

**CONTRACT EXTENSION AGREEMENT**

Board of Education of the Traverse City Area Public Schools  
and

Traverse City Clerical, Assistants, Paraprofessionals, and Secretaries Association

1. The Board of Education of the Traverse City Area Public Schools (the Board) and the Traverse City Clerical, Assistants, Paraprofessionals, and Secretaries Association (TCCAPSA) are parties to a collective bargaining agreement (CBA) which expires on June 30th, 2024.
2. The parties agree to extend the terms of the CBA for one (1) additional year, to expire on June 30, 2025, with the following additional terms:
  - a. The salary schedule will be modified to eliminate the Classification I salary lane effective July 1, 2022 and be extended for 2023/24 and 2024/25 as follows:

**2022/23**

**TCCAPSA Employee Salary Schedule**

<b>Steps</b>	<b>VII*</b>	<b>VI*</b>	<b>V*</b>	<b>IV</b>	<b>III</b>
<b>1</b>	\$17.24	\$16.73	\$16.18	\$15.53	\$14.87
<b>2</b>	\$17.71	\$17.13	\$16.51	\$15.91	\$15.13
<b>3</b>	\$18.11	\$17.53	\$16.92	\$16.26	\$15.23
<b>4</b>	\$18.58	\$17.93	\$17.30	\$16.63	\$15.64
<b>5</b>	\$19.03	\$18.40	\$17.75	\$17.06	\$16.03
<b>6</b>	\$19.52	\$18.90	\$18.16	\$17.40	\$16.44
<b>7</b>	\$20.06	\$19.34	\$18.59	\$17.88	\$16.81
<b>8</b>	\$20.76	\$20.00	\$19.21	\$18.42	\$17.30
<b>9-14</b>	\$21.07	\$20.27	\$19.47	\$18.72	\$17.58
<b>15-19</b>	\$21.12	\$20.32	\$19.52	\$18.79	\$17.63
<b>20+</b>	\$21.22	\$20.43	\$19.65	\$18.90	\$17.75

**2023/24**

**TCCAPSA Employee Salary Schedule**

<b>Steps</b>	<b>VII*</b>	<b>VI*</b>	<b>V*</b>	<b>IV</b>	<b>III</b>
<b>1</b>	\$17.41	\$16.90	\$16.34	\$15.69	\$15.02
<b>2</b>	\$17.89	\$17.30	\$16.68	\$16.07	\$15.28
<b>3</b>	\$18.29	\$17.71	\$17.09	\$16.42	\$15.38
<b>4</b>	\$18.77	\$18.11	\$17.47	\$16.80	\$15.80
<b>5</b>	\$19.22	\$18.58	\$17.93	\$17.23	\$16.19
<b>6</b>	\$19.72	\$19.09	\$18.34	\$17.57	\$16.60
<b>7</b>	\$20.26	\$19.53	\$18.78	\$18.06	\$16.98
<b>8</b>	\$20.97	\$20.20	\$19.40	\$18.60	\$17.47
<b>9-14</b>	\$21.28	\$20.47	\$19.66	\$18.91	\$17.76
<b>15-19</b>	\$21.33	\$20.52	\$19.72	\$18.98	\$17.81
<b>20+</b>	\$21.43	\$20.63	\$19.85	\$19.09	\$17.93

**2024/25  
TCCAPSA Employee Salary Schedule**

<b>Steps</b>	<b>VII*</b>	<b>VI*</b>	<b>V*</b>	<b>IV</b>	<b>III</b>
<b>1</b>	\$17.41	\$16.90	\$16.34	\$15.69	\$15.02
<b>2</b>	\$17.89	\$17.30	\$16.68	\$16.07	\$15.28
<b>3</b>	\$18.29	\$17.71	\$17.09	\$16.42	\$15.38
<b>4</b>	\$18.77	\$18.11	\$17.47	\$16.80	\$15.80
<b>5</b>	\$19.22	\$18.58	\$17.93	\$17.23	\$16.19
<b>6</b>	\$19.72	\$19.09	\$18.34	\$17.57	\$16.60
<b>7</b>	\$20.26	\$19.53	\$18.78	\$18.06	\$16.98
<b>8</b>	\$20.97	\$20.20	\$19.40	\$18.60	\$17.47
<b>9-14</b>	\$21.28	\$20.47	\$19.66	\$18.91	\$17.76
<b>15-19</b>	\$21.33	\$20.52	\$19.72	\$18.98	\$17.81
<b>20+</b>	\$21.43	\$20.63	\$19.85	\$19.09	\$17.93

- b. TCCAPSA employees will be credited with one step increase up to the maximums outlined in the salary schedules for 2022/23, 2023/24, and 2024/25.
- c. Section 20.2 (Emergency School Closings) will be modified to delete the current language and replace it with: Employees may use their personal business day, personal sick time, or vacation time to receive pay for any of the first six (6) cancellation days. All other terms and conditions of Section 20 will remain unchanged.
- d. Section 22 (Sick Leave Reserve) will be eliminated.
- e. Section 35 (Employee Benefits). Section 35.2 will be updated to reflect that beginning July 1, 2022, the Board will increase from \$40 per month to \$100 per month the cash-in-lieu of insurance amount paid to employees who are assigned and work 30 or more hours per week and do not sign up for benefits. All other terms and conditions of Section 35 will remain unchanged.
- f. Section 36.8 (Classification III) shall include Noon Duty/Recess Assistant.
- g. Section 36.9 (Classification I) will be eliminated.
- h. Section 37 (Employee Salary Schedules)\* will be edited to reflect that the Lead Administrative Assistants at elementary and secondary school buildings and the Special Education Assistants (Special Education Behavior Assistants, Special Education for Medically Fragile Students, Floating Special Education Assistant, One-on-One Special Education Assistants, Early Childhood Special Education Assistants, and Cognitively Impaired Special Education Assistants) at elementary and secondary school buildings will receive an additional \$.75 per hour above the hourly rates listed in the salary schedules effective July 1, 2022.
- i. Section 39.1 (Retirement Pay) will be modified to delete the current language and replace it with: To qualify for retirement pay, the individual retiring must have been employed by the Traverse City Area Public School District for a minimum of ten (10) consecutive years. In addition, the employee must be qualified for retirement (including disability retirement) under the Michigan Public School Employees Retirement System (MPERS) or the employee has been employed for a minimum of ten (10) consecutive years by Traverse City Area Public Schools and has reached the age of sixty (60) years. Evidence of application for retirement is required. The employee must be eligible to begin drawing within thirty (30) days of the time of terminating employment with the Traverse City Area Public School District.

Additionally, an employee may qualify for retirement pay if the employee is not eligible for retirement or disability retirement under MPERS, but the employee has been employed for a

minimum of ten (10) consecutive years by Traverse City Area Public Schools and qualifies and is eligible to draw within thirty (30) days of retirement through another Michigan state employee retirement system which allows the individual to transfer retirement credit earned while working for the Traverse City Area Public School District from MPERS to the Michigan state retirement system under which the employee is eligible to draw benefits. The employee will be required to submit evidence of such eligibility and transfer of retirement credit.

- j. Section 39.2 (Retirement Pay) will be modified to delete the current language and replace it with: An employee qualifying for retirement pay under this section of the contract shall receive \$500 if the employee has had perfect attendance during the 12 months prior to the employee's retirement. In addition, as retirement pay, an amount equal to one-half (1/2) of the employee's regular hourly rate of pay at retirement for each hour of accumulated sick leave time, but not to exceed the following tiered pay of sick leave time:

<b>Amount of Accumulated Sick Hours</b>	<b>Maximum Retirement Pay</b>
<b><u>0-200 hours</u></b>	<b><u>\$1,750</u></b>
<b><u>201-400 hours</u></b>	<b><u>\$2,000</u></b>
<b><u>401-600 hours</u></b>	<b><u>\$2,250</u></b>
<b><u>601-800 hours</u></b>	<b><u>\$2,500</u></b>
<b><u>801-1,000 hours</u></b>	<b><u>\$2,750</u></b>
<b><u>1,001+ hours</u></b>	<b><u>\$3,000</u></b>

- k. Section 39.3 (Retirement pay) will be modified to delete the current language and replace it with: In case of the death of the employee, the beneficiary shall receive \$500 if the employee has had perfect attendance during the 12 months prior to the employee's retirement. In addition, as retirement pay, an amount equal to one-half (1/2) of the employee's regular hourly rate of pay for each hour of accumulated sick leave time shall be paid to the employee's beneficiary, but not to exceed the tiered pay of sick leave time described in 39.2.

- l. Section 39.4 (Retirement Pay) and Section 39.5 (Retirement Pay) will be eliminated.

- 3. All other terms of the CBA remain in effect unless otherwise expressly stated in this Contract Extension Agreement.
- 4. The parties have executed this Contract Extension Agreement by their authorized representatives for this purpose.

**TRAVERSE CITY CLERICAL, ASSISTANTS, PARAPROFESSIONALS, AND SECRETARIES ASSOCIATION**

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 President

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Vice-President

**TRAVERSE CITY AREA PUBLIC SCHOOLS BOARD OF EDUCATION**

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 President

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Superintendent

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Chief Spokesperson