

**AGREEMENT
BETWEEN
UTICA COMMUNITY SCHOOLS**



**AND
TEAMSTERS LOCAL 214 ADMINISTRATOR'S UNION OF
PRINCIPALS, ASSOCIATE AND ASSISTANT PRINCIPALS
REPRESENTED BY TEAMSTERS, LOCAL 214**

JULY 1, 2022 – JUNE 30, 2025

TABLE OF CONTENTS

RECOGNITION AND TERM OF AGREEMENT	3
ENTIRE AGREEMENT.....	3
DEFINITIONS	3
CREATION OF NEW ADMINISTRATIVE POSITIONS.....	3
WAIVER.....	4
SEVERABILITY CLAUSE.....	4
MANAGEMENT RIGHTS.....	4
SECTION 1	5
Administrative Duties.....	5
SECTION 2.....	5
Appointment to Administrative Positions.....	5
SECTION 3.....	6
Schedules and Seniority.....	6
SECTION 4.....	7
Work Schedule	7
SECTION 5.....	9
Student Supervision.....	9
SECTION 6.....	9
Wages and Benefits.....	9
SECTION 7.....	9
Responsibilities and Obligations.....	9
SECTION 8.....	10
Grievance Procedure.....	10
SECTION 9.....	13
Union Representation	13
SECTION 10.....	13
Working Conditions.....	13
APPENDIX A	14
Salary Schedule.....	14
APPENDIX B	18
Fringe Benefits Summary.....	18
APPENDIX C.....	20
Administrator Employment Sample Contract.....	20
Senior High School Principal.....	20
Elementary Principal, Junior High Principal, Associate Principal, Assistant Principal and/or Alternative Learning Center Administrator	23
SIGNATURE PAGE.....	26

RECOGNITION AND TERM OF AGREEMENT

The District hereby recognizes the Union as the exclusive representative to the extent required by Act 379 of the Public Acts of 1965 for the purpose of collective bargaining for all personnel employed by the District as full-time Administrative employees, specifically including Principals, Associate and Assistant Principals, and Alternative Learning Center (ALC) Administrator, excluding interim administrative positions, central office administration and the Superintendent.

Personal contracts issued to administrators shall be subject to this agreement. Terms and conditions of this contract shall control and supersede any conflicting provision of personal contracts. The term of this agreement shall be from the date it is signed by the parties until June 30, 2025.

ENTIRE AGREEMENT

This contract constitutes the sole and entire existing agreement between the parties in respect to rates of pay, wages, hours of employment, or other conditions of employment which have been negotiated into this contract. This contract is subject to amendment, alteration, or additions only by a subsequent written agreement between and executed by the District, Superintendent, and the Union. The waiver of any breach, term, or conditions of the Agreement shall not constitute a precedent in the future enforcement of its terms and conditions. To constitute a waiver of any breach, term, or condition of the Agreement, there must be written agreement between both parties. The parties mutually agree that the terms and conditions set forth in the Agreement represent the full and complete understanding and commitment between the parties hereto which may be altered, changed, added to, deleted from, or modified only through the voluntary mutual consent of the parties in an amendment hereto.

DEFINITIONS

In the application and interpretation of the provisions of this Agreement, the following definitions shall apply:

- A. "District" shall mean Utica Community Schools.
- B. "Union" shall mean Teamsters Local 214.
- C. "Administrator" shall mean any member of the bargaining unit.
- D. "Superintendent" shall mean the Superintendent of Schools of the Utica Community Schools or his/her designated agents.
- E. In the construction of the words used in this collective bargaining agreement, the use of the singular shall include the plural and the masculine shall include the feminine.

CREATION OF NEW ADMINISTRATIVE POSITIONS

In the event the District establishes and places in use a new job description, a temporary salary shall be established by the District and written notice of the rate and job description will be furnished to the Union officers.

If the Union objects to the proposed wage scale, it shall so notify the District in writing, within ten (10) days following the date of notice and shall be subject to negotiations.

Upon agreement, or in the event the District's proposed wage scale is not objected to by the Union within the time limits, the wage scale and job title shall be considered final and become a part of the Economic Appendix.

WAIVER

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties, after the exercise of that right and opportunity, are explicitly set forth in the Agreement. Therefore, the District and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to, or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

SEVERABILITY CLAUSE

If any term or condition of this Agreement is found to be contrary to law by a court of competent jurisdiction or by any other administrative agency having force of law, then such term or condition shall be null and void. Such determination shall not invalidate the remaining provisions of this Agreement.

If any clause of the Agreement becomes or is declared by a court of competent jurisdiction to be illegal, unenforceable, or void, which materially changes the economic benefit to either party, a legal provision of similar value will be bargained.

MANAGEMENT RIGHTS

The District, on its own behalf and on the behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan and of the United States, provided that such rights and responsibilities shall be exercised by the District in conformity with the provisions of this Contract. This contract shall include by way of illustration and not by way of limitation, the right to:

1. Manage and control the school's business the equipment, the operations and to direct the working forces and affairs of the Employer.
2. The right to direct the working forces, including the right to hire, promote, suspend and discharge employees, transfer employees, assign work to employees, determine the size of the work force and to lay off employees.
3. Determine the services, supplies and equipment necessary to continue its operations and to determine the methods, schedules and standards of operation, the means, and the institution of new and/or improved methods or changes therein.
4. Adopt rules and regulations.
5. Determine the qualifications of employees.
6. Determine the location or relocation of its facilities, including the establishment or relocation of new schools, buildings, departments, divisions or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, building or other facilities.

7. Determine the placement of operations, production, service, maintenance or distribution of work, and the source of materials and supplies.
8. Determine the financial policies including all accounting procedures, and all matters pertaining to public relations.
9. Determine the size of management organization, its functions, authority, amount of supervision and table of organization.
10. Determine the policy affecting the selection of employees.

Nothing contained herein shall be considered to deny or restrict the District 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.

SECTION 1 **ADMINISTRATIVE DUTIES**

1.01: Administrative duties include all those responsibilities defined by the District, necessary for the achievement of the District's mission and planning, management, and operation and evaluation of the educational programs and services of the administrator's building or operational unit. It is agreed that the District has the right to define the duties of administrators and assign their administrative responsibilities, through the Superintendent.

1.02: Professional Responsibility

Administrative workdays and times shall be subject to modification to meet any unique needs as long as there is no increase in the total days of work as herein set forth. It is acknowledged by the Union that to be periodically available (without pay) for consultation during times when work is not scheduled is a professional responsibility and a reasonable expectation of bargaining unit members. It is also acknowledged by central office that proper notification and the availability of the administrators in planning periodic meetings is a professional consideration and a responsibility of central office.

SECTION 2 **APPOINTMENT TO ADMINISTRATIVE POSITIONS**

All applicants for positions within the unit shall meet those qualifications established by the District.

2.05: All newly hired administrators shall be required to serve a probationary period of one (1) year. All unpaid absences shall extend the probationary period accordingly. During the probationary period, the employee shall have no seniority status and may be laid off or terminated at the sole discretion of the District. Such layoff or termination shall not be subject to the Grievance Procedure.

2.06 Vacancies, Transfers, and Promotions

It is the policy of the District to secure a diverse, culturally competent, and qualified staff.

In filling vacancies within the bargaining unit, the Superintendent agrees to give due weight to diversity, cultural competency, and the qualifications of all applicants.

SECTION 3
SCHEDULES AND SENIORITY

In order to obtain ultimate efficiency in the operation of the District's schools and to provide the best possible educational program to the pupils served thereby, an administrator's schedule must be flexible.

3.01: Hours of Work

In order to obtain ultimate efficiency in the operation of the District's schools, and to provide the best possible educational program to the pupils served hereby, it is essential for administrators to work a schedule which reasonably permits the flexibility necessary for the achievement of such goals. Such a schedule will, on some occasions, involve work outside of the school building and frequently outside the regular school day. The professional discretion of the Superintendent and administrators in scheduling hours of work will be respected insofar as such discretion is reasonable and consistent with school programs and the aims aforesaid.

3.02: Seniority

Bargaining unit seniority shall be defined as the period of employment commencing with his/her most recent date of hire in the bargaining unit, including any previously frozen seniority in the bargaining unit.

Employees who are hired on the same date shall be placed on the seniority list by draw.

No time shall be deducted from an employee's seniority due to absences occasioned by authorized paid leaves of absence, or unpaid leaves of absence less than thirty (30) days. Seniority shall continue to accrue during absences from the District due to Family and Medical Leave Act (FMLA) leave, or involuntary military service.

Non-bargaining unit employees filling interim positions within the bargaining unit shall not accrue seniority during the interim appointment.

Seniority When Outside the Bargaining Unit. Bargaining Unit employees who accept a non-bargaining unit position within the District shall have their bargaining unit seniority frozen and shall not accumulate additional bargaining unit seniority while working in a non-bargaining unit position.

Seniority List. After successfully completing his/her probationary period, an employee shall be placed on the seniority list as of his/her date of hire. An up-to-date seniority list shall be prepared by the Employer and presented to the Union in November of each year and in the event of layoff. The seniority listing will be ordered by seniority date within the unit.

Recall. In the event of a layoff, an employee, so laid off shall be given ten (10) working days' notice of recall to work, mailed to his/her last known address by certified mail. In the event the employee fails to make him/herself available for work at the end of the ten (10) working days, he/she shall lose all seniority rights under this agreement.

Loss of Seniority. An employee shall lose his/her seniority for the following reasons:

- A. The employee quits or retires.
- B. The employee is discharged and it is not overturned upon appeal.
- C. The employee does not report for work upon notice of recall by certified mail to his/her last known address within ten (10) working days.
- D. The employee has been on a long-term disability (LTD) leave for two (2) years; or
- E. The employee has been on layoff status for three (3) years.
- F. The employee fails to report for work for three consecutive days without notifying the employer.

**SECTION 4
WORK SCHEDULE**

4.01: The length of the Administrator's work year will be as follows:

Assistant and Associate Principals	223 Days
Elementary Principals	223 Days
Junior High School Principals	223 Days
ALC Administrator	223 Days
High School Principals	260-262 Days

4.02: Administrators will work all teacher workdays unless the Administrator uses earned leave days, sick days or unless school is cancelled for students and the Administrator is unable to get to work due to weather conditions. If school is canceled for students and administrators are required to work additional days to make up for the cancelled days, the days, which were cancelled, will count towards the administrator's work year.

4.03: In any one (1) year, the Superintendent, at his or her sole discretion, may authorize up to five (5) additional paid days for extra time worked at the administrator's daily rate. Approved timesheet submissions must be sent to Human Resources Department by December 15 and June 15.

4.04: A daily rate will be established based on the Administrator's base salary and the number of workdays reflected in 4.01:

Assistant Principals & Associates	223 Days
Elementary Principals	223 Days
Junior High School Principals	223 Days
ALC Administrator	223 Days
High School Principals	260-262 Days

4.05: All administrators will be considered 44 or 52-week employees, and all pay divided by twenty-four (24) pays.

4.06: Administrators hired, or whose pay or classification changes shall have their salary prorated by dividing the number of workdays worked by the days specified in 4.04.

4.07: Holidays

Administrators will have eleven paid holidays as approved annually by the Board of Education. Administrators whose work schedule does not include July will have Independence Day Holiday recognized as the first day of Spring recess.

4.08: Sick Leave Days

Effective June 30, 2022, there shall be no cap on the accumulation of sick leave days, and forty-four week administrators shall receive 11 sick leave days per school year. Fifty-two week administrators shall receive 12 sick leave days per school year. Prior accumulation shall be dealt with through the letter of understanding.

Unused sick days are not subject to payout upon separation.

4.09 Vacation Days

Administrators recognized on a fifty-two week schedule shall receive annual paid vacation days advanced on July 1 based on District administrative experience:

- 1-2 years Fifteen (15) days
- 3-5 years Twenty (20) days
- 6+ years Twenty-five (25) days

Vacation days should be applied on non-student days to the extent possible and require advance approval from the immediate supervisor. Requests of ten (10) or more consecutive days must be approved by the Superintendent.

Earned unused vacation days may be carried forward into the subsequent year up to a maximum of thirty total, including any new advancement on July 1. All other unused days are dropped.

At the time of separation from the District the administrator will be compensated for up to thirty earned unused vacation days at the daily rate. If employment is terminated by the District, this provision is not applicable. In the event an administrator separates employment prior to the conclusion of any work year and has used advanced but unearned vacation, the proportionate wage will be deducted from the administrator's final paycheck.

4.10 Personal Days

Administrators will receive annual paid personal days which should be applied on non-student days to the extent possible and require advance approval from the immediate supervisor.

- Fifty-two Week Administrators Three (3) days
- Forty-four Week Administrators Five (5) days

Unused personal days do not accrue and are not subject to payout upon separation.

SECTION 5
STUDENT SUPERVISION

Principals are responsible for the effective operation of their assigned building or organizational unit. In order to achieve this responsibility, the following areas of decision-making are defined:

5.01: The Building Principal shall have the right to initially determine the placement of students assigned to the building, in conformance with the policies of the District, Administrative Guidelines, and supervision of the Superintendent or his/her designee.

5.02: In order to encourage harmonious and expeditious resolution of complaints at the local level, all complaints and problems related to the operation of the Building or organizational unit shall include consultation with the Building Principal. The Administrator shall be given the opportunity to provide necessary background information to the Superintendent, either in person or by memorandum, before the Superintendent takes any final action.

5.03: Building Principals maintain the primary responsibility for student attendance and conduct. Each Building Principal will support a Student Handbook based upon the District-approved Student Code of Conduct and shall promulgate procedures for consistent administration of that code. Appeals of building-level disciplinary decisions shall follow the procedures as defined in the Administrative Guidelines. The Superintendent or his/her designee shall have the right to alter student discipline.

SECTION 6
WAGES AND BENEFITS

6.01: The Administrator shall be paid on annual salary as stipulated in Appendix A. New hires may be given credit for outside experience on the salary schedule at the discretion of the Superintendent. The Administrator shall receive the insurance package and other benefits set forth in Appendix B. The salary, insurance and fringe benefits shall be for the term of this Agreement.

SECTION 7
RESPONSIBILITIES AND OBLIGATIONS

7.01: The Administrator agrees to faithfully perform his/her assigned duties in a competent and professional manner subject to the established policies and regulations of the District and the laws of the State of Michigan.

7.02: The Administrator represents that he/she holds all certificates, credentials, and qualifications required by law and the District for the assigned position. If, at any time, an Administrator fails to possess and maintain in good standing an appropriate Administrative Certificate for his/her position or to complete continuing education as required by Michigan Law or District policy, the Administrator's personal contract shall be automatically terminated.

7.03: For Administrators whose employment is regulated by the Teacher's Tenure Act, MCL 38.71 to 38.191, the District shall not adopt, implement, or maintain a policy for discharge or discipline of an employee that includes a standard for discharge or discipline that is different than the arbitrary and capricious standard provided under MCL 38.101, pursuant to Section 15 of the Public Employee Relations Act ("PERA"), MCL 423.215(3)(m).

7.04: If the Administrator's personal contract is terminated by the District prior to its expiration pursuant to the provisions of this paragraph, all obligations under this Agreement shall terminate. The Administrator shall have the right to contest the termination to the Michigan Teacher Tenure Commission or if, for that one particular matter, the parties can agree to an alternative process. In the event the Administrator files a claim challenging the termination, and in the event the Administrator prevails in said legal action, the parties agree the only damages the Administrator shall be entitled to receive are the balance of the salary and benefits which would have been payable to the Administrator up to the expiration date of the administrator's personal contract. In the event that an Administrator is reassigned prior to the expiration of his or her contract, at the same rate of pay, the Administrator will not be allowed to contest the action.

7.05: It is expressly understood that the Administrator is not granted tenure as an Administrator in any Administrative position.

7.06: Tenure in position or administrative tenure is specifically excluded by this contract.

7.07: After the successful completion of the probationary period, administrators will be offered a multi-year contract, which will be renewed annually for an additional year at the discretion of the District. Notwithstanding the foregoing, the District retains the right to place an administrator on a one- or two-year contract, not extend a contract or terminate a contract, as the case may be, consistent with the terms of this contract. The District shall have the right to non-renew an administrator's contract when the administrator's contract is in the final year. The notice of nonrenewal shall be given and the procedure shall be followed as set forth in the Revised School Code. The decision to non-renew an administrator's contract shall not be subject to the grievance proceed and may not be heard by an arbitrator.

7.08: Personnel File

Each Administrator shall have the right to review the contents of his/her own personnel file as maintained by the Superintendent or his/her designee. If desired by the administrator, a representative of the Union may be present. Administrators will be given copies of all materials placed in their files within five (5) working days except for college placement bureau credentials or materials originating from the administrator. Administrators shall also have the right to place explanatory notes or letters in their personnel file pertinent to any written or printed materials and these notes or letters shall be attached to each file copy. Administrators shall have all rights as recognized by the Bullard-Plawecki Employee Right to Know Act, MCL 423.501 et seq.

SECTION 8 GRIEVANCE PROCEDURE

Definitions

A Grievance shall mean a complaint by an administrator, or group of administrators, or Union in its own name, alleging that there has been a violation, misinterpretation, or misapplication of a specific provision of this Agreement.

"Days" means "workdays" as specified in the Grievance Procedure. The term "grievance" shall not apply to any matter for which another remedial procedure is prescribed by law or any rule or regulation of any state administrative agency.

It is expressly understood that the grievance procedure shall not apply to those areas in which the Teacher's Tenure Act prescribes a procedure or authorizes a remedy (discharge and/or demotion).

Written Grievances

A written grievance as required herein shall contain the following:

- A. It shall be signed by the grievant or grievants.
- B. It shall be specific.
- C. It shall contain a synopsis of the facts giving rise to the alleged violation.
- D. It shall cite the section or subsections of this contract alleged to have been violated.
- E. It shall contain the date of the alleged violation.
- F. It shall specify the relief requested.

Procedures

Level One

An Administrator alleging a violation of the express provisions of this contract shall, within five (5) days of its alleged occurrence, orally discuss the grievance with an Assistant Superintendent or his/her designee in an attempt to resolve same.

An Assistant Superintendent, or his/her designee, will respond, in writing, within three (3) days of the discussion. If the Administrator does not agree with the written response, he/she shall reduce the grievance to writing and proceed, within five (5) days, to Level Two.

Level Two

A copy of the written grievance shall be filed with the Assistant Superintendent for Human Resources and Transportation with the endorsement thereon of the approval or disapproval of the Union. Within five (5) days of receipt of the grievance, the Assistant Superintendent for Human Resources and Transportation shall arrange a meeting with the grievant and/or his designated Union representative, at the option of the grievant, to discuss the grievance. Within five (5) days of the discussion, Assistant Superintendent for Human Resources and Transportation shall render his decision, in writing, transmitting a copy of the same to the grievant and the Union.

If no decision is rendered within five (5) days, or the decision is unsatisfactory to the grievant or the Union, the grievant or the Union may appeal same to the Superintendent by filing a written grievance. The Superintendent shall schedule a meeting to hear the matter not more than thirty (30) days from the appeal.

Level Three

Upon proper application as specified in Level Two, the Superintendent shall allow the Administrator or the Union an opportunity for a meeting. Within ten (10) days from the hearing of the grievance, the Superintendent shall render her decision in writing.

Level Four

If the Union is dissatisfied with the disposition of the grievance at Step three, the bargaining unit may file for a final and binding arbitration within twenty (20) workdays. The parties cannot take grievances involving prohibited topics of bargaining, as set forth in MCL 423.215(3) of PERA, to arbitration. The demand for arbitration shall be filed with the Federal Mediation and Conciliation Service (FMCS) in accordance with the current applicable rules and regulations of said Agency, sending a copy of such demand to the opposite party. In lieu of the parties using the Federal Mediation and Conciliation Service (FMCS) they may mutually agree on an Arbitrator. The Federal Mediation and Conciliation Service (FMCS) will only be used for selection of the arbitrator.

The Arbitrator's authority shall be limited as follows:

- A. The Arbitrator shall have no authority to arbitrate any complaint that is not an alleged violation, misinterpretation, or misapplication of specific and expressed provisions of the Collective Bargaining Agreement.
- B. The Arbitrator shall have no authority to arbitrate any complaint involving a prohibited topic of bargaining as set forth in MCL 423.215(3) of PERA.
- C. The Arbitrator shall not have the power to modify, amend, add to, or subtract from this Agreement.
- D. The Arbitrator's authority shall be as limited in this Agreement.
- E. The Arbitrator shall have no power to hear any grievance or rule on any dispute regarding the decision of the District not to extend or renew the contract of any administrator.

The expenses of the Arbitrator shall be paid one-half (½) by the Union and one-half (½) by the employer, and all other expenses shall be borne by the party incurring them. So long as said Arbitrator does not exceed his authority as provided herein, his decision shall be final and binding on the Union, and all members of the bargaining unit and the employer.

It is understood between the parties that only the bargaining unit and not an individual member has the right to proceed to arbitration.

Any grievance occurring during the period between the termination date of this Agreement and the effective date of a new Agreement may be filed but not processed to arbitration; such grievance shall be settled in negotiations.

Miscellaneous

- A. The failure of an aggrieved person to proceed from one step of the Grievance Procedure to the next step within the time limits set forth, shall be deemed to be an acceptance of the decision previously rendered and shall constitute a waiver of any future appeal concerning the particular grievance.
- B. Any party of interest may be represented at all meetings and hearings at any level of the grievance procedure by another building administrator or a representative of the Union.
- C. A grievance may be withdrawn at any step without prejudice.
- D. The Union is not prohibited from processing a grievance on behalf of an employee or group of employees.

- E. The filing of a grievance shall in no way interfere with the right of the District to proceed in carrying out its management responsibilities.
- F. All documents, communications, and records dealing with a grievance shall be filed separately from the personnel files of the participants.

It shall be the general practice of all parties of interest to process grievance procedures during times which do not interfere with assigned duties.

SECTION 9 UNION REPRESENTATION

9.01: The Union may elect or appoint one (1) Steward and one (1) Alternate Steward who shall represent any or all employees working in that representational area. The Union shall also choose a Chief Steward from among the Stewards, who may represent any or all employees of the Utica Community School District covered by this Agreement. The Chief Steward, or his/her designee, shall be the primary employee representative for employees in the School District. Stewards shall have the reasonable opportunity to conduct Union business, including presenting grievances, without loss of pay.

9.02: The Employer hereby agrees to recognize a Bargaining Committee composed of employee representatives from the bargaining unit. This Committee shall act in a representative capacity for the purpose of meeting with Employer representatives to negotiate new and modified agreements. In any negotiations described in this Agreement, neither party shall have any control over the selection of the bargaining representatives of the other party.

SECTION 10 WORKING CONDITIONS

If an Administrator is complained against or sued as a result of the discharge of his/her duties as an employee of the District, the District shall provide legal counsel and render all necessary assistance to the Administrator in his/her defense. The District's insurance company may provide counsel.

Use of Facilities. The Union and its members shall have the right to use District building facilities for business meetings when such facilities are not otherwise in use, if scheduled through the District as per current procedure.

Use of Equipment. Only the Steward and/or Alternate Stewards shall have the right to utilize the District's email system for appropriate Union notification and communication. The Union and its members shall have a limited right to use fax machines, copy machines, and telephone for the purpose of appropriate Union notification and communication.

Emergency Manager Provision. An emergency manager appointed under the local financial stability and choice act, MCL 141.15411 to 141.1575 may reject, modify, or terminate this collective bargaining agreement as provided in the local financial stability and choice act.

APPENDIX A1

ADMINISTRATIVE SALARY SCHEDULE
2022-2023

CLASSIFICATION LANES

	Senior High School Principal	Junior High School Principal	Elementary School Principal	Associate Senior High School Principal	Assistant Junior High School Principal	Alternative Learning Center Administrator
1	\$ 98,497	\$ 89,329	\$ 87,158	\$ 86,295	\$ 82,976	\$ 73,319
1.5	\$ 101,089	\$ 91,680	\$ 89,452	\$ 88,566	\$ 85,160	\$ 75,249
2	\$ 103,681	\$ 94,031	\$ 91,746	\$ 90,837	\$ 87,344	\$ 77,178
2.5	\$ 106,410	\$ 96,505	\$ 94,161	\$ 93,228	\$ 89,643	\$ 79,209
3	\$ 109,138	\$ 98,979	\$ 96,575	\$ 95,618	\$ 91,941	\$ 81,240
3.5	\$ 112,010	\$ 101,584	\$ 99,116	\$ 98,135	\$ 94,361	\$ 83,378
4	\$ 114,882	\$ 104,189	\$ 101,657	\$ 100,651	\$ 96,780	\$ 85,516
4.5	\$ 118,261	\$ 107,253	\$ 103,414	\$ 102,390	\$ 99,626	\$ 88,031
5	\$ 121,639	\$ 110,317	\$ 105,170	\$ 104,129	\$ 102,472	\$ 90,546
5.5	\$ 125,019	\$ 113,382	\$ 108,092	\$ 107,022	\$ 105,319	\$ 93,061
6	\$ 128,398	\$ 116,446	\$ 111,014	\$ 109,914	\$ 108,165	\$ 95,576
6.5	\$ 131,101	\$ 118,898	\$ 113,351	\$ 112,228	\$ 110,442	\$ 97,589
7	\$ 133,804	\$ 121,349	\$ 115,687	\$ 114,542	\$ 112,719	\$ 99,601
7.5	\$ 137,385	\$ 124,646	\$ 118,860	\$ 117,683	\$ 115,819	\$ 102,400
8	\$ 140,966	\$ 127,942	\$ 122,033	\$ 120,824	\$ 118,918	\$ 105,198

2022-2023:

1.0 STEP ADVANCEMENT FOR THOSE ELIGIBLE

2.0% INCREASE TO SALARY SCHEDULE

1.5% OFF SCHEDULE (ELEMENTARY PRINCIPALS ONLY); 2.5% OFF SCHEDULE
(ALL OTHER ADMINISTRATORS)

APPENDIX A2

ADMINISTRATIVE SALARY SCHEDULE
2023-2024
SEMESTER 1

CLASSIFICATION LANES

	Senior High School Principal	Junior High School Principal	Elementary School Principal	Associate Senior High School Principal	Assistant Junior High School Principal	Alternative Learning Center Administrator
1	\$ 99,974	\$ 90,669	\$ 88,465	\$ 87,589	\$ 84,221	\$ 74,419
1.5	\$ 102,605	\$ 93,055	\$ 90,794	\$ 89,895	\$ 86,438	\$ 76,378
2	\$ 105,236	\$ 95,441	\$ 93,122	\$ 92,200	\$ 88,654	\$ 78,336
2.5	\$ 108,006	\$ 97,953	\$ 95,573	\$ 94,626	\$ 90,987	\$ 80,398
3	\$ 110,775	\$ 100,464	\$ 98,024	\$ 97,052	\$ 93,320	\$ 82,459
3.5	\$ 113,690	\$ 103,108	\$ 100,603	\$ 99,607	\$ 95,776	\$ 84,629
4	\$ 116,605	\$ 105,752	\$ 103,182	\$ 102,161	\$ 98,232	\$ 86,799
4.5	\$ 120,035	\$ 108,862	\$ 104,965	\$ 103,926	\$ 101,121	\$ 89,352
5	\$ 123,464	\$ 111,972	\$ 106,748	\$ 105,691	\$ 104,009	\$ 91,904
5.5	\$ 126,894	\$ 115,083	\$ 109,714	\$ 108,627	\$ 106,898	\$ 94,457
6	\$ 130,324	\$ 118,193	\$ 112,679	\$ 111,563	\$ 109,787	\$ 97,010
6.5	\$ 133,068	\$ 120,681	\$ 115,051	\$ 113,912	\$ 112,099	\$ 99,053
7	\$ 135,811	\$ 123,169	\$ 117,422	\$ 116,260	\$ 114,410	\$ 101,095
7.5	\$ 139,446	\$ 126,515	\$ 120,643	\$ 119,448	\$ 117,556	\$ 103,936
8	\$ 143,080	\$ 129,861	\$ 123,863	\$ 122,636	\$ 120,702	\$ 106,776

2023-2024:

1.0 STEP ADVANCEMENT FOR THOSE ELIGIBLE

1.5% INCREASE TO SALARY SCHEDULE

APPENDIX A3

ADMINISTRATIVE SALARY SCHEDULE

2023-2024

SEMESTER 2

CLASSIFICATION LANES

	Senior High School Principal	Junior High School Principal	Elementary School Principal	Associate Senior High School Principal	Assistant Junior High School Principal	Alternative Learning Center Administrator
1	\$ 101,474	\$ 92,029	\$ 89,792	\$ 88,903	\$ 85,484	\$ 75,535
1.5	\$ 104,145	\$ 94,451	\$ 92,156	\$ 91,243	\$ 87,734	\$ 77,523
2	\$ 106,815	\$ 96,873	\$ 94,519	\$ 93,583	\$ 89,984	\$ 79,511
2.5	\$ 109,626	\$ 99,422	\$ 97,007	\$ 96,046	\$ 92,352	\$ 81,604
3	\$ 112,437	\$ 101,971	\$ 99,494	\$ 98,508	\$ 94,720	\$ 83,696
3.5	\$ 115,396	\$ 104,655	\$ 102,112	\$ 101,101	\$ 97,213	\$ 85,899
4	\$ 118,354	\$ 107,338	\$ 104,730	\$ 103,693	\$ 99,705	\$ 88,101
4.5	\$ 121,835	\$ 110,495	\$ 106,540	\$ 105,485	\$ 102,637	\$ 90,692
5	\$ 125,316	\$ 113,652	\$ 108,349	\$ 107,276	\$ 105,569	\$ 93,283
5.5	\$ 128,798	\$ 116,809	\$ 111,359	\$ 110,256	\$ 108,502	\$ 95,874
6	\$ 132,279	\$ 119,966	\$ 114,369	\$ 113,236	\$ 111,434	\$ 98,465
6.5	\$ 135,064	\$ 122,492	\$ 116,776	\$ 115,620	\$ 113,780	\$ 100,538
7	\$ 137,848	\$ 125,017	\$ 119,183	\$ 118,004	\$ 116,126	\$ 102,611
7.5	\$ 141,537	\$ 128,413	\$ 122,452	\$ 121,240	\$ 119,320	\$ 105,495
8	\$ 145,226	\$ 131,809	\$ 125,721	\$ 124,476	\$ 122,513	\$ 108,378

STEPS

2023-2024:

1.5% INCREASE TO SALARY SCHEDULE

1.0% OFF SCHEDULE

APPENDIX A4

ADMINISTRATIVE SALARY SCHEDULE
2024-2025

CLASSIFICATION LANES

	Senior High School Principal	Junior High School Principal	Elementary School Principal	Associate Senior High School Principal	Assistant Junior High School Principal	Alternative Learning Center Administrator
1	\$ 102,489	\$ 92,949	\$ 90,690	\$ 89,792	\$ 86,339	\$ 76,290
1.5	\$ 105,186	\$ 95,396	\$ 93,077	\$ 92,156	\$ 88,612	\$ 78,298
2	\$ 107,883	\$ 97,842	\$ 95,464	\$ 94,519	\$ 90,884	\$ 80,306
2.5	\$ 110,722	\$ 100,417	\$ 97,977	\$ 97,006	\$ 93,276	\$ 82,420
3	\$ 113,561	\$ 102,991	\$ 100,489	\$ 99,493	\$ 95,667	\$ 84,533
3.5	\$ 116,550	\$ 105,701	\$ 103,133	\$ 102,112	\$ 98,185	\$ 86,758
4	\$ 119,538	\$ 108,411	\$ 105,777	\$ 104,730	\$ 100,702	\$ 88,982
4.5	\$ 123,054	\$ 111,600	\$ 107,605	\$ 106,540	\$ 103,664	\$ 91,599
5	\$ 126,569	\$ 114,789	\$ 109,432	\$ 108,349	\$ 106,625	\$ 94,216
5.5	\$ 130,086	\$ 117,978	\$ 112,473	\$ 111,359	\$ 109,587	\$ 96,833
6	\$ 133,602	\$ 121,166	\$ 115,513	\$ 114,368	\$ 112,548	\$ 99,450
6.5	\$ 136,414	\$ 123,717	\$ 117,944	\$ 116,776	\$ 114,918	\$ 101,544
7	\$ 139,226	\$ 126,267	\$ 120,375	\$ 119,184	\$ 117,287	\$ 103,637
7.5	\$ 142,952	\$ 129,697	\$ 123,677	\$ 122,453	\$ 120,513	\$ 106,550
8	\$ 146,678	\$ 133,127	\$ 126,978	\$ 125,721	\$ 123,738	\$ 109,462

STEPS

2024-2025:

- 1.0 STEP ADVANCEMENT FOR THOSE ELIGIBLE
- 1.0% INCREASE TO SALARY SCHEDULE
- 2.0% OFF SCHEDULE

APPENDIX B



FRINGE BENEFITS SUMMARY *BUILDING PRINCIPAL*

Health Care Insurance: The Board of Education offers a competitive and comprehensive health care insurance plan through MESSA BCBS. The plan qualifies as a high deductible plan and includes a personal and portable health savings account (HSA). For more specific plan details, consult the applicable benefits guide available from Human Resources or the transparency link on the District homepage. The District will contribute an amount toward the health care insurance premium not to exceed annual employer limits defined under Public Act 152.

District Opt-Out of Health Insurance: \$1,500 opt out of health insurance stipend, paid in December (\$750) and June (\$750); not eligible for opt out if spouse is enrolled in other district insurance, must show proof of other medical insurance.

Vision Insurance: The Board of Education offers a competitive and comprehensive vision insurance plan through National Vision Administration (NVA). The District sponsors the cost for the premium. For plan details, consult the applicable benefits guide available from Human Resources.

Dental Insurance: The Board of Education offers a competitive and comprehensive dental insurance plan through American Dental Network (ADN). The District sponsors the cost for the premium. For plan details, consult the applicable benefits guide available from Human Resources.

Life/ADD Insurance: The Board of Education provides a term life insurance policy equal to two (2) times the administrator's annual salary. This coverage is not portable following separation from the District.

Sick leave: The Board of Education provides compensated sick leave time intended for use when illness or injury prohibits reporting for work. Sick leave is fronted annually on July 1 as follows: Forty-four week administrators shall receive 11 days per school year, no accumulation maximum. Fifty-two week administrators shall receive 12 sick leave days per school year, no accumulation maximum. Unused sick leave is not paid out upon separation.

Family Medical Leave Act: The Board of Education recognizes and complies with FMLA and its associated elements when appropriately verified including protecting a like or similar assignment for twelve weeks during a qualifying absence. FMLA leave is not in itself compensated however should an individual have available compensated sick leave it will be utilized concurrently during FMLA.

Long Term Disability Insurance: The Board of Education provides a long term disability insurance policy equal to 66 2/3 salary income protection for qualifying individuals. For plan details, contact the Department of Human Resources.

Liability Insurance: The Board of Education provides liability insurance protection. For plan details, contact the Department of Human Resources.

Long Term Care: The Board of Education provides long-term home or nursing care equal to \$4000 per month for three years for qualifying individuals. This coverage may be expanded to family members or be portable following separation from the District at additional cost to the individual. For plan details, contact the Department of Human Resources.

Vacation Leave: The Board of Education provides compensated vacation time for administrators designated with mandatory fifty-two week work schedules. Vacation time is accrued monthly but will be fronted annually on July 1 as follows: 1-2 years experience 15 days; 3-5 years experience 20 days; 6+ years experience 25 days. In the event of early separation, reconciliation for used but unearned days will be made. Unused vacation leave may be carried over to the extent not to exceed thirty days on July 1. Unused vacation leave is paid out upon separation up to a maximum thirty earned days.

Funeral Leave: In the event of the death of an employee's mother, father, son, daughter, spouse, sister, brother, grandparent, grandchild, or a member of the immediate household and step and/or in-laws of the above; the employee shall be allowed up to three (3) consecutive days, and may be allowed two (2) additional days depending on the travel time required, not to be deducted from sick leave. The use of funeral leave days must be submitted to the district attendance reporting system.

Mileage: Building principals, associate and assistant principals will be compensated \$1,200 annually for local work-related mileage. All other administrators are reimbursed for mileage in accordance with Board of Education Policy 4355.

APPENDIX C1

ADMINISTRATOR EMPLOYMENT SAMPLE CONTRACT

**SENIOR HIGH SCHOOL PRINCIPAL
WORK YEAR – FIFTY-TWO (52) WEEKS**

THIS CONTRACT, is made and entered into on **DATE**, by and between the Utica Community Schools, a Michigan General Powers School District (hereinafter the “School District”), and **NAME** (hereinafter the “Administrator”).

This Contract revokes and otherwise supersedes any and all contracts, policies, or agreements that may be in effect as of this date which concern the employment relationship between the Administrator and the School District, excepting such that may be expressly incorporated therein.

The School District hereby agrees to employ the Administrator during the applicable school fiscal year(s), commencing July 1, **XXXX**, and terminating June 30, **XXXX**, subject to the provisions of this Contract.

This contract is for the specified period provided the Administrator has not been provided written notice of non-renewal of this contract at least sixty (60) days before the termination date of this contract. The Administrator shall be assigned to the position of **JOB TITLE** subject to the provisions of this Contract.

- (a) **Employment and Duties:** The Administrator agrees to perform the duties prescribed for his/her assigned position in accordance with all laws applicable thereto, fulfill the rules, regulations and directives of the District and/or Superintendent and to carry out the programs and policies of the School District and/or the Superintendent.
- (b) **Certification:** The Administrator shall, if required by law, possess and maintain a certificate issued by the Michigan Department of Education valid for the position held by the Administrator, or otherwise be in full compliance with the applicable rules and regulations of said Department relative to administrative certification and/or continuing education requirements. The responsibility for obtaining and maintaining the necessary certification and qualifications rests exclusively with the Administrator.
- (c) **Professional Conduct:** The Administrator agrees to perform this Contract and the employment duties and functions required of all employees of the School District in a manner that encourages quality in the educational process and fulfills established standards of professional conduct and ethics.
- (d) **Tenure:** As permitted pursuant to the Michigan Teachers’ Tenure Act, tenure is not granted to the Administrator by virtue of this Contract or otherwise by virtue of his/her employment by the School District. Tenure may be obtained, if at all, only within the capacity of a classroom teacher. Tenure in any capacity other than that of a classroom teacher is expressly denied.
- (e) **Transfer and Reassignment:** The Administrator acknowledges that, during the term of this Contract and any renewal thereof, he/she is subject to transfer and/or reassignment by the School District, at its discretion and upon written notice. Should the Administrator be transferred to some other administrative or to a teaching position, he/she shall be compensated at the annual salary rate for that new assignment beginning with the new school year.
- (f) **Benefits:** The Administrator shall be entitled to those benefits described in the attached Benefits Appendix, subject to subsequent District action.

- (g) **Vacation and Personal Days:** The Administrator shall render fifty-two (52) weeks of full and regular services to the School District during each annual period covered by this contract, except that he/she shall be entitled to **XX working days** of annual vacation with pay and, in addition, will receive three (3) personal days annually. Unused personal days do not accrue and are dropped.

Administrators on a 52 week contract will receive 15 days vacation the first two years as an administrator. Administrators with 3-5 years experience as an administrator will receive 20 days vacation. Administrators with 6 years or more experience as an administrator will receive 25 days vacation.

Administrators will be advanced the appropriate number of vacation days at the beginning of the school year, even though those days have not been earned through service. Therefore, the Administrator agrees that if his/her employment with the School District terminates for any reason during the term of this Contract, the School District may deduct from his/her final pay his/her per diem rate for each unearned vacation he/she used during the school year.

All vacations are subject to prior approval by the Administrator's immediate supervisor. Additionally, any vacation period of ten (10) consecutive workdays or more is subject to prior approval by the Superintendent.

- (h) **Accrual and Coordination:** Vacation days are intended to be used annually. The Administrator may not accrue more than 30 total vacation days. Accrued but unused vacation days over the 30 day maximum are dropped. At the time of separation from employment with the School District, unless employment is terminated for just cause, the School District shall pay the Administrator for any accrued and unused vacation days, up to the maximum of 30, at the Administrator's then daily rate.

To the maximum extent permitted by law, any leave of absence the Administrator may take, whether permitted by this Contract (e.g., vacation, personal and sick leave days) or permitted by law (e.g., FMLA or workers compensation), shall be coordinated and run concurrently; provided, however, the Administrator may not receive more than 100% of his/her pre-leave salary and, if necessary, will reimburse the School District all amounts exceeding 100% of his/her pre-leave salary.

- (i) **Copyright and Patent Interests:** The Administrator acknowledges that from time to time in connection with performing work, either a) within the scope of his/her employment duties as herein contemplated or b) outside the scope of his/her employment duties, but occurring during regular or customary work hours or while otherwise being paid salary or compensation as herein provided, he/she may create, conceive, make, develop, invent or suggest original works in which a copyright or patent interest under Federal or State law exists, may be recognized or as to which copyright or patent protection may subsist, including among other forms of work, computer program works, literary works, musical works and the like. In consideration of the compensation or salary paid to the Administrator by the School District in connection with his/her employment, as herein provided, the Administrator agrees that any such original works, as referred to in the preceding sentence, shall be the absolute and exclusive property of the School District: the ownership interest of the Administrator to such original work, if any, being hereby transferred and conveyed in its entirety to the School District. The Administrator shall, at the request of the Superintendent, at any time during his/her employment term or thereafter, execute or sign any documentation that the School District may consider necessary or helpful in the prosecution of copyright or patent applications thereon and will assist in the School District's interest in the conduct of any interference, litigation or other controversy arising in relation thereto. The Administrator further agrees not to reveal to any person, unless authorized by the School District, its Superintendent or its attorneys, any information concerning such original work.

- (j) **Evaluation:** The Administrator shall be evaluated annually by the administration. This evaluation

shall be based on the position description and on the format as specified by the School District in accordance with the law and the procedures authorized in School District policies.

- (k) **Non-renewal of Contract:** Any non-renewal of this Contract shall be pursuant to and in full compliance with any applicable provisions of the Revised School Code.
- (l) **Reduction in Personnel or Compensation:** Notwithstanding that there is a fixed term to this Contract, as above stated, or that there may be an extension of said term having a fixed termination date, the School District may terminate the Administrator's employment if the District determines that its financial condition warrants a reduction in personnel, including a reduction in the Administrator's position. Notice of such termination or reduction shall be provided in writing to the Administrator not less than sixty (60) calendar days prior to the termination or reduction.
- (m) **Limitation of Actions:** The Administrator and the School District agree that any civil action or administrative complaint arising from or relating to the Administrator's employment with the School District, the termination of the Administrator's employment with the School District or this Agreement must be filed not later than 180 calendar days from the date on which the civil action or administrative complaint accrued or no later than 180 calendar days from the termination of the Administrator's employment, whichever is sooner. The Administrator and the School District waive any longer limitations period. This provision is not intended to, and should not be construed to, extend any statutory limitations period shorter than 180 calendar days.

For his/her annual services, the Administrator shall be paid a **salary of \$X**, subject to subparagraphs (e) and (o) above, during this Contract payable in equal periodic installments consistent with the School District's policies and procedures. The salary to be paid an Administrator working less than a full school year shall be that pro rata portion of the full school year that this Contract is in effect and the Administrator actually renders service. The School District shall be authorized to make such payroll deductions as shall be required by law or authorized by the Administrator.

This Contract is subject to all appropriate Federal and State statutes, rules and regulations.

The foregoing Contract constitutes the complete understanding, duties, rights, and agreements of the parties relative to employment of the Administrator. The Administrator acknowledges that no other promises or agreements, written or oral, relative to his/her employment and/or continuation of employment exist. The Administrator acknowledges and agrees that his/her expectations in relation to possible renewal or non-renewal of this Contract, and all other aspects of the employment relationship, are exclusively controlled and determined by the provisions of this Contract and that no person or entity other than the Board of Education for the School District, acting through a majority vote and resolution, has any authority whatsoever to add to, expand upon, restrict or in any manner modify said expectations and provisions.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the date and year above written.

UTICA COMMUNITY SCHOOLS

NAME

By: _____
Robert S. Monroe, Superintendent

Date

Date

APPENDIX C2

ADMINISTRATOR EMPLOYMENT SAMPLE CONTRACT

ELEMENTARY PRINCIPAL, JUNIOR HIGH PRINCIPAL, ASSOCIATE PRINCIPAL, ASSISTANT PRINCIPAL, AND/OR
ALTERNATIVE LEARNING CENTER ADMINISTRATOR

WORK YEAR – FORTY-FOUR (44) WEEKS

THIS CONTRACT, is made and entered into on **DATE**, by and between the Utica Community Schools, a Michigan General Powers School District (hereinafter the “School District”), and **NAME** (hereinafter the “Administrator”).

This Contract revokes and otherwise supersedes any and all contracts, policies, or agreements that may be in effect as of this date which concern the employment relationship between the Administrator and the School District, excepting such that may be expressly incorporated therein.

The School District hereby agrees to employ the Administrator during the applicable school fiscal year(s), commencing July 1, **XXXX**, and terminating June 30, **XXXX**, subject to the provisions of this Contract.

This contract is for the specified period provided the Administrator has not been provided written notice of non-renewal of this contract at least sixty (60) days before the termination date of this contract. The Administrator shall be assigned to the position of **JOB TITLE** subject to the provisions of this Contract.

- (n) **Employment and Duties:** The Administrator agrees to perform the duties prescribed for his/her assigned position in accordance with all laws applicable thereto, fulfill the rules, regulations and directives of the District and/or Superintendent and to carry out the programs and policies of the School District and/or the Superintendent.
- (o) **Certification:** The Administrator shall, if required by law, possess and maintain a certificate issued by the Michigan Department of Education valid for the position held by the Administrator, or otherwise be in full compliance with the applicable rules and regulations of said Department relative to administrative certification and/or continuing education requirements. The responsibility for obtaining and maintaining the necessary certification and qualifications rests exclusively with the Administrator.
- (p) **Professional Conduct:** The Administrator agrees to perform this Contract and the employment duties and functions required of all employees of the School District in a manner that encourages quality in the educational process and fulfills established standards of professional conduct and ethics.
- (q) **Tenure:** As permitted pursuant to the Michigan Teachers’ Tenure Act, tenure is not granted to the Administrator by virtue of this Contract or otherwise by virtue of his/her employment by the School District. Tenure may be obtained, if at all, only within the capacity of a classroom teacher. Tenure in any capacity other than that of a classroom teacher is expressly denied.
- (r) **Transfer and Reassignment:** The Administrator acknowledges that, during the term of this Contract and any renewal thereof, he/she is subject to transfer and/or reassignment by the School District, at its discretion and upon written notice. Should the Administrator be transferred to some other administrative or to a teaching position, he/she shall be compensated at the annual salary rate for that new assignment beginning with the new school year.
- (s) **Benefits:** The Administrator shall be entitled to those benefits described in the attached Benefits

Appendix, subject to subsequent District action.

- (t) **Personal Days:** The Administrator shall render forty-four (44) weeks of full and regular services to the School District during each annual period covered by this Contract, except that he/she shall be entitled to five (5) personal days. Unused personal days do not accrue.
- (u) **Accrual and Coordination:** To the maximum extent permitted by law, any leave of absence the Administrator may take, whether permitted by this Contract (e.g., vacation, personal and sick leave days) or permitted by law (e.g., FMLA or workers compensation), shall be coordinated and run concurrently; provided, however, the Administrator may not receive more than 100% of his/her pre-leave salary and, if necessary, will reimburse the School District all amounts exceeding 100% of his/her pre-leave salary.
- (v) **Copyright and Patent Interests:** The Administrator acknowledges that from time to time in connection with performing work, either a) within the scope of his/her employment duties as herein contemplated or b) outside the scope of his/her employment duties, but occurring during regular or customary work hours or while otherwise being paid salary or compensation as herein provided, he/she may create, conceive, make, develop, invent or suggest original works in which a copyright or patent interest under Federal or State law exists, may be recognized or as to which copyright or patent protection may subsist, including among other forms of work, computer program works, literary works, musical works and the like. In consideration of the compensation or salary paid to the Administrator by the School District in connection with his/her employment, as herein provided, the Administrator agrees that any such original works, as referred to in the preceding sentence, shall be the absolute and exclusive property of the School District: the ownership interest of the Administrator to such original work, if any, being hereby transferred and conveyed in its entirety to the School District. The Administrator shall, at the request of the Superintendent, at any time during his/her employment term or thereafter, execute or sign any documentation that the School District may consider necessary or helpful in the prosecution of copyright or patent applications thereon and will assist in the School District's interest in the conduct of any interference, litigation or other controversy arising in relation thereto. The Administrator further agrees not to reveal to any person, unless authorized by the School District, its Superintendent or its attorneys, any information concerning such original work.
- (w) **Evaluation:** The Administrator shall be evaluated annually by the administration. This evaluation shall be based on the position description and on the format as specified by the School District in accordance with the law and the procedures authorized in School District policies.
- (x) **Non-renewal of Contract:** Any non-renewal of this Contract shall be pursuant to and in full compliance with any applicable provisions of the Revised School Code.
- (y) **Reduction in Personnel or Compensation:** Notwithstanding that there is a fixed term to this Contract, as above stated, or that there may be an extension of said term having a fixed termination date, the School District may terminate the Administrator's employment if the District determines that its financial condition warrants a reduction in personnel, including a reduction in the Administrator's position. Notice of such termination or reduction shall be provided in writing to the Administrator not less than sixty (60) calendar days prior to the termination or reduction.
- (z) **Limitation of Actions:** The Administrator and the School District agree that any civil action or administrative complaint arising from or relating to the Administrator's employment with the School District, the termination of the Administrator's employment with the School District or this Agreement must be filed not later than 180 calendar days from the date on which the civil action or administrative complaint accrued or no later than 180 calendar days from the termination of the Administrator's employment, whichever is sooner. The Administrator and the School District waive any longer limitations period. This provision is not intended to, and should not be construed to, extend any statutory limitations period shorter than 180 calendar days.

For his/her annual services, the Administrator shall be paid a **salary of \$X**, subject to subparagraphs (e) and (o) above, during this Contract payable in equal periodic installments consistent with the School District's policies and procedures. The salary to be paid an Administrator working less than a full school year shall be that pro rata portion of the full school year that this Contract is in effect and the Administrator actually renders service. The School District shall be authorized to make such payroll deductions as shall be required by law or authorized by the Administrator.

This Contract is subject to all appropriate Federal and State statutes, rules and regulations.

The foregoing Contract constitutes the complete understanding, duties, rights, and agreements of the parties relative to employment of the Administrator. The Administrator acknowledges that no other promises or agreements, written or oral, relative to his/her employment and/or continuation of employment exist. The Administrator acknowledges and agrees that his/her expectations in relation to possible renewal or non-renewal of this Contract, and all other aspects of the employment relationship, are exclusively controlled and determined by the provisions of this Contract and that no person or entity other than the Board of Education for the School District, acting through a majority vote and resolution, has any authority whatsoever to add to, expand upon, restrict or in any manner modify said expectations and provisions.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the date and year above written.

UTICA COMMUNITY SCHOOLS

NAME

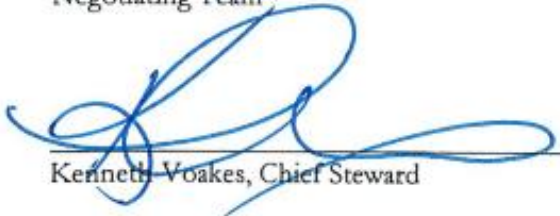
By: _____
Robert S. Monroe, Superintendent

Date

Date

**UTICA BUILDING ADMINISTRATORS
TEAMSTERS, LOCAL 214**

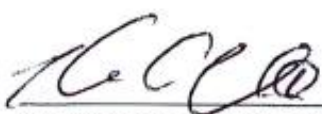
Negotiating Team



Kenneth Voakes, Chief Steward




Brian Shepard, Alternate Steward



Kenneth Cucchi, Team Member



Denise Bailey, Team Member



Steve Slancik, Team Member



Mary Beth Merlo, Team Member



Joseph Valenti, Business Agent Staff Representative

UTICA COMMUNITY SCHOOLS

Board of Education



Mary K. Thomas, Ph.D., President



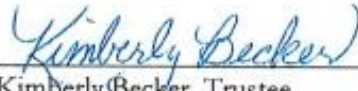
Denyeal Nesovski, Vice President



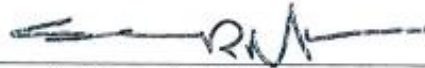
Michele Templeton, Treasurer



Kelli Rankin, Secretary



Kimberly Becker, Trustee



Steven R. Meyer, Ph.D., Trustee



Adrienne Rubel, Trustee