$ 103,372	\$ 107,451	\$ 111,529	\$ 115,608	\$ 119,687
Principal - Alternative School eff 12-12-12	225	\$ 104,000	\$ 108,407	\$ 112,813	\$ 117,219	\$ 121,625	\$ 126,032	\$ 130,438	\$ 134,844
Curriculum Coordinator	225	\$ 93,109	\$ 97,331	\$ 101,552	\$ 105,774	\$ 109,995	\$ 114,217	\$ 118,438	\$ 122,659
Program Coordinator (new 06/07)	240	\$ 76,725	\$ 80,828	\$ 84,931	\$ 89,033	\$ 93,136	\$ 97,239	\$ 101,342	\$ 105,445
Student Support Coordinator	215	\$ 76,314	\$ 79,679	\$ 83,045	\$ 86,410	\$ 89,776	\$ 93,141	\$ 96,507	\$ 99,873

**PCA SALARY SCHEDULE**  
**July 1, 2026 – June 30, 2026**

**PCA SALARY SCHEDULE**  
**July 1, 2025- June 30, 2026**  
**Step Increase**

POSITIONS	days	STEPS							
		1	2	3	4	5	6	7	8
High School Principal	235	\$ 111,647	\$ 116,297	\$ 120,948	\$ 125,598	\$ 130,249	\$ 134,899	\$ 139,550	\$ 144,200
Middle School Principal	225	\$ 104,000	\$ 108,407	\$ 112,813	\$ 117,219	\$ 121,625	\$ 126,032	\$ 130,438	\$ 134,844
Elementary. Principal	220	\$ 98,802	\$ 103,067	\$ 107,332	\$ 111,598	\$ 115,863	\$ 120,128	\$ 124,393	\$ 128,658
Directors	225	\$ 99,160	\$ 103,486	\$ 107,811	\$ 112,136	\$ 116,461	\$ 120,787	\$ 125,112	\$ 129,437
High School Assistant Principal	225	\$ 97,950	\$ 102,255	\$ 106,560	\$ 110,865	\$ 115,170	\$ 119,475	\$ 123,780	\$ 128,086
Supervisor of Special Education	220	\$ 98,802	\$ 103,067	\$ 107,332	\$ 111,598	\$ 115,863	\$ 120,128	\$ 124,393	\$ 128,658
Middle School Assistant Principal	220	\$ 91,136	\$ 95,214	\$ 99,293	\$ 103,372	\$ 107,451	\$ 111,529	\$ 115,608	\$ 119,687
Principal - Alternative School eff 12-12-12	225	\$ 104,000	\$ 108,407	\$ 112,813	\$ 117,219	\$ 121,625	\$ 126,032	\$ 130,438	\$ 134,844
Curriculum Coordinator	225	\$ 93,109	\$ 97,331	\$ 101,552	\$ 105,774	\$ 109,995	\$ 114,217	\$ 118,438	\$ 122,659
Program Coordinator (new 06/07)	240	\$ 76,725	\$ 80,828	\$ 84,931	\$ 89,033	\$ 93,136	\$ 97,239	\$ 101,342	\$ 105,445
Student Support Coordinator	215	\$ 76,314	\$ 79,679	\$ 83,045	\$ 86,410	\$ 89,776	\$ 93,141	\$ 96,507	\$ 99,873

# Affiliated Administrators

## APPENDIX C

### Benefit Summary Sheet

Eligibility Period: None

#### HEALTH INSURANCE

**Company:** Blue Cross Community Blue PPO Plan  
**Telephone:** 1-800-637-2227 (claims & I.D. cards)  
**Internet address:** www.bcbsm.com  
**Outside of Michigan:** 1-800-810-BLUE (to locate an out of state provider)  
**Group/Suffix:** 007010262

#### (SEE ATTACHED SHEET FOR PLAN CHOICE 1, 2, 3, 4, 5 OR 6)

**Effective:** End of eligibility period  
**Employee Cost:** Amount above hard cap set by PA 152  
**Open Enrollment:** May to be effective September 1  
(Only time to enroll or add dependents if not done at the time of the event)  
**Benefit Year:** January – December

#### LIFE INSURANCE

**Company:** CIGNA  
**Group:** FLX963665 Class 1  
**Effective:** Date of hire

**BENEFITS:** \$50,000 Term Life  
\$50,000 AD&D

#### DENTAL INSURANCE

**Company:** BCBS Blue Dental PPO (www.mibluedentist.com)  
**Telephone:** 1-888-826-8152  
**Group:** #71757  
**Open Enrollment:** May to be effective September 1  
(Only time to enroll or add dependents, if not done at the time of the event.)  
**Effective:** 1st of the month after date of hire

**BENEFITS:** COB Suffxing  
1. 100/90% without other coverage  
2. 50% with other coverage  
\$2,000 annual max  
\$2,000 lifetime ortho max, with \$50 deductible  
**Benefit year:** January – December

## LONG TERM DISABILITY

Company: CIGNA  
Group: LK62601- Class 5  
Effective: 1st of the month after date of hire

BENEFITS: 90 calendar day qualifying period  
66 2/3% of monthly salary, \$5,783 mo. Max

## VISION INSURANCE

Company: NVA (National Vision Administrators)  
Telephone: 1-800-672-7723  
Group: #8662  
Open Enrollment: May to be effective September 1  
(One time to enroll or add dependents, if not done at the time of the event.)  
Effective: 1st of the month after date of hire

### BENEFITS

#### EXAM

#### LENSES

#### LENS OPTIONS

#### FRAME

#### CONTACT LENSES

Benefit year:

### IN-NETWORK

Covered 100%

Standard Glass or Plastic Covered 100%

Progressives (Standard) 100%

Progressives (Premium) 100%

Covered up to \$44 (20% off remaining balance over \$44 allowance)

Up to \$150 Retail Allowance (15% discount (Conventional) or 10% discount (Disposable) off remaining balance over \$150)

January – December

### OUT-OF-NETWORK

Up to \$48

Single Vision Up to \$63

Bi-Focal Up to \$72

Tri-Focal Up to \$90

Lenticular Up to \$110

N/A

N/A

Up to \$44

Up to \$150

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## ADMINISTRATIVE SUPPLEMENT FRINGE

\$200 for Professional dues.

\$500 cash or TSA

Refer to PCA contract for additional monetary benefits

## EMPLOYEE ASSISTANCE PROGRAM

Company: ULLIANCE  
Telephone: 1-800-448-8326  
[www.lifeadvisor.com](http://www.lifeadvisor.com)

## FINANCIAL ASSISTANCE PROGRAM

Company: Your Money Line  
Telephone: 1-833-890-4077  
[yourmoneyline.com/pccsk12](http://yourmoneyline.com/pccsk12)

## FLEXIBLE SPENDING ACCOUNT

Company: HealthEquity  
Telephone: 1-866-346-5800

# Plymouth Canton Community Schools

## Plan Offering - AFFILIATED ADMIN

BCBS COMMUNITY BLUE PPO	Plan Choice #1		Plan Choice #2		Plan Choice #3		Plan Choice #4		Plan Choice #5		Plan Choice #6	
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
Deductible (Single/Family)	\$100 / \$200	\$250 / \$500	\$500 / \$1,000	\$1,000/\$2,000	\$500 / \$1,000	\$1,000/\$2,000	\$1,250/\$2,500	\$2,500/\$5,000	\$1,450/\$2,900	\$2,900/\$5,800	\$2,000/\$4,000	\$4,000/\$8,000
Office Visit / Urgent Care	\$20 copay	70% after deductible	\$20 copay	70% after deductible	\$20 copay	60% after deductible	\$30 copay	80% after deductible	\$15 Office Visit/\$40 Urgent Care	70% after deductible	\$30 Office Visit/\$60 Urgent Care	60% after deductible
Emergency Room	\$100 copay (waived if injury or if admitted)	\$100 copay (waived if injury or if admitted)	\$100 copay (waived if injury or if admitted)	\$100 copay (waived if injury or if admitted)	\$150 copay (waived if injury or if admitted)	\$150 copay (waived if injury or if admitted)	\$150 copay (waived if injury or if admitted)	\$150 copay (waived if injury or if admitted)	\$150 copay (waived if injury or if admitted)	\$150 copay (waived if injury or if admitted)	\$250 copay (waived if injury or if admitted)	\$250 copay (waived if injury or if admitted)
Preventive Care	100% (not subject to deductible)	Not Covered	100% (not subject to deductible)	Not Covered	100% (not subject to deductible)	Not Covered	100% (not subject to deductible)	Not Covered	100% (not subject to deductible)	Not Covered	100% (not subject to deductible)	Not Covered
Coinsurance	90% after deductible	70% after deductible	90% after deductible	70% after deductible	80% after deductible	60% after deductible	100% after deductible	80% after deductible	90% after deductible	70% after deductible	80% after deductible	60% after deductible
Coinsurance Maximum (Single/Family) Not Including	\$500/\$1,000	\$1,500/\$3,000	\$1,000/\$2,000	\$2,000/\$4,000	\$1,500/\$3,000	\$3,000/\$6,000	N/A	\$3,000/\$6,000	\$1,000/\$2,000	\$2,000/\$4,000	\$1,500/\$3,000	\$3,000/\$6,000
Prescription Drugs	\$10 Generic \$40 Brand \$40 Non Preferred Brand (Mail Order x 2)	75% of approved amount; plus copays	\$10 Generic \$40 Brand \$40 Non Preferred Brand (Mail Order x 2)	75% of approved amount; plus copays	\$10 Generic \$40 Brand \$40 Non Preferred Brand (Mail Order x 2)	75% of approved amount; plus copays	\$10 Generic \$40 Brand \$40 Non Preferred Brand (Mail Order x 2)	75% of approved amount; plus copays	\$10 Generic \$40 Brand \$40 Non Preferred Brand (Mail Order x 2)	75% of approved amount; plus copays	\$15 Generic \$50 Brand 50% (\$70 max/\$100 max) Non Preferred Brand (Mail Order x 2)	75% of approved amount; plus copays
Out-of-Pocket Maximum In-Network includes applicable deductibles, coinsurance and copays. Out-of-Network excludes copays	\$6,350 per member/\$12,700 for 2 or more members per calendar year	\$12,700 per member/\$25,400 for 2 or more members per calendar year	\$6,350 per member/\$12,700 for 2 or more members per calendar year	\$12,700 per member/\$25,400 for 2 or more members per calendar year	\$6,350 per member/\$12,700 for 2 or more members per calendar year	\$12,700 per member/\$25,400 for 2 or more members per calendar year	\$6,350 per member/\$12,700 for 2 or more members per calendar year	\$12,700 per member/\$25,400 for 2 or more members per calendar year	\$6,350 per member/\$12,700 for 2 or more members per calendar year	\$12,700 per member/\$25,400 for 2 or more members per calendar year	\$6,350 per member/\$12,700 for 2 or more members per calendar year	\$12,700 per member/\$25,400 for 2 or more members per calendar year



# APPENDIX D

## CALENDARS

### CALENDAR High School Principal

**JULY**

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**AUGUST**

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**SEPTEMBER**

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**OCTOBER**

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**NOVEMBER**

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**DECEMBER**

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**JANUARY**

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**FEBRUARY**

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

**MARCH**

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**APRIL**

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**MAY**

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

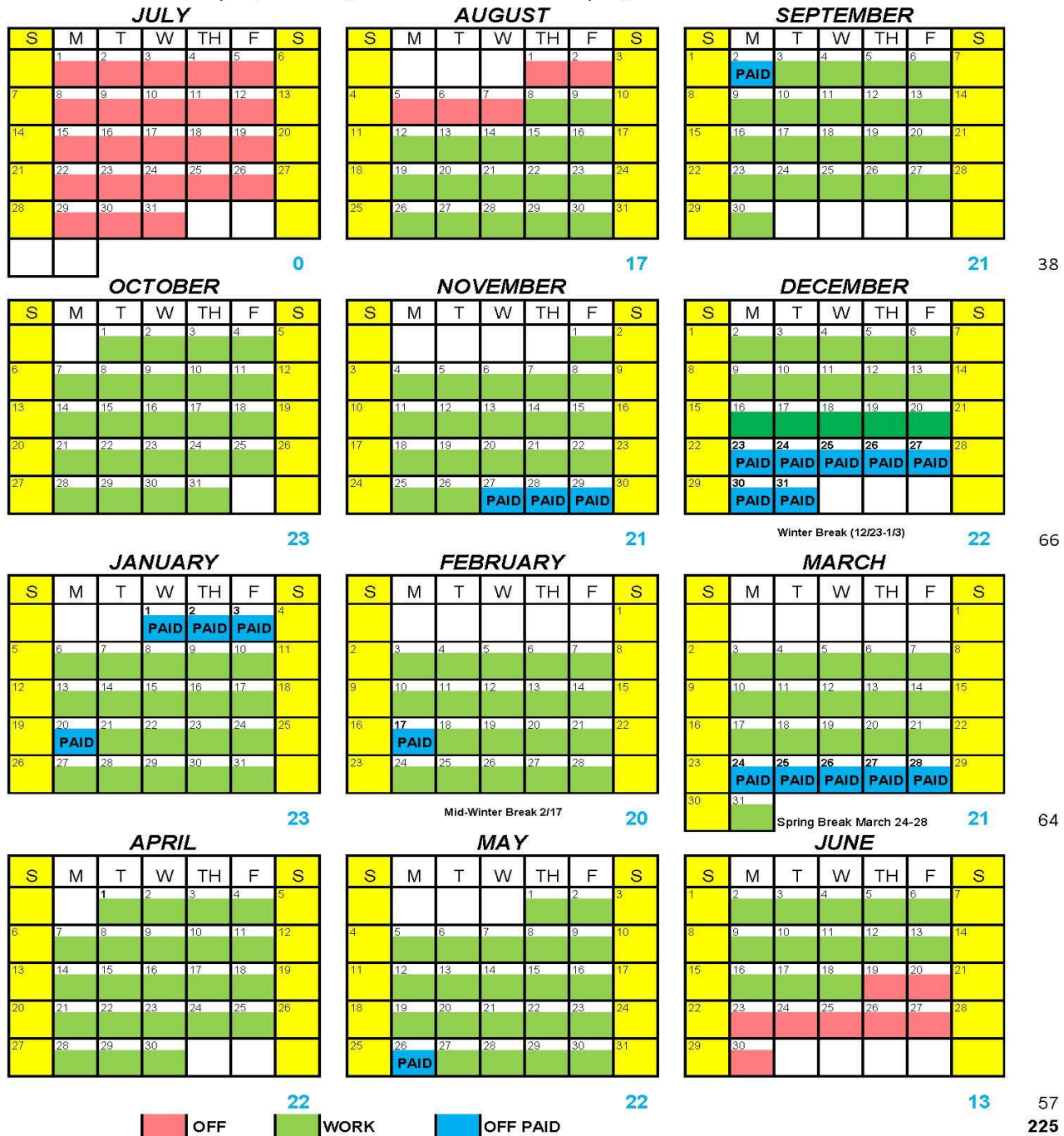
**JUNE**

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OFF
  WORK
  OFF PAID

# 225 DAY CALENDAR

MS Principal, HS AP, Starkweather Principal, Curriculum Coordinator



\*\* APAA and Curriculum Coordinators may choose to work an additional five (5) days, with pre-approval at their regular per diem rate.

For the 2024/25 school year, staff listed on this calendar will return on August 12, 2024 and will be compensated at their regular per diem rate.

# 220 DAY CALENDAR

## Elementary Principal, Supervisor of Special Education

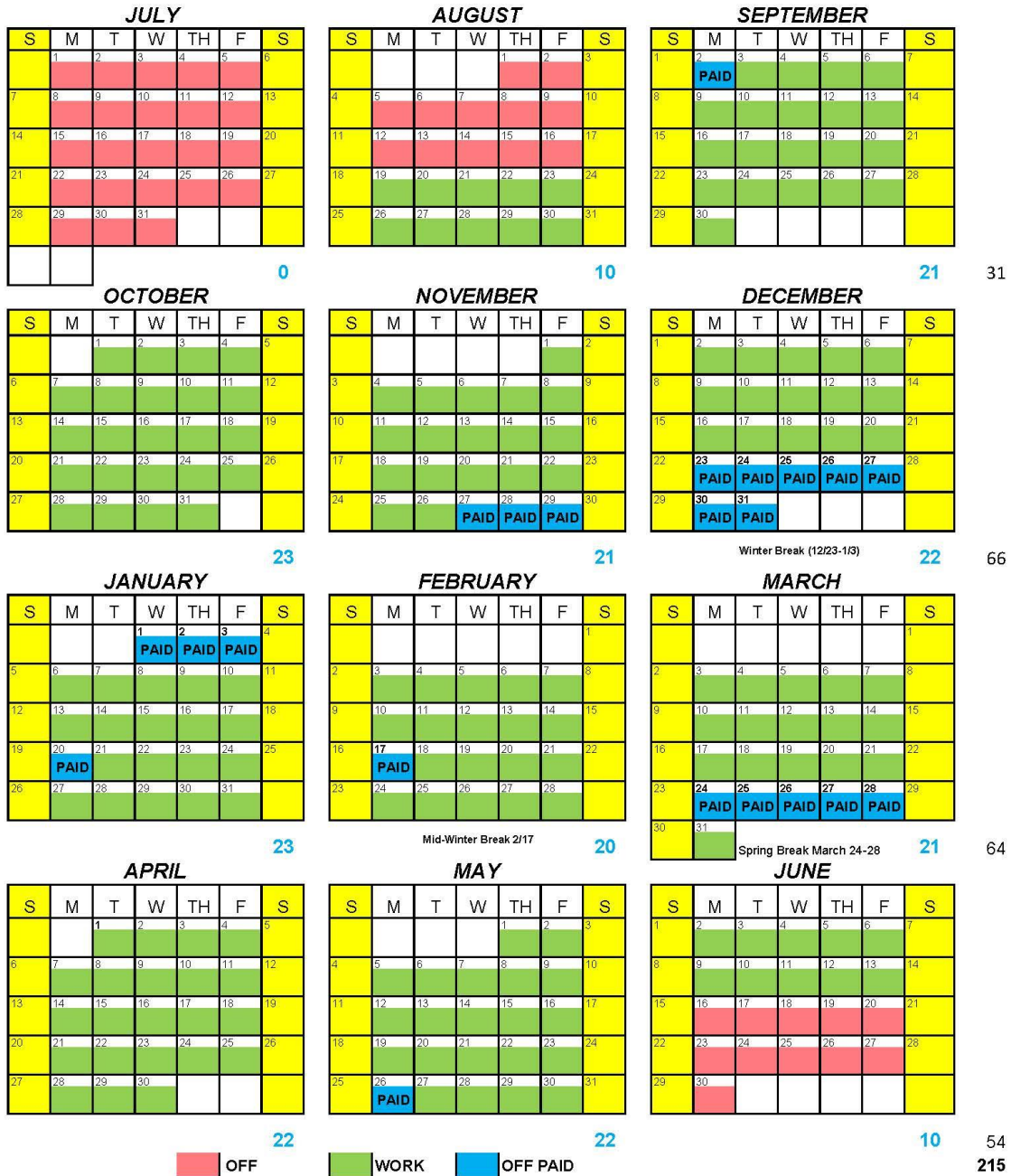
JULY							AUGUST							SEPTEMBER							
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
28	29	30	31				25	26	27	28	29	30	31	29	30						
																					0
OCTOBER							NOVEMBER							DECEMBER							
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	
		1	2	3	4	5						1	2	1	2	3	4	5	6	7	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					
										PAID	PAID	PAID			PAID	PAID					23
JANUARY							FEBRUARY							MARCH							
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	
			1	2	3	4							1								
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29	
															PAID	PAID	PAID	PAID	PAID		21
APRIL							MAY							JUNE							
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7	
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
27	28	29	30				25	26	27	28	29	30	31	29	30						
																					13
																					57
																					220

For the 2024/25 school year only, staff on this calendar will return on 8/12/2024. These days will be paid at their per diem rate.

For the 2024/25 school year, staff listed on this calendar will return on August 12, 2024 and will be compensated at their regular per diem rate.

# 215 DAY CALENDAR

## Student Support Coordinator and Middle School AP



For the 2024/25 school year, staff listed on this calendar will return on August 12, 2024 and will be compensated at their regular per diem rate.



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