

## **LETTER OF AGREEMENT**

**Between the**

**Bay-Arenac Education Association, Bay-Arenac Bay-Arenac American Federation of Teachers, Steelworkers, Bay-Arenac Service Employee Association, BAISD Administration, BAISD Academic, Technical and Administrative Support Group, Bay-Arenac Educational Support Personnel Association and the**

**Bay Arenac Intermediate School District Board of Education ("Board")**

This LETTER OF AGREEMENT, entered into, by, and between the Board of Education of the Bay-Arenac Intermediate School District ("Board"), and the Bay-Arenac Education Association, Bay-Arenac American Federation of Teachers, Steelworkers, Bay-Arenac Service Employee Association, BAISD Administration, BAISD Academic, Technical and Administrative Support Group, Bay-Arenac Educational Support Personnel Association signifies that the parties agree as follows:

WHEREAS, educational staff shortages have begun to negatively impact BAISD programs and services; an educator retention bonus is one way to alleviate shortages. It is important to hire and retain qualified staff. As permitted by the Board, an off-schedule retention bonus will be utilized as a retention tool for all departments and positions at BAISD. In recognition of the work and commitment of all our staff during the 2023-2024 school year, the Board will offer an off-schedule retention bonus to eligible staff still employed with BAISD on June 7, 2024, to the retention bonus going into effect.

Therefore, the Board and the Bay-Arenac Education Association, Bay-Arenac American Federation of Teachers, Steelworkers, Bay-Arenac Service Employee Association, BAISD Administration, BAISD Academic, Technical and Administrative Support Group, Bay-Arenac Educational Support Personnel Association agree as follows:

1. An off-schedule retention bonus will be paid to eligible staff still employed by the BAISD District on June 7, 2024.
  - a. Employees who have already notified the district of their plan to retire in the middle of the 2023 - 2024 school year can delay their retirement until June 10, 2023, if they choose. Those who opt for this delay will still be eligible for the retention bonus. However, if they wish to postpone their retirement until June 10, 2024, they must inform HR of their decision by December 1, 2023.
  - b. All employees who have submitted their retirement to be effective at the end of the school year will be entitled to receive the bonus.
  - c. Any employee who retires on
2. The off-schedule retention bonus will be paid to eligible staff on the June 21, 2024, payroll. This compensation payment will be subject to all normal payroll withholdings (Federal, State, and FICA).
3. The following formula will be used to determine the amount the eligible staff will receive for the off-schedule retention bonus:

Retention Bonus	
Years of Service	% of Base Wage
0-5	1.50%
6-9	2.00%
10+	2.50%

4. \$500 has been identified as the minimum amount an eligible full-time BAISD staff member will receive. This compensation payment will be subject to all normal payroll withholdings (Federal, State, and FICA).
5. Part-time employees who have documented working hours during the 2023 - 2024 school year will receive a lump sum of \$250. This compensation payment will be subject to all normal payroll withholdings (Federal, State, and FICA).
6. Years of service will be determined by the number of continuous years the staff member has worked for the BAISD as of June 7, 2024.
7. If a staff member resigns or is terminated before the end of the 2023-24 school year based on the calendar for the program in which they are employed, they will not be eligible for any off-schedule retention bonus or any fraction of a retention bonus. The Board shall not be obligated to provide a retention bonus in subsequent school years. This off-schedule retention bonus shall not constitute an increase in any employee's base rate of pay.

It is understood that this Letter of Agreement sunsets on June 30, 2024, and constitutes the entire agreement of the parties in regard to the aforesaid matter, under the conditions so stipulated herein, and as such shall not affect or otherwise modify, nor be deemed precedent-setting with respect to the Collective Bargaining Agreements and/or the policies and procedures of the Board of Bay Arenac ISD.

Bay-Arenac MESPA President	Date	Superintendent	Date
Bay-Arenac MESPA Vice President	Date	Board President	Date
Bay-Arenac AFT President	Date	Bay-Arenac SEA President	Date
Bay-Arenac AFT Vice President	Date	Bay-Arenac SEA Vice President	Date
Bay-Arenac BAEA Co-President	Date	Bay-Arenac ATAS Representative	Date
Bay-Arenac BAEA Co-President	Date	Bay-Arenac Admin. Representative	Date
Bay-Arenac Steelworker President	Date	Bay-Arenac Steelworker Unit Secretary	Date
Bay-Arenac Steelworker Unit Griever	Date		