JULY 1, 2026 - JUNE 30, 2028

AGREEMENT BETWEEN THE

ROMEO COMMUNITY SCHOOLS BOARD OF EDUCATION

AND THE

TEAMSTERS LOCAL 214

ON BEHALF OF

ROMEO ADMINISTRATOR ASSOCIATION (RAA)

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AGREEMENT

This Agreement is made and entered into by and between the Board of Education of the Romeo Community Schools School District Macomb and Oakland Counties, Michigan, hereinafter referred to as the "Board" or "District" and Teamsters Local 214, affiliated with the International Brotherhood of Teamsters, Chauffeurs, Warehousemen, and Helpers of America, for Romeo Administrators hereinafter referred to as the "Union."

ARTICLE 1
PURPOSE AND INTENT

BY THE AGREEMENT BOTH PARTIES INTEND:

A. To provide mutual interest, namely the operation of the Board in a manner that will further the economic well-being of the employees covered by this Agreement and of the district.

B. To promote harmonious relationships between and among members of the Board and the Union.

C. To define rates of pay, hours of employment, and other terms and conditions of employment that may be reasonably anticipated and which are to be covered by this Agreement.

D. To establish general principles not in conflict with this Agreement that are to govern in those situations which subsequently arise but that are not unreasonable to anticipate now by Articles.

ARTICLE 2
RECOGNITION AND DEFINITION

SECTION 1: PERA

Pursuant to and in accordance with all applicable provisions of Act 336 of 1947 as amended by Act 379 of 1965, also known as the Public Employment Relations Act (PERA), the Board hereby recognizes the Union as the exclusive representative for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment, or other conditions of employment for the term of this Agreement, for all employees of the Board included in the following bargaining unit:

A. All regularly employed Administrators, High School Principal, High School Academy Principals, Middle School Principal, Middle School Assistant Principals, Elementary School Principals

B. The term "Administrator" as used in the Agreement shall mean all members of the bargaining unit as listed above.

C. The term "regularly employed" as used herein shall include those Administrator employed on a regular full time or regular part time contract.

The Board shall not supplant bargaining unit members with outside professions unless required by law. In the event that the Board should need to subcontract work of a kind performed by bargaining unit members on a temporary basis, the parties shall meet to review the necessity for such subcontract. However, nothing contained herein shall be interpreted to mean the lessening of the requirements of this Article that only members of the bargaining unit shall be allowed to hold Administrator positions.

SECTION 2: CONFLICTS

The Board agrees that it will not enter any agreement with another labor organization or with the said employees, individually or collectively, which in any way conflicts with the terms of this Agreement. Any such agreement shall

be null and void.

SECTION 3: SUCCESSOR

This Agreement shall be binding upon the parties hereto, their successors, and assigns. Any successor shall be given notice of the existence of this Agreement and a copy of such notice shall be sent to Teamsters Local 214.

ARTICLE 3
BOARD RIGHTS

A. It is expressly agreed that all rights and prerogatives, which ordinarily vest in and have been exercised by the Board, except those which are clearly and expressly relinquished herein by the Board, shall continue to vest exclusively in and be exercised by the Board without prior negotiations with the Union either as to the taking of action under such rights or with respect to the consequences of such action during the term of this Agreement. Such rights shall include, by way of illustration and not by way of elimination, the right to:

   i. Continue its rights, policies, and practices of assignment and direction of its personnel, determine the number of personnel and scheduling of all the foregoing.

   ii. The right to establish, modify, or change any work or business or school hours or days.

   iii. The right to direct the working forces, including the right to hire, promote, transfer, discipline, and/or reassign employees, assign work or duties to employees, determine the size of the work force and to lay off employees.

   iv. Determine the services, supplies and equipment necessary to continue its operation and to determine all methods and means of distributing, disseminating, and/or selling its services, methods, schedules, and standards of operation, the means, methods, and processes of carrying on the work, including automation or contracting thereof or changes therein, the institution of new and/or improved methods or changes therein.

   v. Adopt rules and regulations.

   vi. Determine the qualifications of employees.

   vii. Determine the number and location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions or subdivisions, buildings, or other facilities.

   viii. Determine the placement of operations, production, service, maintenance or distribution of work, and the source of materials and supplies.

B. The policy-making functions rest exclusively with the Board.

C. In the event of a claim of misrepresentation or misapplication of the Agreement, the integrity of this provision shall be the basic premise for interpretation of the Agreement.

D. All of the above items shall not be in conflict with the specific provisions of this Agreement.

ARTICLE 4
UNION REPRESENTATION

A. Employees covered by the Agreement shall be represented by one (1) Steward or in his/her absence, one (I) Alternate Steward. Employees shall also be represented by one (1) Business Representative for Teamsters Local 214 who shall not be a member of the bargaining unit.

B. The Union shall furnish and provide to the Employer (Human Resources Department) updates of names of its representatives within 14 workdays of ratification of this agreement and any future representative change.

C. The Employer agrees that the Steward or Alternate Steward shall not lose time or pay for reasonable time spent in administering the terms and conditions of the Agreement such as investigating and processing grievances. The Employer reserves the right to temporarily delay the release of a Steward or Alternate Steward in the event the efficiency of the Department is unreasonably affected by their absence. However, in no event, shall a Steward or Alternate Steward be deprived of the right, upon employee request, to assist an employee in a disciplinary or discharge situation governed by Weingarten.

D. The Steward or Alternate Steward, during their regular working hours without loss of time or pay, may investigate and present grievances to the Employer; provided, however, that if such Steward or Alternate Steward requires more than one (1) hour to investigate and present said grievance, a request for additional time may be made to the Superintendent or his/her designee.

E. The privilege of Steward, Alternate Steward or Negotiating Team leaving their work during regular working hours without loss of pay is subject to the understanding that the time will be devoted to the proper handling of negotiations, discipline matters/hearings or the presenting and hearings of grievances. This time will not be abused, and that Stewards, Alternate Stewards or the Negotiating Team will perform their regularly assigned duties, except as provided herein.

ARTICLE 5
UNION SECURITY

A. The terms of this Agreement have been made for all employees in the bargaining unit and not only for members of the Union.

B. Membership in the Union or payment of a representation fee is voluntary, not compulsory. Employees have the right to join, not join, maintain, or drop their membership in the Union. Neither party shall exert any pressure on or discriminate against an employee in regards to such matters. The Union is required by law to represent all employees in the bargaining unit fairly and equally, regardless of Union membership. The terms and conditions of this Agreement apply to all employees within the bargaining unit.

C. The Union will be allowed space in the school building to store, paper, and supplies and other union items for Union use. The Union Steward will be provided space to conduct union business during release time that shall include their office. In the case where the steward's room is being utilized or shared during that release time, the district shall provide the Union an alternative private space that includes district phone and technology.

D. Meetings of the Union may be held in the school building before or after the normal student day. Should the meeting time, arrangements for the meeting or clean up following the meeting require extra custodial

help, the Union will be expected to bear the expense. Prior arrangements must be made with the building principal. Committee meetings and individual contacts may be scheduled during the Administrators lunch period provided that Union activities shall not interfere with the operation of the schools or of any class within said schools.

E. The Union shall have the right to post notices of its activities and matters of Union concern on Administrator bulletin boards in faculty areas, at least one of which shall be provided in each building.

F. The Union will be allowed to use mail service and mailboxes of the school district for distribution of announcements, Union news, and the dissemination of professional literature.

G. The Union may use, within the school building, the duplication equipment, computers and other technology, and the audiovisual equipment necessary to its operation, provided that the equipment is not otherwise in use or scheduled for use and that the request for use of the equipment is approved by the principal of the building. The Union shall pay for all materials and supplies incidental to the use of such equipment, and shall be responsible for any damages to equipment used if the damage is directly attributed to the Union's use.

H. Membership in the Union shall be open to all Members. There will be no tolerance for discrimination or harassment on any basis prohibited by law.

I. An Administrator engaged during the school day in negotiating on behalf of the Union with any representative of the Board or participating in any grievance, including arbitration, shall be released from regular duties without loss of pay.

ARTICLE 6
STRIKE PROHIBITION

The Union agrees that neither its members nor any member of the bargaining unit will take part in an illegal strike against the Board. As used in this context, the word "strike" shall mean the concerted failure to report for duty; the willful absence from one's position; the stoppage of work; the abstinence in whole or in part from the full, faithful, and proper performance of the duties of employment for the purpose of inducing, influencing or coercing a change in the conditions, or compensation, or the rights, privileges or obligations of employment.

ARTICLE 7
DISCIPLINE

A. No administrator shall be disciplined including warnings, reprimands, suspensions, non-renewed or discharged without just cause. The specific grounds forming the basis for disciplinary action will be made available to the administrator and the Union in writing.

B. An administrator shall be entitled to have present a representative of the Union during any investigatory meeting into possible disciplinary consequences. When a request for such representation is made, no action shall be taken with respect to the administrator until such representative of the Union is present, provided that such representation is provided in a reasonable amount of time.

C. A program of progressive discipline shall be followed, with the understanding that the severity of an offense may provide reason for the district to impose a disciplinary consequence that is and due process, which is: 1) verbal warning; 2) written reprimand, and 3) suspension with or without pay, and 4) discharge. The parties acknowledge that the severity of an offense including repeat offenses may provide good

cause for the acceleration of the above progression of discipline. Any disciplinary action taken against an administrator shall be appropriate to the behavior which precipitates said action.

D. The district's investigation guideline may be followed.

E. The discipline is subject to the grievance procedure outlined in the Collective Bargaining Agreement.

ARTICLE 8
GRIEVANCE PROCEDURE

A grievance shall be defined as a claim by any employee, or group of employees, or the bargaining unit, that there has been a violation, misinterpretation, or misapplication of any provision of this agreement shall be deemed a grievance under this agreement. If a grievance is unique to one individual, the grievance must be filed by the individual who is affected.

The time limits specified hereinafter for movement of a grievance through the process shall be strictly adhered to and may be relaxed or extended only by mutual consent of the Union and School District in writing. In the event that the bargaining unit fails to appeal a grievance or appeal a School Board answer within the particular specified time limit, the involved grievance shall be deemed abandoned and settled on the basis of the School Board's last answer, if any. In the event the School Board shall fail to supply the bargaining unit with its answer to the particular step within the specified time limits, the grievance shall be automatically positioned for appeal at the next step within the time limit for exercising said appeal, commencing with the expiration date of the School Board's grace period for answering.

All specified time limits herein shall consist only of work days. Employees may be given a paid leave for purposes of appearing as necessary witnesses in arbitration cases involving the Board, if they shall designate in writing at least three (3) work days prior to said hearing, and that all persons are needed. In the event that designated witnesses are in fact not necessary to the arbitration hearing, then their leave shall be without pay.

Each grievance shall have to be initiated within ten (10) work days of the occurrence which is the cause for complaint, or, if neither the aggrieved nor the bargaining unit had knowledge of said occurrence at the time of its happening, then within ten (10) work days of the first such knowledge by either the aggrieved or the bargaining unit. Appropriately published School Board notices relating to rules and regulations, which are not in conflict with this agreement, shall be considered as binding the bargaining unit and all members of the bargaining unit. Settlement of delayed grievances, as provided, shall be retroactive to the date of incident.

- **STEP ONE:** Any employee, having an alleged grievance as herein above defined, may process the complaint in the following manner. The aggrieved employee or employees shall take the matter up with the Superintendent on an informal conference within ten (10) work days following the act or condition which is the basis of this grievance.

- **STEP TWO:** In the event the matter is not resolved informally, a written grievance may be filed with the Superintendent in which the grievance arises within ten (10) work days following the informal meeting. The written grievance shall set forth a specific Article or Paragraph of the Article allegedly violated, misinterpreted, or misapplied, along with a statement of the relief sought on the Union's Grievance Form. The Superintendent shall have ten (10) working days to issue a written decision.

- **STEP THREE:** Within ten (10) work days after receiving the decision of the reporting Supervisor, if the matter is not resolved by the reporting Supervisor, and if the reporting Supervisor is not the Superintendent, the aggrieved party may file a written grievance with the Superintendent in a further

attempt to resolve the grievance. The written grievance shall set forth a specific Article or Paragraph of the Article allegedly violated, misinterpreted, or misapplied, along with a statement of the relief sought on the Union's Grievance Form. The Superintendent shall have ten (10) working days to issue a written decision. If the reporting Supervisor is the Superintendent, the aggrieved party will move directly to step four.

- **STEP FOUR:** Within ten (10) work days after receiving the decision of the Superintendent, the aggrieved party has the option to request mediation through the Michigan Employment Relations Commission (MERC) in a further attempt to resolve the grievance. The Union or School District shall notify the other party of its intent to utilize Mediation. The Union shall notify MERC to request the assistance of a Mediator, and the parties shall work cooperatively to set up subsequent Mediation.

- **STEP FIVE:** If mediation is not successful, the Grievant may move the grievance to arbitration within forty-five (45) calendar days. The demand for arbitration shall be filed with the Michigan Employment Relations Commission in accordance with the current applicable rules and regulations set forth by MERC, sending a copy of such demand to the opposite party. In lieu of the parties using MERC, they may mutually agree on an Arbitrator. MERC will only be used for selection of the arbitrator.

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. The Arbitrator shall not have the power to modify, amend, add to, or subtract from this Agreement. If the grievance sought to be arbitrated is not specifically covered by this agreement, then said arbitrator shall have no authority in connection therewith. The arbitrator's authority shall be as limited in this Agreement. The arbitrator shall have no power to hear any grievance or rule on any dispute regarding the decision of the Board of Education 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 School District, 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 School District.

It is understood between the parties that only the Union, not the individual member, has the right to proceed to arbitration.

Expedited Grievance. In the case of discharge, or by mutual agreement, other grievances, the Grievance Process will start at Step II – Superintendent.

Definition of Days. For purposes of this Article, working days shall include Monday through Friday, excluding Saturdays, Sundays, holidays, and District recess days.

ARTICLE 9
EVALUATION

The Superintendent of Schools or his/her designee shall evaluate the Administrators job performance in accordance with the provisions of the Revised School Code/applicable law. The superintendent may designate the building Principal to evaluate the Academy/Assistant Principal(s) assigned to the same building. The Administrators shall be entitled to review the evaluation prior to its placement in his/her personnel file. The Administrator may provide a written response/rebuttal to any evaluation to be approved to be appended and placed in the personnel file.

A. Written performance goals: An Administrator and the Superintendent or his/her designee must agree on and document individual performance goals in writing by October 1 each year. The superintendent or

his/her designee will provide the employee with a signed copy.

B. Individual development plan (IDP): Before discharge or loss of any compensation for performance issues, the Superintendent or his/her designee must issue a written IDP providing at least 45 calendar days for improvement, including specific deficiencies, measurable expectations, support/resources, and follow-up dates.

C. Annual evaluations completed: all annual performance evaluations must be completed by June 1st each year.

ARTICLE 10
SENIORITY

SECTION 1: DEFINITION OF SENIORITY
Seniority shall mean the length of continuous service within the district as defined by this Agreement. Seniority shall accrue from the employee's most recent date of hire.

SECTION 2: SENIORITY WITHIN CLASSIFICATION
Seniority rights shall apply within the employee's current classification and shall not supersede the District's determination regarding qualifications, certifications, licensure, competencies, or relevant experience required for another classification.

An employee with greater bargaining unit seniority shall not be entitled to placement into another administrative classification for which they are not qualified or experienced.
Examples include, but are not limited to:

- An Elementary Principal shall not obtain seniority rights to a High School Principal assignment solely based upon greater years of service.
- An Accounting Specialist shall not obtain seniority rights to a Employee Compensation Coordinator assignment solely based upon greater years of service.

SECTION 3: QUALIFICATIONS PREVAIL
In all matters involving transfers, vacancies, layoffs, recalls, or reassignment, the District shall retain the authority to determine whether an employee possesses the necessary qualifications and relevant experience for a position.

Where qualifications between candidates are substantially equal, seniority shall be considered as a determining factor.

SECTION 4: REDUCTION IN FORCE
In the event of a reduction in force affecting positions, employees may only exercise displacement or bumping rights into positions:

- Within the same classification; and
- For which they possess the required qualifications, certifications, licensure, and demonstrated experience as determined by the district.

No employee shall be permitted to displace another employee into a position requiring substantially different professional expertise or operational responsibilities.

SECTION 5: MANAGEMENT RIGHTS
Nothing contained herein shall limit the District's authority to organize, structure, assign, or administer leadership positions in a manner that best serves the operational and educational needs of the District.

ARTICLE 11
PERSONNEL FILES AND RECORDS

A. The district shall maintain a personnel file in the Administration offices for each administrator it employs. The personnel file shall include the following:

   i. Evaluations

   ii. Correspondence - This may include all correspondence written by the administrator or by the administration as well as external communications as long as the administrator has received a copy of such communications.

   iii. Supplementary Materials This shall include teaching certificates, contracts, academic records, pre-employment references, application forms and other related employment data, etc.

B. Additions to the Personnel File – No complaint, commendation, suggestion, evaluation, or other document with adverse information may be placed in the file unless it meets the following requirements:

   i. It is signed by the person making the complaint, commendation, suggestion, or evaluation.

   ii. A copy is given to the administrator before a decision is made to place it in the administrator's file.

   iii. The administrator may write an explanation of the above, which shall become part of the administrator's personnel file.

C. Administrator's Access to their Personnel File - Each administrator shall have the right, upon request (subject to and following the guidelines of the "Bullard-Plawecki Employee Right to Know Act"), to review the contents of their personnel file. A representative of the Union may, at the administrator's request, accompany the administrator in this review. The review shall be made in the presence of the Administrator or designee responsible for the safekeeping of these files. Confidential reports from colleges and former employers or other references are excluded from a review of an administrator 's personnel file.

D. General Access to the administrator's Personnel File - Only authorized school personnel shall have access to an administrator's personnel file as it relates to their administrative responsibility within the school district, unless current laws require otherwise. Timely notice will be given to an administrator, should a request for access to materials in their personnel file be received by the school district.

E. Removal of Materials from Administrator Personnel Files – Materials once placed in the administrator's personnel files may only be removed with the authorization of the Superintendent of Schools or designee. Administrators may initiate a review of their file.

F. If the administrator believes that non-disciplinary material to be placed in their file is in error, the administrator may receive adjustment, provided cause is shown, through the grievance procedure, whereupon the inappropriate or incorrect material will be corrected or expunged from the file. If the administrator is asked to sign material placed in their file, such signature shall be understood to indicate

their awareness of the material but in no instance shall said signature be interpreted to mean agreement with the content of the material.

G. Requests for information under the Freedom of Information Act

   i. All requests must be made in writing and include the name and address of the person(s) or organization(s) making the request.

   ii. Once a FOIA request is received by the FOIA Coordinator, the administrator and the Union shall be notified and provided with a copy of the FOIA request.

   iii. As soon as possible the Administration will communicate with the administrator and Union Representative(s) to review the FOIA request and the documents requested.

   iv. The Board shall honor all exemptions to the production of documents contained in and consistent with Section 13(1) of FOIA.

   v. On any documents that may be released under a FOIA request, all exempt material must be redacted.

ARTICLE 12
ADMINISTRATOR PROTECTION

A. It is Romeo Community School's policy to provide a workplace that is safe and free from any hazardous conditions and threatening conduct which intimidates, endangers, or harms persons. Therefore, the district will not tolerate violence or threats of violence of any form by students, parents, and/or other staff in the workplace, at work-related functions, or outside of work, if it affects the workplace and/or a administrator's ability to perform professionally at any building level or has the purpose or effect of threatening the health or safety of all stakeholders whether made in person or by other means. The Student Handbook shall be referred to by the district, Administration, Superintendent and/or designee as it pertains to the items discussed in this section.

B. Any case of threatening communications, verbally, in writing, electronically, in pictures, rendered drawings or by threatening gestures, made toward an administrator(s) by a student, parent or staff while in the performance of official school assignments or outside of such performance, shall be promptly reported to the Executive Director of Human Resources and Union, in conjunction with submitting a written report/statement.

C. Any case of physical assault or attempted physical assault against an administrator(s), by a student, parent or staff, while in the performance of official school assignments or outside of such performance, shall be promptly reported to the Executive Director of Human Resources and Union by the administrator(s) in conjunction with a written report/statement. Any student, parent or staff who are found to have physically assaulted or attempted to physically assault an administrator in such a manner, shall be subject to discipline and/or reported to the authorities.

D. Any internet searches made by a student that may be considered a threat to an administrator(s), another student or the district, shall be promptly reported to the Executive Director of Human Resources and Union by the administrator(s) in conjunction with a written report/statement.

E. When incidents involving threatening actions by a student occur, Building Administration and the appropriate trained staff will follow district protocols to initiate the Behavioral Threat Assessment process.

Subject to applicable law, staff, including administrator(s), will work cooperatively to plan for addressing the student behavior and planning for the students return to the regular school program. If a current plan is in place that is proving not effective, the appropriate staff, including administrator(s), and Executive Director of Human Resources shall review and work together to make adjustments.

F. District shall ensure that administrator(s) affected by such incidents receive all the necessary support.

G. An administrator may use such force as is necessary for self-protection from attack or to prevent injury to another student.

H. Administrators shall not be required to work under unsafe or hazardous conditions or to perform tasks which unnecessarily endanger their health, safety, or well-being.

ARTICLE 13
ACADEMIC RIGHTS AND RESPONSIBILITIES

It is the responsibility of the Administrators to ensure the fair presentation of facts, philosophies and ideologies for consideration. Administrators should not attempt to urge students to accept their personal beliefs in regard to religion, politics or other areas of consideration.

ARTICLE 14
PAID LEAVES

SECTION 1: LEAVE

A. Leave shall be granted twelve (12) days per school year. This leave, to the full amount of twelve (12) days, shall be at commencement of the school year and be put at the disposal of the administrator. Each employee shall be notified on their paycheck as to their accrued number of leave days. All Principals/Academy Principals/Assistant Principals shall be allowed to accumulate sick time up to 72 hours each year.

B. 90-Day Personal Sick Bank – The Administrator is provided a 90 Day Personal Sick Bank of 90 days; this bank of days is afforded to an Administrator only one time during their employment with the district. It is the Administrator's responsibility to maintain their 90-Day Personal Sick Bank at 90 days whenever possible. There are no additional days added to this bank without formal approval of the Board of Education. Should an Administrator exhaust their annual leave day allotment they may draw upon their 90 Day Personal Sick Bank (see below) for additional paid time.

C. At the start of the following work year unused annual accruals (excludes the Personal Sick Bank) leave days will be:

   i. First, used to replenish the administrator's ninety (90) day personal sick bank to bring its balance back to 90 days, if needed.

   ii. Next, be applied to unused flex days (up to two days).

   iii. Then paid to the administrator at 25% of the per diem rate (excludes the 90-day administrator sick bank, personal days, and 12-month employees.)

D. Unused annual accruals (excludes the Personal Sick Bank) leave days will be payable at the specified percentage and rate to a named beneficiary in the event of the death of an administrator while still on active service to the district.

E. Any bargaining unit member covered by this Agreement not fulfilling their contract, either by resignation or dismissal, will have their leave prorated for the year based on the number of full months completed.

F. In case of absence due to injury or illness incurred in the course of the administrator's employment, for which the employee receives benefits under the Michigan Workers' Compensation Act, the Board shall pay the difference between the amount paid for compensation and the amount due under the employee's contract, as long as the employee had days in employee's bank. A prorated amount of time shall be deducted from the employee's leave bank. Members will not be charged leave due to absence from their jobs for reason of illness or injury resulting from their employment. A medical professional statement shall be submitted.

SECTION 2: FAMILY AND MEDICAL LEAVE ACT (FMLA)

The Board will grant up to twelve (12) weeks of family and medical leave during any twelve-month (12) period to eligible employees in accordance with the Family and Medical Leave Act of 1993 (FMLA). All requests for such leave will be made to the Superintendent or designee. When the need is foreseeable, such notice will be given thirty (30) days before the start of the FMLA leave. If it is not possible for the employee to give thirty (30) days' notice, the employee will give as much notice as is practicable. Proper certification of the reason for the leave must be provided. Individual sick leave balances can only be used for qualifying leaves.

A. Quarantine of employee or employee's living quarters shall be considered under leave.

B. Leave shall also be used to provide care for a parent, child, or spouse of an administrator in case of illness or accident when no one else is available.

C. Leave days may be used for doctor appointments.

D. Leave days may be used for court subpoenas on non-work-related matters.

E. In case of an absence extending beyond thirty (30) working days, it shall be the obligation of the employee to inform the Board of the current status of the employee's health, except in cases involving compensable injury or illness, a statement from the attending physician indicating the probable date of return to work is required.

F. The Board reserves the right to have an examination of the employee by a physician of its own choosing, at the Board's expense. If the administrator's physician and the Board's physician have conflicting opinions, a third physician may be consulted to decide the conflict. Cost of the third (3rd) physician shall be shared by both parties.

G. An employee ill for more than five (5) consecutive working days, at the request of the Human Resources Department, will present Human Resources Department a statement from the employee's attending physician indicating that their condition of health is adequate for the employee to return to work.

H. When an employee is absent an additional number of days over the employee's leave allowance, the full daily wage will be deducted. The deduction for the daily wage will be based on the school year of the total number of administrator workdays being divided into the base salary of the administrator.

I. It is understood that any unpaid leave days will result in a corresponding adjustment of seniority except for those days used to qualify for long-term disability or used for Family Medical Leaves of Absence. Should an extenuating situation arise, the Association and the Administration will meet to consider exceptions to this language.

J. Any administrator whose personal illness extends beyond the period compensated under leave may be granted a leave of absence, upon request, without pay, for a set time as is necessary for complete recovery from such illness but not to exceed one year. Such leave of absence may be extended upon submission of satisfactory proof of continued disability. Upon return from leave, the Board will attempt to assign the administrator to the same position, if it is available, or to a substantially equivalent position.

SECTION 3: WORK YEAR

A. **High School Principal:** Fifty-two (52) week administrators shall receive:

i. Holidays: Payment for holidays that fall within the administrator's normal work year as follows: Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve Day, New Year's Day, Martin Luther King Day, Good Friday, Memorial Day. If school is in session during any of the identified holidays, the Superintendent will select an alternative holiday. The district has the ability to call employees in to work if needed but equivalent compensatory time will be given on approved days or before June 30th of the current work year. Human Resources and direct supervisors are responsible for tracking and approving this time as needed.

ii. The three days between Christmas and New Year's Eve shall be paid non-work days.

iii. Vacation:

i. Annual vacation days shall be front loaded annually, on July 1, as follows:
- New Hire - Year 2: 20 annual vacation days
- Year 3 – Year 5: 22 annual vacation days
- Year 6+: 24 annual vacation days

ii. Administrators must use vacation days for time off during scheduled breaks that occur during the school year as designated by the annual school calendar:
- Friday before Labor Day (if school is not in session)
- Wednesday before Thanksgiving (if school is not in session)
- Winter Break (days not designated as "paid non-work days")
- Mid-Winter Break
- Spring Break
- Friday before Memorial Day (if school is not in session)

iii. Annual vacation days are pro-rated if hired after July 1 or employment is terminated before June 30. Notwithstanding the non-cumulative nature of such vacation days, the administrator may elect to use vacation days not taken in a proceeding school year up to September 30 in the subsequent year only. Each administrator may take a maximum of seven (7) annual vacation days each year in compensation form at his/her daily rate. This must be requested in writing to the Superintendent or his/her designee prior to being compensated by no later than June 1st.

B. **Middle School Principal**: 210 work days per year (205 work days plus 5 *flex work days per contractual year).

C. **Elementary Principal**: 205 work days (201 work days plus 4 *flex work days per contractual year).

D. **Assistant Principals/Academy Principals**: 205 work days per contractual year (201 work days plus 4 *flex work days per contractual year).

*Central Office Summer Work Hours – Administrators will not use flex days on non-work days during the summer unless otherwise approved by the Superintendent or Designee.

SECTION 4: COMMENCEMENTS

A. Attendance at the high school commencement ceremony will be a required duty for all Members within the district.
B. Members will be expected to attend in professional attire and participate in the formal proceedings as directed by the Superintendent.
C. Exceptions may be granted only under extenuating circumstances with prior approval from the Superintendent.

SECTION 5: ANNUAL WORK CALENDAR

A. An annual Administrator work calendar will be determined collaboratively between the District and Union steward each year of the contract based on the negotiated district calendar.

SECTION 6: ADDITIONAL TIME

A. If an administrator is requested to work additional time, after fulfilling the contractual days annually, by the Superintendent or designee, they will be paid at the per diem rate or prorated portion thereof, for the time worked. An additional hour's timesheet will be filled out and turned into the Superintendent for approval. The timesheet will then be processed in the following pay period.

SECTION 7: JURY DUTY

A. Absence for jury duty by a member will not be chargeable to the sick leave allowance. The employee who serves on jury duty shall receive his/her pay from the Employer, the member shall submit to the Human Resources department the jury summons. Failure to submit the jury summons shall result in non-payment from the district.

SECTION 8: SUBPOENA LEAVE

A. Absence for court subpoena by an Employee for a work-related matter is recognized by the Employer as an approved leave and will not be chargeable to accumulated sick leave or personal days. The employer agrees to pay the difference between the witness fee and the Employee's regular daily rate. An Employee may use their own accumulated sick leave or personal days for absences due to a court subpoena on a non-work-related matter.

SECTION 9: BEREAVEMENT

A. Administrators shall be granted up to five (5) days per incident with pay involving the death of an immediate family member. Immediate family shall be defined as: spouse, child (including step), parent (including step), sibling (including step). Administrators shall also be granted up to three (3) days per incident with pay involving the death of a grandchild, grandparent, in-laws or if they live in the immediate household not related. Up to one (1) day shall be granted per incident with pay in case of the death for all other incidents. These days shall not be accumulated and shall not be charged as sick leave days.

   i. Administrators may request additional days per incident using accumulated leave days.

ARTICLE 15
BENEFITS

SECTION 1: HEALTH CARE

Full family hospital/medical insurance plan, as provided by the Board of Education. Please see our website for a summary of coverages which includes health, dental, vision, long-term disability and life insurances. The

Business Office shall continue to communicate with staff prior to open enrollment.

Compensation in lieu of medical coverage - $450.00 per month. If five (5) or more members elect cash in lieu, then cash in lieu stipend is $550.00 per month. Cash in Lieu is determined by the Business Office and is reviewed after open enrollment annually.

Changes in carriers will not diminish the level of benefits.

For employees applying for Long-Term Disability (LTD), the District will provide up to ninety (90) days of paid hospital insurance premiums. This coverage is intended as a bridge and shall begin immediately after the employee has completely exhausted all accrued leave days, sick bank time, and annual leave allotments.

SECTION 2: PROFESSIONAL MEMBERSHIPS
District-paid membership fees for one (1) national professional association annually.

SECTION 3: MILEAGE
The Superintendent is authorized to reimburse School District employees for School District-related travel at the rate established by the Internal Revenue Service.

SECTION 4: RETIREMENT STIPEND
Administrators eligible for retirement from professional service with the Romeo Community Schools will receive $100 per year for all years of service in the district.

ARTICLE 16
DUES DEDUCTIONS

SECTION 1: AUTHORIZATION
The District agrees to deduct union dues from the wages of employees who voluntarily authorize such deduction in writing on a form provided by the Union and approved by the Union and approved by the District. The authorization shall comply with all applicable state and federal law.

SECTION 2: INITIAL DEDUCTION ONLY
The District's obligation shall be limited to initiating the payroll deduction in accordance with the employee's written authorization, form to be completed and submitted to the Business Services Department. The District shall not be responsible for monitoring, adjusting, recalculating, or otherwise modifying the amount of dues deduction after the initial setup.

SECTION 3: INSUFFICIENT EARNINGS
If an employee's earnings are insufficient in any pay period to cover the authorized dues deduction, the District shall deduct only the amount available, if any. The District shall not be obligated to increase deductions in subsequent pay periods to recover missed or partial deductions, nor shall it carry forward any balance owed.

SECTION 4: NO COLLECTION RESPONSIBILITY
The District shall not be responsible for:

- Tracking unpaid dues amounts;
- Notifying the Union or the employee of insufficient funds;
- Contacting employees regarding missed or partial deductions;
- Reinstating deductions after unpaid leave, layoff, separation, or insufficient earnings;
- Pursuing collection of dues for the Union.

Any collection of unpaid dues shall be the sole responsibility of the Union.

SECTION 5: INDEMNIFICATION

The Union shall indemnify, defend, and hold harmless the District, its Board, officers, and employees against any and all claims, demands, suits, or other forms of liability arising out of or by reason of action taken by the District in reliance upon the written dues authorization provided by the Union.

SECTION 6: TERMINATION OF EMPLOYMENT OR LEAVE

Deductions shall automatically cease upon termination of employment, unpaid leave status, or insufficient earnings. Reinstatement of dues deduction following return to paid status shall require written notification from the Union consistent with applicable law.

SECTION 7: DUES DEDUCTION AMOUNTS

Union shall provide dues deduction amounts for each member to the Business Services Department.

Article 17
WORKING CONDITIONS

SECTION 1: PROFESSIONAL GROWTH

The Board of Education recognizes the importance of professional conferences for the professional growth of the individual administrator and therefore, subject to available resources, shall provide the opportunity for and reimbursement of appropriate expenses for such conferences upon the approval of the Superintendent or his/her designee.

A. Administrator will be compensated for participation in district approved Professional Development during the summer break at the per diem rate or prorated portion thereof, for the time worked.

Article 18
COMPENSATION

SECTION 1: LONGEVITY

Administrative consecutive experience/longevity factor is determined according to the following schedule for all consecutive Romeo administrative experience:

- Completion of 7 years 2.0%
- Completion of 9 years 2.5%
- Completion of 11 years 3.0%
- Completion of 13 years 3.5%
- Completion of 15+ years 4.0%

Note: Longevity shall be added to the administrator's salary for purposes of calculating the daily rate of pay.

SECTION 2: MENTORSHIP

Administrators who are serving in the capacity of a mentor to a newly hired administrator or administrator assigned as a mentor by the Superintendent or his/her designee shall be compensated in the amount of $750.00 annually per mentee. The mentor/mentee relationship shall last for up to a period of two (2) years and be initiated by the Superintendent or designee and terminated in the same capacity. Mentors shall be assigned no later than September 15th of each school year. A third year may be assigned as determined by the Supervisor. A mentor shall be responsible for providing a mentoring plan and progress monitoring reports to the Human Resources Department by June 1st of each school year.

SECTION 3: ADVANCED DEGREES

Administrators shall receive $2,000.00 annually for an MA+30 degree and $3,000 annually for an EdD or PhD. Stipends to be paid the following payroll after receipt of official transcripts. Payable the 1st pay date in December of each year.

SECTION 4: CURRICULUM REVIEW

Administrators shall support the district's K-12 curriculum review process by participating in activities such as alignment meetings, district subject area meetings, and facilitating K-12 professional development for the following curriculum areas: Math, English Language Arts, Science, Social Studies, Physical Education/Health, World Language, Fine Arts, STEM/CTE, and Counseling.

Administrators will have input in the area they desire to support and every effort will be made to place an administrator in an area they are most familiar with but all areas will have at least one administrator assigned.

During the full review year, the workload is greater with a minimum of 6 to 8 meetings; during the off year the workload is less with 3-4 meetings. Some of the meetings and facilitation may take place outside of the school day.

The stipend shall be paid on the first pay date of May each year:

- Full year review: $1,700.00
- All other years: $1,250.00

SECTION 5: ANNUITY

Board of Education annuity payment set at 5% of base salary for each school year. The annual annuity payment will be paid in two installments: half on the first pay in July and the balance on the first pay in January.

SECTION 6: WAGES

2026-2027 Salary Schedule

For the 2026-2027 school year, Members are placed on the schedule, then all eligible members advance a full step (3% on schedule)

Step	HS Principal	MS Principal	Elem Principal	HS Ac. Principal	MS Asst. Principal
1	$135,101	$118,875	$113,204	$110,800	$106,429
2	$138,708	$122,233	$116,227	$113,759	$109,583
3	$142,412	$125,591	$119,330	$116,796	$112,736
4	$146,214	$128,950	$122,516	$119,914	$115,889
5	$150,118	$132,393	$125,787	$123,116	118,984
6	$154,126	$135,928	$129,146	$126,403	$122,161
7	$158,241	$139,557	$132,594	$129,778	$125,422
8	$162,466	$144,023	$136,134	$133,243	$128,771

2027-2028 Salary Schedule

For the 2027-2028 school year, all eligible members advance a full step, all members will receive a 1% of base salary off schedule payment added to salary and paid over 26 pay periods. (represents 2% on schedule)

Step	HS Principal	MS Principal	Elem Principal	HS Ac. Principal	MS Asst. Principal
1	$137,803	$121,253	$115,468	$113,016	$108,557
2	$141,482	$124,678	$118,551	$116,034	$111,774
3	$145,260	$128,103	$121,717	$119,132	$114,990
4	$149,138	$131,529	$124,966	$122,313	$118,207
5	$153,120	$135,041	$128,303	$125,578	$121,363
6	$157,209	$138,646	$131,729	$128,931	$124,604
7	$161,406	$142,348	$135,246	$132,374	$127,931
8	$165,716	$146,903	$138,857	$135,908	$131,346

Article 19

DURATION OF AGREEMENT

This Agreement shall be in full force and effect from July 1, 2026 to June 30, 2028 and shall continue in full force and effect from year to year thereafter unless written notice of desire to cancel or terminate or revise or change the terms or conditions of the Agreement is served by either party upon the other at least sixty (60) days prior to expiration June 30, 2028.

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representatives the day and year written below:

THE BOARD OF EDUCATION
ROMEO COMMUNITY SCHOOLS
COUNTIES OF MACOMB & OAKLAND, MI

By: _____
Rachel Eichhorst, BOE President

By: _____
Katherine Rice, BOE Secretary

By: _____
Julia Butler, Chief Negotiator

TEAMSTERS LOCAL 214
ROMEO ADMINISTRATOR ASSOCIATION

By: _____
William L. Hart, Business Agent

By: _____
Bernie Osebold, Steward