

Letter of Agreement between St. Joseph County Intermediate School District Board of Education and St. Joseph County Intermediate Michigan Education Assistants Association (MEAA) Teacher of Record/Planning/Support to the Classroom

1. The purpose of this agreement is to address a current Teacher shortage which requires additional voluntary work duties for classroom Assistant Teachers and to help provide related equity to classroom Assistant Teachers for the 2025-2026 school year.
2. Article 16: Payroll Deductions - Current Affected Language:
16.3 - An employee that meets the requirements for being a substitute teacher and agrees to substitute for their classroom teacher or another teacher will be compensated twenty-five dollars (\$25.00) additional pay per day.
3. Delete language recited above in paragraph 2 and replace with the following language:

Credentialed (Current Substitute Teacher Permit) - As Sporadic Teacher of Record:

Due to the Teacher being out of the classroom and not able to respond to student needs (example: Teacher observing in a local district)

This arrangement must be pre-approved by the Building Principal.

The employee must timely log this status into Skyward for payroll purposes.

Unless previously approved by the Building Principal for extenuating circumstances, this arrangement should only be assigned to one Teacher Assistant per day, per classroom.

Payment of additional \$25.00 per day, processed through payroll.

Credentialed (Current substitute Teacher Permit) - As Long Term Teacher of Record:

Due to no Teacher or Substitute Teacher for more than ten (10) consecutive school days. During the time of this arrangement, the Long-Term Teacher of Record is responsible for the Teacher's responsibilities (examples: IEP's, lesson plans, benchmark work, parent communications, etc).

This arrangement requires approval from the Superintendent after providing written expectations to the Long-Term Teacher of Record. An addendum to the

payroll memo will be adjusted for payroll purposes.

Time worked within the classroom must be logged on the Daily Sub Form. This form can be found on the staff resources website under forms.

Payment of \$205.00/day (or the Long Term Board approved substitute rate), whichever is greater, beginning with the first day of this arrangement.

By working as a Long Term Teacher the employee would have filed for a permit as of August 2025 and is working as Long Term Substitute Teacher and will receive a one-time \$200.00 sign-up stipend. The stipend is not considered reportable wages to the Office of Retirement but is subject to taxes.

Stipend payment of \$100.00/month if the employee works at least 10 days per month that qualifies and is approved to be the Long Term Teacher of Record due to the shortage. This stipend will be paid on the 2nd pay of the month and the stipend is not considered reportable wages to the Office of Retirement but is subject to taxes.

Credentialed (Current substitute Teacher Permit) - Daily Substitute Teacher of Record:

This would apply when the Teacher is absent for a day(s) and no Substitute Teacher is available for the day(s). During the time of this arrangement, the Daily Substitute Teacher of Record is responsible for the Teacher's responsibilities (examples: IEP's, lesson plans, benchmark work, parent communications, etc).

This arrangement is completely voluntary.

This requires pre approval from the Supervisor.

Employees that sign up (file for the permit as of August 2025 and work as a daily substitute Teacher due to a Teacher absence) will receive a one-time \$200.00 sign-up stipend. The stipend is not considered reportable wages to the Office of Retirement but is subject to taxes.

Payment of \$205.00/day (or the Long Term Board approved substitute rate), whichever is greater.

Time worked within the classroom must be logged on the Daily Sub Form. This form can be found on the staff resources website under forms.

Stipend payment of \$100.00/month if the employee works at least 10 days per month as a Daily Substitute Teacher due to the Teacher being absent and not being able to find a qualified Substitute Teacher. This stipend will be paid on the

2nd pay of the month and the stipend is not considered reportable wages to the Office of Retirement but is subject to taxes.

Non-Credentialed (No Current Substitute Teacher Permit):

Supporting the Teacher of Record is expected to assist with lesson planning, IEP's and benchmark supporting work to the Teacher of Record before or after regularly scheduled work hours.

Payment is \$29.29/hour up to an agreed amount of hours per week (typically 10 hours but it could be up to 15 hours if needed and depending on the Substitute Teacher in the classroom). The anticipated duration of this arrangement should only be up to 3 months.

This must be pre-approved by the Building Principal, Superintendent, and HR/Communications Manager.

The payroll memo will be adjusted and the time worked must be logged on the Daily Sub Form. This form can be found on the staff resources website under forms.

Stipend payment of \$100.00/month if the employee works at least 20 hours per month in this role. This stipend will be paid on the 2nd pay of the month and the stipend is not considered reportable wages to the Office of Retirement but is subject to taxes.

4. The parties acknowledged that any of the above arrangements could trigger overtime under the Fair Labor Standard Act (FLSA). Overtime compensation will be calculated on the weighted average (blended rate) for all hourly rates added together, with the sum divided by the total number of hours worked during the week at all jobs. Overtime pay due is one-half ($\frac{1}{2}$) of that result multiplied by the number of hours worked over forty (40).

Example:

Work 36.25 hours per week (no holiday or time off used)

Regular rate of \$16.00/hour

Non-Credentialed rate for extra hours worked is \$29.29/hour

Worked ten (10) extra hours performing any of the non-credentialed duties

Pay: Work #1: \$16.00/hour x 36.25 hours = \$580.00

Work #2: \$29.29/hour x 10 hours = \$292.90

Total of work #1 and #2 = \$872.90

Blended Rate: $\$872.90 / 46.25 \text{ total hours} = \$18.87/\text{hour}$

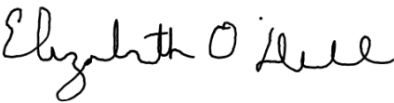
Overtime: $\$18.87/\text{hour} \times .5 \times 6.25 \text{ hours over } (46.25-40 \text{ hours}) = \58.97

Total of Overtime pay for that week: \$58.97

Total Gross Pay for that week: \$931.87

5. This agreement is effective August 11, 2025 and remains in effect through June 30, 2026, at which time this Agreement expires.
6. All terms and conditions of the current MEAA Master Agreement not modified by this Agreement remain in effect.
7. No precedent, custom, or binding past practice is established by this Agreement.

St. Joseph County Intermediate School District Board of Education

By: 

Date: 8/31/2025

It's: Board President

St. Joseph County Intermediate Michigan Education Assistant Association (MEAA)

By: 

Date: 8/27/2025

It's: President