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AGREEMENT

Between

**BOARD OF EDUCATION
SAULT STE. MARIE AREA
PUBLIC SCHOOLS**

AND

SAULT EDUCATION ASSOCIATION

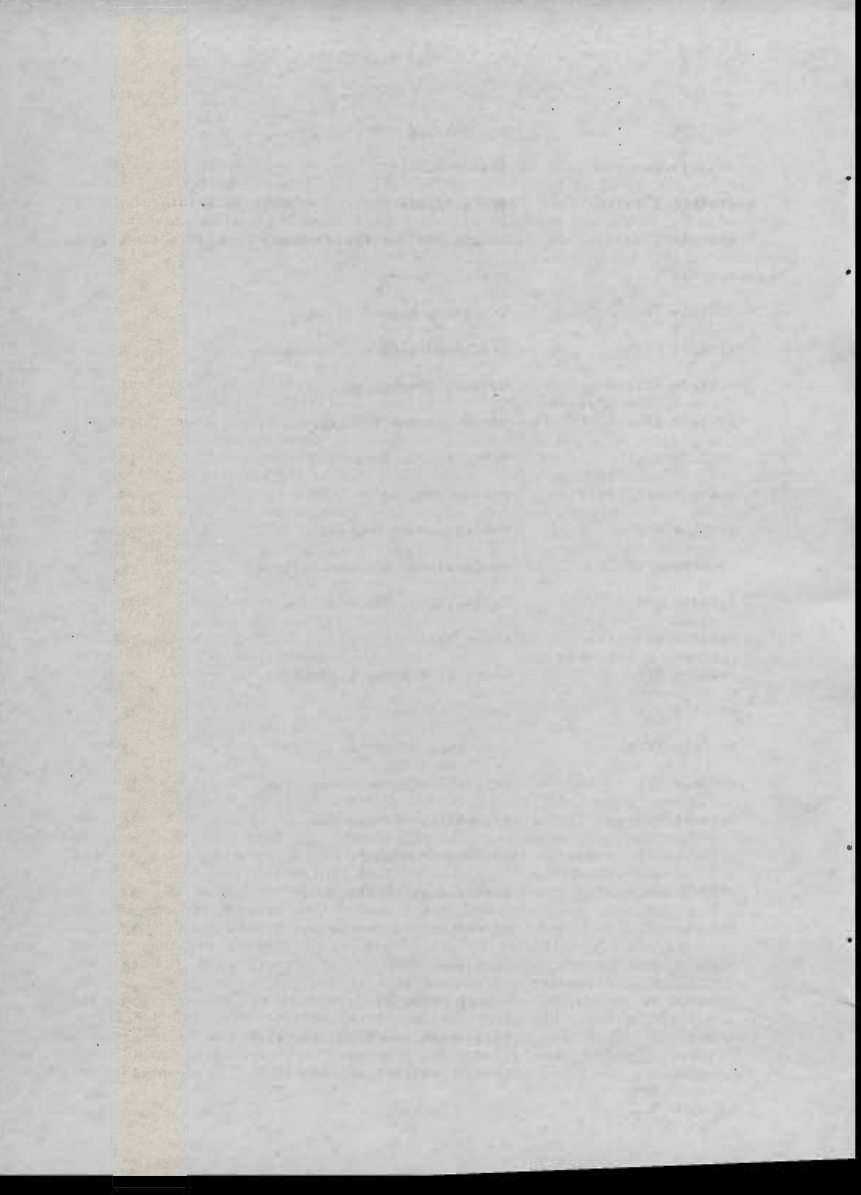
1987 — 1990

**SAULT STE. MARIE AREA PUBLIC SCHOOLS
460 WEST SPRUCE STREET
SAULT STE. MARIE, MICHIGAN 49783**

Sault Ste. Marie Area Public Schools

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A G R E E M E N T

1 This Agreement is entered into this 15th day of September, 1987, by and
2 between the Board of Education of the Sault Ste. Marie Area Public Schools,
3 hereinafter called the "BOARD" and the Sault Teachers Bargaining Unit of
4 the Sault Education Association, and the National Education Association,
5 hereinafter called the "ASSOCIATION". This Agreement is effective from
6 July 1, 1987 through June 30, 1990.

ARTICLE I

RECOGNITION

- 7 A. The Board hereby recognizes this Association as the exclusive and sole
8 bargaining representative for all certified teaching personnel
9 traditionally included in this bargaining unit whether under contract,
10 on leave, on a per diem basis, employed or to be employed by the Board,
11 excluding: Superintendent, District Administrators, Principals,
12 Assistant Principals, and Supervisors within the meaning of the Public
13 Employment Relations Act, and employees funded by the Indian Education
14 Act. The terms "members," when used hereinafter in this Agreement,
15 shall refer to all employees represented by the Association in the
16 bargaining or negotiating unit as above defined, and references to male
17 members shall include female members.
- 18 B. Nothing contained herein shall be construed to prevent any individual
19 member from presenting a grievance and having the grievance adjusted
20 without intervention by the Bargaining Unit, if the adjustment is not
21 inconsistent with the terms of this Agreement, provided that the
22 Bargaining Unit has been given opportunity to be present at such
23 adjustment.

ARTICLE II

MEMBER RIGHTS

- 24 A. Pursuant to Act 379 of the Public Acts of 1965, as amended, the Board
25 hereby agrees that every teacher employed by the Board shall have the
26 right freely to organize, join and support the Bargaining Unit for the
27 purpose of engaging in collective bargaining or negotiation and other
28 concerted activities for mutual aid and protection. As a duly elected
29 body exercising governmental power under color of law of the State of
30 Michigan, the Board undertakes and agrees that it will not directly or
31 indirectly discourage or deprive or coerce any member in the enjoyment
32 of any rights conferred by Act 379 or other laws of Michigan or the
33 Constitutions of Michigan and the United States; that it will not
34 discriminate against any member with respect to hours, wages or any
35 terms or conditions of employment by reason of his membership in the
36 Bargaining Unit, his participation in any activities of the Bargaining
37 Unit or collective professional negotiations with the Board, or his
38 institution of any grievance, complaint or proceeding under this
39 Agreement or otherwise with respect to any terms or conditions of
40 employment.

- 1 B. The Board specifically recognizes the right of its employees
2 appropriately to invoke the assistance of the State Labor Mediation
3 Board, or a mediator from such public agency, and both parties agree to
4 be bound by any lawful order thereof.
- 5 C. The Bargaining Unit of the Sault Education Association and its members
6 shall have the right to use school building facilities at reasonable
7 hours for meetings subject to the Board policies for all public groups.
8 No member shall be prevented from wearing insignia, pins or other
9 identification of membership in the Association (not exceeding the
10 dimensions of one inch square) either on or off school premises. A
11 suitable bulletin board (a minimum of fifteen square feet) shall be
12 provided for the members in each building. This may either be in the
13 members' lounge or the members' work room or elsewhere agreeable to
14 the principal and members of the building. Reasonable use of
15 established media of communication shall be made available to the
16 Bargaining Unit and its members within the established regulations for
17 the use of that media.
- 18 D. The Board agrees to furnish to the Bargaining Unit, in response to
19 reasonable requests from time to time, available information concerning
20 the financial resources of the district, tentative budgetary
21 requirements and allocations and such other information as will assist
22 the Association in developing intelligent, accurate, informed and
23 constructive programs on behalf of the members and their students,
24 together with information which may be necessary for the Bargaining
25 Unit to process any grievance or complaint.
- 26 E. The following rights of members are also recognized by the Board:
- 27 1. Opportunities for in-service training.
- 28 2. Community privileges on a par with those enjoyed by other
29 respectable citizens.
- 30 3. Capable aid from principals, supervisory personnel, and special
31 services personnel.
- 32 4. Classroom facilities suitable for the type of learning desired and
33 creative of a pleasant atmosphere through cooperative efforts of
34 member and pupils.
- 35 5. Materials for instruction adequate for the work at hand and made
36 available at the time they are needed.
- 37 6. Participation in programs pointed toward improvement in curriculum,
38 methods, and policies which may affect them. This program shall
39 include the selection of textbooks and other teaching materials and
40 aids.
- 41 F. A member will have the right to review the contents of all records,
42 excluding initial references of the district pertaining to said member,
43 originating after initial employment and to have a representative of

1 the Association accompany him in such review. Advanced
2 arrangements shall be made with the Board.

- 3 1. Copies of all adverse or critical materials placed in a member's
4 files will be sent to the member at the time the material is filed
5 (retroactive to July 1, 1976).
- 6 2. The member may submit a written notation regarding any material in
7 question, including complaints, and the same shall be attached to
8 the file copy of the material in question.
- 9 3. If the member believes that material to be placed in his file is
10 inappropriate or in error, the member may receive adjustment
11 provided cause is shown through the grievance procedure whereupon
12 the material will be corrected or expunged from the file.
- 13 4. If the member is asked to sign material placed in his file, such
14 signature shall be understood to indicate his awareness of the
15 material but in no instance shall said signature be interpreted to
16 mean agreement with the content of the material.

17 G. In the event the district enters into a Telecommunications Program, it
18 is expressly understood that the Association will receive prior written
19 notice and the conditions under which the program will be implemented.
20 This implementation will be in compliance with the Master Agreement.

ARTICLE III

BOARD RIGHTS

- 21 A. The Board, on its own behalf and on behalf of the electors of the
22 district, hereby retains and reserves unto itself, without limitation,
23 all powers, rights, authority, duties, and responsibilities conferred
24 upon and vested in it by the laws and the Constitutions of the State of
25 Michigan, and of the United States, including, but without limiting the
26 generality of the foregoing, the right:
 - 27 1. to the executive management and administrative control of the
28 school system and its properties and facilities, and the activities
29 of its employees;
 - 30 2. to hire all employees and, subject to the provisions of law, to
31 determine their qualifications and the conditions for their
32 continued employment, or their dismissal or demotion; and to
33 promote and transfer all such employees;
 - 34 3. to establish grades and courses of instruction, including special
35 programs, and to provide for athletic, recreational and social
36 events for students, all as deemed necessary or advisable by the
37 Board;
 - 38 4. to decide upon the means and methods of instruction, the selection
39 of textbooks and other teaching materials, and the use of teaching
40 aids of every kind and nature;

- 1 5. to determine class schedules, the hours of instruction, and the
2 duties, responsibilities, and assignments of members and other
3 employees with respect thereto, and with respect to administrative
4 and non-teaching activities, and the terms and conditions of
5 employment.
- 6 B. The exercise of the foregoing powers, rights, authority, duties and
7 responsibilities by the Board, the adoption of policies, rules,
8 regulations and practices in furtherance thereof, and the use of
9 judgment and discretion in connection therewith shall be limited only
10 by the specific and express terms of this Agreement and then only to
11 the extent such specific and express terms thereof are in conformance
12 with the Constitution and laws of the State of Michigan, and the
13 Constitution and laws of the United States.

ARTICLE IV

DEDUCTIONS FOR PROFESSIONAL DUES

- 14 A. Members may at any time sign and deliver to the Board an assignment
15 authorizing deduction of membership dues and assessments of the
16 Association (including the NEA and the MEA). Such authorization shall
17 continue in effect unless, subsequent to August 1 and prior to August
18 31 of any year, such authorization is formally revoked by the member in
19 writing and copies thereof are delivered to the Association and to the
20 Board.
- 21 B. The deduction of membership dues shall be made from the second regular
22 pay check each month with the exception of June when it shall be the
23 first pay of the month for ten (10) months, beginning in September and
24 ending in June of each year and the Board agrees promptly to remit to
25 the respective Associations all monies so deducted, accompanied by a
26 list of members from whom the deductions have been made.
- 27 C. Potential members who for any reason prefer not to become members of
28 the Association shall authorize a deduction equal to the combined
29 state, national and local dues in amounts of one-tenth per month for
30 ten (10) months beginning in September and ending in June of each year.
- 31 D. The Board agrees that it shall be a condition of employment that all
32 potential members become and remain members of the Association or pay a
33 representation fee in an amount equivalent to the Association's regular
34 monthly dues. The potential member has thirty (30) work days in which
35 to execute an authorization for payroll deduction of the Association
36 dues or representation fee.
- 37 E. If the authorization is not signed by the potential member at the close
38 of the thirty (30) work day period, the Board agrees that the services
39 of said potential member shall be terminated at the end of the school
40 year, provided that the Association submits a written request for said
41 termination to the Board. The potential member shall be notified of
42 the termination of services immediately after the receipt of the
43 Association's request.

- 1 F. If, at the end of the school year, the potential member or members
2 receiving the termination notice shall then be engaged in pursuing any
3 legal remedies to contest the discharge, either before the Michigan
4 Tenure Commission or a Court of competent jurisdiction, such potential
5 member's services shall not be terminated until such time as a final
6 decision has been rendered as to the validity of said discharge, or
7 such potential member ceases to pursue legal remedies.
- 8 G. In the event that the Board, acting on the request of the Association,
9 discharges or attempts to discharge a potential member for failure to
10 comply with these provisions, the Association agrees to indemnify and
11 hold the Board harmless from any and all claims, damages, demands,
12 costs, suits, judgments or any other liability which may result from
13 such action. If it is necessary for the Board to defend its position
14 and to engage legal counsel and to incur other expenses in so doing,
15 the Association agrees to pay any and all expenses so incurred by the
16 Board.

ARTICLE V

MEMBERS' HOURS

- 17 A. The Board recognizes the principle of a standard 40-hour work week and
18 will, so far as possible, set work schedules and make professional
19 assignments which can be reasonably completed within such standard work
20 week. The Board will not require members regularly to work in excess
21 of such standard work week within or outside of any school building.
- 22 B. The working day for all positions shall be so scheduled that not more
23 than thirty-five (35) hours per week shall be assigned to be done
24 within the classroom and/or adjacent playgrounds or corridors. At
25 least five (5) of these hours shall be arranged free of student super-
26 vision, so that the member will be able to confer with students,
27 prepare classroom activities, make optimum preparation of items to be
28 used in classroom and other related activities. AEDC members hours are
29 exempt from Article V, B.
- 30 C. An additional five (5) hours of preparation, planning lessons,
31 conferring with parents or community personnel, evaluating pupil
32 responses, researching desirable teaching items, and conferring with
33 students will be expected of the member to be done at the times and
34 places of optimum efficiency, not necessarily in the school. Principals
35 and supervising personnel will be responsible for advising and
36 instructing members in order to use this time most effectively and
37 efficiently. This will include any extra-curricular responsibilities
38 assigned to and accepted by the member for which he is not otherwise
39 compensated.
- 40 D. Each A.E.D.C. teacher will be paid for one-half hour ($\frac{1}{2}$ hour) per week,
41 at his/her hourly rate of pay for each four hour class to a maximum of
42 four hours per week for the purpose of student tutoring, planning, or
43 staff meetings.
- 44 Time may be spent as agreed between the teacher and principal of the
45 A.E.D.C. program.

- 1 E. Recognizing the principle of the seven (7) hour work day, the
2 administration agrees to provide a daily thirty (30) minute duty-free,
3 uninterrupted preparation period for all elementary teachers.
- 4 F. When elementary members are required to administer and correct
5 standardized tests, one-half day will be made available free of all
6 other teaching and supervisory duties. This day will be scheduled
7 within two (2) weeks of the prescribed testing period.
- 8 G. All certificated non-teaching members will be assigned appropriate
9 starting and dismissal times so their normal work day will be
10 equivalent to a classroom member.
- 11 H. All members shall be entitled to a duty-free adequate lunch period
12 equivalent to a regular class session. Extenuating circumstances may
13 arise where this is impossible.
- 14 I. The member has the responsibility for all students assigned to him
15 during the full length of the working day. Teaching shall include the
16 duties of instruction, guidance, discipline, safety, hygiene, and care
17 of the students in addition to duties specified by the Administration
18 or by direction of the Board. The members' duties to the student are
19 not confined to the classroom but extend to the corridors, the
20 restrooms, playgrounds or to school trips as well as to any place where
21 the member is in charge of pupils.
- 22 J. All necessary and Board approved activities which require more than the
23 usual amount of time, effort, skill, or responsibility shall be subject
24 to negotiation and compensated for above the base salaries as stated in
25 Appendix C.
- 26 K. Payment made for any newly created extra-curricular supervisory
27 position shall be established by following the procedures as spelled
28 out in Article XXIV, Section A. There shall be written evidence of
29 such agreements as to duties and compensation included in the separate
30 added duty contract (non-tenure). Compensation by adjustment of
31 teaching load is acceptable if so indicated in the additional duty
32 contract and if it does not circumvent in any way the negotiated salary
33 schedule.
- 34 L. The Association will use its best efforts to assist the administration
35 whenever necessary in filling extra-curricular assignments.
- 36 M. The Board agrees not to schedule collective bargaining sessions or
37 grievance proceedings during hours when classes are in session. For
38 those sessions scheduled by an outside agency in which both parties
39 must participate, those teachers required to participate shall not
40 suffer loss of pay or benefits, but the Association shall pay the cost
41 of the substitute teacher. This clause shall not apply to Step One of
42 the Grievance Procedure. Exceptions to the above may be made only by
43 mutual consent of the parties.

ARTICLE VI

EMERGENCY SCHOOL CLOSING

- 1 A. Both parties recognize the desirability of continuous and uninterrupted
2 operation of the instructional program during the normal school year
3 and the avoidance of disputes which threaten to interfere with such
4 operations. The Association agrees that it will not, during the period
5 of this Agreement, directly or indirectly, engage in or assist in any
6 strike, as defined by Section 1 of the Employees Relations Act, nor
7 will the Association, during the term of this Agreement, make
8 sanctions.
- 9 B. The Board agrees that it will not, during the period of this Agreement,
10 directly or indirectly, engage in or assist in any unfair labor
11 practice as defined by Section 10 of the Public Employment Relations
12 Act.
- 13 C. If, at any time during the life of this Agreement, it becomes lawful to
14 count as days of pupil instruction, days when pupil instruction is not
15 provided due to conditions not within the control of school authorities
16 such as due to severe storms, fires, epidemics or health conditions, it
17 is agreed that the following school closing provision shall become
18 immediately effective:
- 19 When an act of God or an employer directive forces the closing of a
20 school or other facility of the employer, bargaining unit members shall
21 be excused from reporting to duty without loss of pay. Days lost due
22 to school closing under the foregoing circumstances shall not be
23 rescheduled.
- 24 To the extent that any other provision of the collective bargaining
25 agreement, such as the school closing provision, school calendar or the
26 like shall be inconsistent with the foregoing, such provisions shall be
27 null and void as to the extent of the inconsistency.
- 28 D. Should a closing because of conditions not within the control of school
29 authorities require the scheduling of additional days of student
30 instruction to meet the 180-day requirement because previously
31 scheduled days could not be counted, such additional days will, to the
32 extent possible, be rescheduled in lieu of already scheduled non-
33 instructional staff duty days.
- 34 If already scheduled noninstructional days are insufficient to permit
35 rescheduling of necessary day(s) of pupil instruction, members and
36 students will be required to make up days at the end of the school
37 year. The member will be paid at the member's per diem rate for the
38 first two make-up days. If more than two days must be made up, the
39 days in excess shall be made up without additional compensation.
- 40 AEDC members will be covered by this provision.
- 41 E. When an individual school building is closed, those members will not
42 have to report to their building but those members may be assigned
43 duties elsewhere in the district, provided the assignment does not
44 create undue hardship on the member.

- 1 F. The administration will attempt to decide and contact AEDC members by
2 4:00 p.m. on those days when classes have to be cancelled for inclement
3 weather.

ARTICLE VII

TEACHING LOADS AND ASSIGNMENTS

- 4 A. The normal weekly teaching load to which a member is assigned shall
5 conform with generally accepted professional standards for the level of
6 teaching, the area of teaching, and the facilities available to the
7 public schools for the support of education. In general, it is the
8 responsibility of the administration, through the building principal, to
9 assign members not only to work loads but to types of assignments for
10 which they are best qualified and can most reasonably handle. This
11 will vary with types of teaching methods employed in the buildings
12 concerned. Consideration will be given to the amount of work required
13 in correcting, assigning, planning, preparing lessons, number of
14 preparations, and facilities available for presentations.

- 15 B. Maximum class responsibilities shall be as follows:

16 Class size in the elementary grades shall be determined in the
17 following manner: Elementary Class Sizes

18 Young Fives	20 Maximum
19 Combinations	24 Maximum
20 Transition - T/1	24 Maximum
21 K - 1	27 Maximum
22 2 - 3	27 Maximum
23 4 - 6	29 Maximum

24 Overload Language: In cases of emergency, as determined by the Super-
25 intendent, after the Fourth Friday Count, the
26 class sizes as stated in Section B, may be exceed-
27 ed by one (1) student with the exception of Young
28 Fives and K-1.

29 Mainstreamed special education children, exclusive of speech, language,
30 and orthopedics, will be divided between the appropriate level
31 classrooms instead of being placed in one room unless that is all that
32 is available.

- 33 C. A member who feels that his class size, which may be less than above
34 limits, demonstrably affects his ability to effectively teach may
35 request action from the Class Size Committee. Requests for action
36 shall follow this procedure: The member shall make the building
37 principal aware of the fact, in writing, that said member has a problem
38 because of class size. If the principal does not or cannot solve the
39 problem, the member or the Association may request action of the
40 Elementary Class Size Committee. The Association may not file a
41 request without the consent of the individual teacher.

- 42 D. Within five (5) days of the date that the above determined class sizes
43 are exceeded, the Class Size Committee shall automatically convene. The
44 Elementary Class Size Committee is to be made up of four (4) elementary
45 administrators chosen by the Administration and four(4) elementary mem-
46 bers chosen by the Executive Board of the Sault Education Association.

- 1 E. The responsibility to convene the committee rests with the elementary
2 principal and Elementary Supervisor. All individual decisions made by
3 the committee as to the elementary class size are to be binding and
4 implemented within a week of said decision, unless waived by mutual
5 consent of the SEA Board and the Administration. The committee must
6 reach a decision within two (2) weeks from the first date the committee
7 is convened.
- 8 F. The teaching day and hours of instruction, or parts of it, may be
9 changed by mutual agreement between the elementary members and the
10 elementary principal (s).
- 11 G. Junior High School (where students change classes). All classes are of
12 fifty (50) minute duration with all members teaching five (5) classes.
13 In addition to the five period class load, members may also be assigned
14 homerooms, or special programs and activity periods. The academic type
15 teaching load is 150 students per member, per day. Other curricular
16 class sizes are determined by the number of teaching stations for the
17 particular class. The teaching day for the Junior High School will
18 begin at 8:00 a.m. and end at 3:00 p.m. or an equivalent time in a
19 closed campus system.
- 20 H. The aforementioned section, or parts of, may be waived by mutual
21 agreement between the Junior High members and the Junior High
22 Administration.
- 23 I. In the High School where secondary students change classes, the
24 teaching load shall be -
- 25 General Classroom: 150 students per day, thirty (30) students per
26 class. An overload of two (2) students in three (3) of five (5)
27 classes daily is acceptable but in no instance will 150 be
28 exceeded.
- 29 Music: 200 students daily. Class size to be determined by
30 activity.
- 31 Physical Education: A maximum of 156 students will be assigned to
32 four (4) members per period.
- 33 Typing: 190 students per day with thirty-eight (38) students per
34 class period. An overload of two (2) students in three (3) of five
35 (5) classes daily is acceptable but in no instance will 190 be
36 exceeded.
- 37 J. In classrooms such as shops and laboratories where teaching stations
38 are a limiting factor, it is agreed that the number of students will be
39 consistent with the number of teaching stations.
- 40 K. In the High School, homerooms shall be advisory and shall not extend
41 the teacher's student-contact days.
- 42 L. Class size, teaching loads, and hours of instruction, or parts of it,
43 may be waived by mutual agreement between the High School and Skill
44 Center members and the High School and Skill Center administration.

- 1 M. If a member is assigned to a study hall during any of the six (6)
2 periods of the day, that study period shall be considered as a teaching
3 period.
- 4 N. In order to encourage innovation and to improve the educational pro-
5 cess, class size may be waived by mutual agreement between the Board
6 and the Association. In the event a member desires a class larger than
7 the limitation imposed by this Agreement, that request will be process-
8 ed through the Association to the Board.
- 9 O. The above stated class size limits must be achieved no later than four
10 (4) weeks after the opening of school.
- 11 P. A class size count will be given to the Association every six (6)
12 weeks.
- 13 Q. Pupils are entitled to be taught by members who are working within
14 their area of competence. Members shall not be assigned, except
15 temporarily and for good cause, outside the scope of their teaching
16 certificate or their major and minor fields of study.
- 17 R. Should an area of a specific member's competence be closed, a member
18 may be assigned temporarily to an area outside his competence if
19 temporary certification can be arranged. It is the responsibility of
20 the member to secure, with the cooperation and the assistance of the
21 Administration, added certification requirements necessary for this new
22 assignment, in order to maintain that position. Should that member's
23 area of competence be reopened, he will be given first consideration
24 for transfer back to his area of competence.
- 25 S. Should an area of instruction be reduced in member requirement,
26 Administration action shall be taken only after consultation and an
27 advisory recommendation by the Association if there is any question as
28 to which member shall be transferred or dismissed.
- 29 T. Members who will be affected by a change in grade assignments and/or
30 who will be affected by a change in subject assignments will be noti-
31 fied and consulted as soon as is practicable when such change is known
32 to Administration in advance. To the extent possible, such changes
33 will be voluntary.
- 34 U. Class size and Procedure for Cancellation of AEDC Classes:
- 35 The Administration will maintain classes with ten (10) registered
36 students two (2) weeks after the fourth Friday count for the first
37 semester and two weeks after the start of the second semester. The
38 Administration will decide if a class with less than ten students is to
39 be continued. If any class falls below six (6) students, the class
40 might be cancelled at the conclusion of the first marking period. If a
41 class falls below four (4) students during the second marking period,
42 the class may be cancelled at the conclusion of the period.
- 43 V. Notification of Teaching Assignments for AEDC Classes:
44 Notification of tentative employment shall be made at least five (5)
45 working days prior to the first class meeting.
- 46 W. AEDC positions will be put up for bidding semi-annually.

ARTICLE VIII

WORKING CONDITIONS

1 In addition to teaching conditions already covered under Member Rights, the
2 following subjects are recognized:

3 A. A member shall not be required to drive a school bus as part of his
4 regular assignment.

5 B. No member shall be required to chaperon any activity which takes place
6 after the close of the school day. This includes mixers, dances,
7 students carnivals, parties, and activities of a similar nature.

8 1. The Board states that the principals will work out a plan providing
9 for the proper chaperoning of such activities based upon student
10 help, parent help, and freely volunteering members.

11 2. This section relates only to social activities. It is expected
12 that members will participate in all professional activities which
13 enhance the individual member, the profession, and the school.

14 C. The Board shall make available in each school adequate restrooms and
15 lavatory facilities exclusively for member use. This room shall be
16 appropriately furnished and shall be reserved for use as a faculty
17 lounge. The rights of non-smokers will be protected. It will be the
18 responsibility of each building administrator to find an acceptable
19 solution with the staff in his/her building.

20 D. Telephone facilities shall be made available to the members for their
21 reasonable use with respect to school business. A minimum of two (2)
22 separate telephone lines will be available in each building. Personal
23 use of telephones will be confined to emergency or unusual needs that
24 could not normally be expedited on off-hour time. Members will not
25 make toll telephone calls of a personal nature on school phones, unless
26 expressly permitted in writing by the principal of the building.

27 E. The Board agrees to make available in each school adequate typing and
28 duplicating facilities to aid members in the preparation of
29 instructional materials.

30 F. Adequate off-street parking facilities shall be made available to
31 members for their use.

32 G. Roving teachers and/or the building principal may require the regular
33 members to be present when an important concept or new idea is being
34 introduced. This shall be made known to the classroom member on a
35 planned schedule so that the classroom member will know several days in
36 advance. At other times the roving member may request the classroom
37 member to be present. The principal of each building shall be informed
38 of the plans of the roving member along with the classroom member. All
39 roving members shall be entitled to a duty free, uninterrupted lunch
40 period not less than thirty minutes per day, unless a shortened
41 schedule is mutually agreeable between the affected teacher and the
42 building administrator.

- 1 H. All classroom members will be supplied with a plan book in which they
2 will keep a general lesson plan for at least two (2) days in advance.
3 Such plans must be available, either in the building or made available
4 when requested.
- 5 I. In the event a classroom member is absent, he/she shall have lesson
6 plans available for the substitute. If the absence lasts five (5) days
7 or more, the Administration shall assist the substitute in the planning
8 process.
- 9 J. Final elementary school report cards will be available for distribution
10 at 12:00 o'clock (noon) the last work day of the school year.
- 11 K. Standardized Tests. The Board agrees that when standardized tests are
12 administered, such test scores are to be used for the evaluation of
13 curriculum selections of course material, and for mass evaluation of
14 programs. The Board agrees that release of individual test scores will
15 not occur with standardized test results under the jurisdiction of the
16 Board.
- 17 L. Student Teachers. The Board endorses the training of student teachers.
18 The acceptance of student teachers is at the option of the supervising
19 member. The stipend or honorarium paid by the college for such service
20 shall be advanced in full to the member.
- 21 M. Safety Committee. The Superintendent shall appoint a Safety Committee
22 consisting of three (3) administrators, three (3) members of the
23 Association selected from persons recommended by the Association, and
24 one (1) member from each of the other employee units. The committee
25 will meet at least once quarterly or more often upon the call of the
26 chairperson. The first meeting shall be held by November 1st of each
27 school year. Membership shall be upon consent of those appointed.
28 Committee recommendations shall be placed in writing to the
29 Superintendent for action.
- 30 N. Safety Equipment. The Board of Education shall provide without cost
31 the necessary safety equipment to those members working in designated
32 areas. Adequate and approved safety equipment shall include, but not
33 limited to goggles, shields, barriers, hardhats, auditory protection
34 devices, and safety shoes and glasses as required by MIOSHA.
- 35 Requests for equipment shall be submitted in writing to the Safety
36 Committee. Decisions as to the necessity and feasibility of the
37 equipment shall be made by the committee.

ARTICLE IX

VACANCIES AND TRANSFERS

1 A. Definition. A vacancy is any opening for a position requiring a
2 teaching certificate that is created by a resignation, dismissal, or
3 retirement of the member holding the position, or a new position, or
4 any position established by the Board or administration.

5 After the start of the school year, an opening within the normal teach-
6 ing day will be considered a vacancy if it is half-time or more. Vac-
7 ancies which occur during the school year shall be posted and awarded
8 at the time of the vacancy. Placement in the position will be in com-
9 pliance with the following:

10 For K-3 Elementary, Special Education, and Roving vacancies, the posi-
11 tion shall be awarded at the time of the vacancy and assumed at the
12 beginning of the next school year.

13 For 4-12 vacancies, the position shall be awarded at the time of the
14 vacancy and be filled at the end of the current semester.

15 All extra-curricular, co-curricular, and sixth hour teaching assign-
16 ments will be considered vacancies at all times.

17 1. Notification of Vacancies During the School Year. Whenever there
18 is to be a vacancy in a professional or extra-curricular assignment
19 in the school district, such information will be publicized
20 throughout the district for the knowledge of all members by
21 notification to the building principals and the Association
22 building representative. In the event a member requests his
23 vacancy be kept confidential, such information will not be
24 publicized until June 30.

25 2. Notification of Vacancies Outside the School Year. Whenever there
26 is to be a vacancy in a professional or extra-curricular assignment
27 in the school district that becomes known when school is not in
28 session, such information will be published by regular letter to
29 all members on staff and by certified mail to those on layoff. The
30 information shall also be conveyed to the President of the SEA or a
31 designee.

32 B. Any Qualified Member May Apply For Such Vacancy. In filling the
33 vacancy, the Board agrees that administration will place in that
34 position the applicant with the most seniority and qualifications.
35 Positions shall be filled in the following manner:

36 Elementary Positions are open to all members presently holding an
37 elementary position.

38 All elementary staff members assigned to teach Kindergarten or Young
39 Fives shall hold the ZA endorsement. A three (3) year grace period
40 beginning with the 1987-88 school year will be extended to all current
41 staff members in order to meet the necessary qualifications. Any new
42 hires will be given a two (2) year grace period beginning with the date
43 of hire.

1 The administration will assist the current staff in becoming qualified
2 by either paying the cost of the instructor to teach the necessary
3 courses over the three (3) year period with assistance from PDAC; or by
4 paying one-half (½) college tuition to current members on staff only
5 during this three (3) year grace period for courses needed to fulfill
6 this requirement.

7 Roving positions must be filled with appropriate major or minor.

8 Secondary positions are open to all secondary members presently
9 teaching in the same field as the opening. (e.g. Math applies for
10 Math, English applies for English).

11 Individuals teaching within two fields can bid either way once the
12 layoff list has been exhausted.

13 Should a position not be filled under the above conditions then
14 placement shall occur in accordance with the recall procedure.

15 C. Any member who is currently employed by the Board of Education and is
16 teaching in an accredited day program shall have first consideration
17 for any teaching position in AEDC program in the evening, provided he
18 is qualified for said position.

19 D. Unrequested transfers of members are to be minimized and, if possible,
20 wholly eliminated.

21 E. In the event that transfers of members are necessary, a statement of
22 the reasons for such transfer shall be given to the member and the
23 Association in writing prior to the public notification of such change.

24 F. The Board shall consider the personal desires and certification/quali-
25 fications of the members in determining which members shall be trans-
26 ferred. In the event desires and certification/qualification are
27 equal, seniority shall be used to determine the member to be trans-
28 ferred.

29 G. If vacancies occur during the summer, member assignments will be made
30 in the best judgment of administrative evaluation of known factors
31 concerning member desires for transfer within the school system.
32 Members who wish to transfer are expected to place in their file
33 request for consideration of such transfer, with a copy to be sent to
34 the President of the SEA or a designee. These requests will be
35 appropriately evaluated before final assignments are made.

36 H. If such reduction should occur during the summer, member assignments
37 will be made in the best judgment of the administrative evaluation of
38 known factors concerning the member desires for transfer within the
39 school system. Members who wish to be transferred are expected to
40 place in their file requests for consideration of such transfers, with
41 a copy to be sent to the President of the SEA or a designee. These
42 requests will be appropriately evaluated before final assignments are
43 made.

1 I. Changes in enrollment which come about after school starts and which
2 are not predictable may necessitate building transfers and changes of
3 assignments from the original assignment. The member will be consulted
4 and informed as soon as possible before such change is made. Seniority
5 rights already accumulated and earned will be recognized as a factor
6 for reassignment.

7 J. Staffing Procedures. In assigning certified and qualified members to
8 positions as specified in Article IX and X, the following procedures
9 will be employed by the Board of Education:

- 10 1. When a position is abolished, the teacher holding that position has
11 the right to displace the teacher within the same building with the
12 lowest seniority.
- 13 2. If the displaced teacher happens to be the one with the lowest
14 seniority, and is unable to displace within the building, then the
15 teacher displaces the one with lowest seniority within the
16 district.
- 17 3. All teachers who cannot displace within their building and must
18 displace at the district level, will be placed on a list according
19 to their seniority. Displacement will occur with those having the
20 most seniority displacing the one with the least. Split
21 assignments will displace in the building with the lowest
22 seniority.
- 23 4. After all displacements have taken place, then all vacancies will
24 be posted. Positions will be awarded in accordance with Article
25 IX, Item B.
- 26 5. After all positions have been filled, anyone left without a
27 position that previously had one will be placed on the layoff list.
- 28 6. If all persons on the existing staff have been placed and there are
29 still vacant positions, then members on the layoff list will be
30 recalled.
- 31 7. After the members have been recalled, then transfer requests will
32 be considered.
- 33 8. Adult Education Diploma Certificate employees who make application,
34 and are qualified and certified for day positions, will be given
35 consideration for positions that are still open after the recall
36 list has been exhausted.
- 37 9. Whenever possible, the Board shall refrain from creating less than
38 full time positions, however, when this occurs after the start of
39 the school year the following will be given priority consideration:
40 a. The students involved would not be rescheduled in order to
41 formulate the change.
42 b. The change must take place at a convenient breaking point,
43 i.e., end of semester, school year.
- 44 10. The administration has the right to make transfers at any time in
45 accordance with Article IX, Sections D and E.

ARTICLE X

REDUCTION IN PERSONNEL

- 46 A. It is hereby specifically recognized that the Board has the right, when
47 it is necessary, to reduce the educational program, curriculum, and
48 staff; and that the procedures set forth in this policy shall be used
49 in laying off personnel, subject to those limitations expressly set
50 forth in the Master Agreement between the Board and Association.

1 B. Reduction in Personnel. In order to promote an orderly reduction in
2 personnel when the education program, curriculum, and staff is
3 curtailed, the following procedure will be used:

4 1. Probationary members shall be laid off first. Layoff shall proceed
5 on the basis of performance evaluation and inverse seniority. A
6 probationary member shall not be laid off unless there is a tenure
7 member who is certified, qualified, and available to perform the
8 duties of the position of the probationary member.

9 2. If probationary members are laid off and the reduction of teaching
10 personnel still necessary, then tenure members in the specific
11 positions being reduced or eliminated shall be laid off on the
12 basis of certification and seniority. Layoffs made pursuant to
13 this section shall be made in the inverse order of seniority; i.e.,
14 those with the least seniority are to be laid off first.

15 3. A tenure member, who is laid off pursuant to this policy, has the
16 right to be placed in a teaching position for which he is certified
17 and qualified to fill and which is occupied by a member with less
18 seniority. For the purpose of this policy "qualified" shall be
19 defined in the following manner:

20 a. For placement in a pre-K-6 grade level elementary position, a
21 tenure member is qualified if he has elementary certification.
22 Pre-K-6 members to be assigned to the 7th and 8th grade levels
23 shall meet all requirements for certification at the assignment
24 level under the Michigan Teacher Certification Code and shall
25 have at least a minor in the subject area to be taught.

26 b. All elementary staff members assigned to teach kindergarten or
27 young fives shall hold the ZA endorsement. A three (3) year
28 grace period beginning with the 1987-88 school year will be
29 extended to all current staff members in order to meet the
30 necessary qualifications. Any new hires will be given a two
31 (2) year grace period beginning with the date of hire.

32 The administration will assist the current staff in becoming
33 qualified by either paying the cost of the instructor to teach
34 the necessary courses over the three (3) year period with
35 assistance from PDAC; or by paying one-half (½) college tuition
36 to current members on staff only during this three (3) year
37 grace period for courses needed to fulfill this requirement.

38 c. For placement in a pre K-6-8 level elementary position in
39 music, art, and physical education, a tenure member is
40 qualified with a recognized minor in the subject area to be
41 taught as shown by endorsement of the certification.

42 d. When a combination classroom is eliminated and two separate
43 grades are created, the member teaching that classroom will
44 move into either grade of that combination, or into the single
45 classroom if only one is created.

- 1 e. When a combination classroom is eliminated and no grade is
2 created, the member teacher will then displace the member with
3 the least seniority in that building.

- 4 f. When a combination classroom is created, the teacher with the
5 least seniority in the grades from which the combination
6 classroom is formed, will be placed into that new position.

- 7 g. For placement in a Junior High teaching position, grade 7 and
8 8, a tenure member is qualified if he has certification to
9 teach the specific course for which he is attempting to be
10 assigned and holds a major or a minor in that area.

- 11 h. For placement in a High School teaching position, grades 9 to
12 12, a tenure member is qualified if he has certification and
13 North Central approved qualification to teach the specific
14 course which he is attempting to be assigned.

- 15 i. When a position is eliminated in any building, seniority for
16 any position for which the member is qualified will be used as
17 first option. If the member is not qualified for a position on
18 the basis of seniority and certification in that building, he
19 shall replace the member with least seniority in the district
20 in the teaching area the senior member is qualified to teach.

- 21 j. Certification on file in the Director of Personnel's office as
22 of June 1st will be used in job placements for the next year's
23 school assignment.

- 24 k. Whenever possible, the Board shall refrain from creating less
25 than full-time positions.

26 C. Seniority.

- 27 1. Certified members within the school district. For the purpose of
28 this policy, "seniority" is defined to mean the amount of time an
29 individual is continuously employed as a certificated member within
30 the school district.

- 31 a. No later than thirty (30) days following the ratification of
32 this agreement, and by September 30th thereafter, the Board
33 shall prepare a seniority list. This list shall be given to
34 all members by October 15th of each year.

- 35 b. Seniority shall be calculated by determining the length of
36 continuous employment as a member of the bargaining unit.

- 37 1) Members of the Management Team currently employed and
38 holding Management Team positions shall retain full
39 seniority rights earned as members of the Sault Education
40 Association.

- 41 2) Former members currently in administration, who would lose
42 seniority under the current contract, shall be covered by
43 the provision above. Former members currently in
44 administration, who are earning seniority, will continue to
45 accrue seniority.

- 1 c. Seniority shall begin with the date of issuance of the
2 individual teacher contract.
- 3 d. Where years of service and starting dates are identical, job
4 placement shall be by administrative decision.
- 5 e. All seniority is lost when employment with the district is
6 severed by resignation, retirement, or discharge for cause.
- 7 f. When on approved leave, seniority will be granted and
8 accumulate only for the duration of the initial leave.
9 Extensions to leaves will not earn seniority, but the member
10 will retain all previously earned seniority.

11 2. AEDC

- 12 a. Adult Education Diploma Completion Employees who are qualified
13 for day positions will be considered for such employment after
14 the daytime recall list has been exhausted.
 - 15 b. Vacancies will be filled on the basis of qualifications and
16 seniority in the Adult Education Diploma Completion Program.
 - 17 c. Seniority in the Evening Adult Program is accumulated
18 separately from seniority in the day school program. Seniority
19 is earned per semester regardless of hours or assignment.
20 Members will acquire one-half year of seniority for each
21 semester worked.
 - 22 d. Accumulated AEDC seniority will not be lost if service is
23 broken by mutual consent. Accumulated seniority will be lost
24 through resignation.
- 25 3. It is agreed by the undersigned that "partial" is to be interpreted
26 as anyone who had full-time employment and has been reduced to
27 working for less than full-time due to reductions made in programs.
- 28 4. All persons reduced from full-time employment due to reduction in
29 force will be placed on the layoff list. Members on this list will
30 be recalled in accordance with Article X, Section D, of the Master
31 Agreement whenever a position becomes available.

32 D. Recall. In the event of layoff (total or partial) the Administration
33 will establish a recall list by October 15th. The list will be
34 provided to the Association. Individuals laid off will remain on the
35 recall list and be eligible for recall as determined by seniority and
36 certification until all members have been recalled or the individual
37 requests his/her name be removed from the list.

38 E. Members to be recalled will be notified by certified mail. The member
39 must respond within seven (7) calendar days of receipt of notice of
40 recall and must report for recall at a time mutually acceptable to the
41 Superintendent and the member. Members who fail to respond will be
42 considered to have resigned.

- 1 F. Laid off members shall be recalled in inverse order of layoff provided
2 the member is certified and qualified for the vacancy.
- 3 G. For purposes of recall, a position shall be declared vacant and the
4 recall list adhered to when the vacancy shall extend for at least
5 fourteen (14) weeks. The member being recalled must accept the
6 position within seven (7) calendar days or lose his/her position on the
7 recall list. This will be classified as a regular position with the
8 member's full salary, benefits, and privileges reinstated.
- 9 H. Refusal of an offer for less than a full-time position shall not
10 constitute grounds for removal from the recall list.
- 11 I. Recalled members shall be entitled to all previously accumulated
12 benefits.
- 13 J. Those members who have been working part-time by choice are not
14 eligible for a full-time position during the contractual year but may
15 request full-time employment for the following year. Upon receipt of
16 this request the member will be placed according to seniority and
17 qualifications.
- 18 K. All members on layoff or partial layoff will be placed on the
19 substitute teachers list at their request.

ARTICLE XI

EVALUATION

- 20 A. The entire evaluation document entitled, "A System for Teacher
21 Appraisal", is the formal instrument for appraisal of teachers in the
22 Sault Ste. Marie Area Public Schools.
- 23 B. Evaluations shall be conducted by the member's immediate supervisor or
24 an administrator otherwise familiar with the member's work who shall be
25 designated by the Superintendent or his designee.
- 26 Nothing in this clause shall restrict the Board from further evaluation
27 of member performance by the use of professionally qualified experts
28 designated by the Superintendent, with notification to the Association
29 President.
- 30 C. Evaluation Procedures.
- 31 1. The usual evaluator* shall inform the teacher of the upcoming
32 appraisal prior to the evaluation. The evaluation shall take place
33 on the cycle and within contract stipulations stated in the Master
34 Agreement. (A record of the cycle shall be available in the office
35 of the principal of each respective school building as well as in
36 the Personnel Office). Any change from this procedure shall be by
37 mutual agreement in writing.
- 38 Evaluation of a teacher assigned to a (1) new division, and/or (2)
39 a new building, shall take place within the first two years of the
40 transfer.

- 1 Teachers having (1) multiple building assignments, and/or (2)
2 multiple supervisors, as well as (3) those whose assignments are
3 changed within the school year, shall follow the schedule in the
4 Appendix.
- 5 2. The evaluator shall give the evaluatee complete copies of all
6 evaluation forms, procedures, and the timetables to be used.
- 7 3. The evaluator and the evaluatee shall meet to discuss the
8 procedure. The process shall follow the timetable for an
9 evaluation year. One of the following methods shall be used:
10 a. The evaluator shall state the desire for a full evaluation of
11 the evaluatee. All competencies will be marked. The
12 evaluation shall follow established procedures.
13 b. The evaluator shall review the previous evaluation and discuss
14 with the evaluatee those competencies rated as PROFESSIONALLY
15 COMPETENT or above, record them as such, and eliminate them
16 from consideration. The remaining competencies to a maximum of
17 six shall be evaluated during the current school year.
18 c. The evaluator shall inform the evaluatee that all skills and
19 competencies are rated PROFESSIONALLY COMPETENT or above, and
20 mark them as such and advance to step 7.
- 21 4. The evaluator shall initiate the actual evaluation, taking into
22 consideration that the evaluatee is appraised according to
23 expectations for teachers of similar experience and professional
24 preparation. It shall include a minimum of three (3) on-site
25 observations,
26 a. each observation lasting a minimum of thirty (30) consecutive
27 minutes; and a maximum of a subject area at the elementary
28 level and class period at the secondary level.
29 b. each on-site observation being at different times of the
30 instructional day where possible.
- 31 5. Within eight (8) school days of each on-site observation, the
32 evaluator shall provide the evaluatee with a written resume'.
- 33 6. Within ten (10) school days of each on-site observation, the
34 evaluator and the evaluatee shall meet to review and discuss the
35 resume'. All copies of the resume' shall be signed and dated by
36 both parties.
- 37 The evaluator or the evaluatee may request of the Superintendent
38 further evaluation to be made by a designated expert according to
39 the Master Agreement. Such request must occur prior to the third
40 on-site observation.
- 41 7. Evaluator and evaluatee shall meet to review, discuss, and sign the
42 completed Appraisal Record. This completed document shall not be
43 altered or changed after the signatures are affixed and the ratings
44 therein shall continue from year to year unless or until they are
45 changed as a result of re-evaluation. The Appraisal Record shall
46 become a part of the teacher's permanent file, copies of which will
47 be sent to evaluatee and evaluator. A copy shall be given to the
48 evaluatee at the time of the final review and signing.

1 8. The Director of Personnel shall return a copy of the Appraisal
2 Record, including all comments, to the evaluator and evaluatee.

3 * The term "evaluator" is the same as the term "administrator" and
4 the term "evaluatee" is the same as the term "member" or "teacher"
5 as stated in the Master Agreement.

6 D. Evaluation Timetable.

7 1. Within the first month of a current assignment, the evaluator shall
8 a. inform the teacher in writing of the upcoming evaluation (the
9 evaluator may choose to do this in the spring);
10 b. give to the teacher complete copies of all evaluation forms and
11 procedures, including the evaluation timetable; and
12 c. meet with the teacher to discuss the evaluation as detailed in
13 procedural step 3.

14 2. Within thirty (30) school days of meeting with the teacher, the
15 evaluator shall have the first on-site observation as detailed in
16 procedural step 4, (the teacher may also request a more prompt
17 on-site observation, requesting a specific date).

18 3. By April 1st the evaluator shall complete all on-site observations.

19 4. Within, and no later than, sixty (60) calendar days prior to June
20 30th, the evaluator shall,

21 a. complete the final review and discussion with the evaluatee;
22 b. file all completed evaluations with the Personnel Director.

23 E. The use of closed circuit television, public address or audio systems
24 and similar surveillance devices shall be strictly prohibited. Nothing
25 in this statement shall prevent administrators from evaluating
26 instructional television performance.

ARTICLE XII

PROTECTION OF MEMBERS

27 A. The parties recognize their mutual responsibility for the maintenance
28 of control and discipline in the classroom. Whenever it appears to the
29 member or Administration that a particular pupil requires special
30 attention which cannot be provided in the classroom, or whenever it
31 appears to the member that the presence of a particular student in the
32 class will interrupt the balance of the class, the member will seek
33 relief, through the principal, or responsibilities with respect to said
34 pupil.

35 B. A member may send a pupil to the principal from a class when the
36 continued presence of the student in the classroom becomes intolerable.
37 In such cases, the member will immediately furnish the principal full
38 particulars of the incident in writing. In the case of a minor
39 offense, the pupil shall not be returned to the class until a written
40 notice is provided by the principal. In the event of a repetition of
41 the offense, or if the nature of the violation is obscenely gross, the
42 pupil shall not be returned until after consultation between the
43 principal and the member.

- 1 C. Any case of assault upon a member shall be promptly reported to the
2 building principal. The Board will render all reasonable assistance to
3 the member in connection with handling of the incident by law
4 enforcement and judicial authorities. Time lost by a member in
5 connection with any incident mentioned in this Article shall not be
6 charged against the member.
- 7 D. The use of corporal punishment and force to restrain students shall
8 comply with the provisions of the School Code of the State of Michigan,
9 and with paragraphs 3.5, 3.6, and 3.7 of the policies of the Board of
10 Education effective March, 1975. A member may use such force as is
11 necessary to protect himself, another member or administrator, or
12 student from attack, physical abuse or injury.
- 13 E. A copy of the Board policy covering Student Rights and Responsibilities
14 will be posted in each building at the beginning of the school year.
- 15 F. The Board agrees to reimburse members for loss or damage to eyeglasses
16 or personal clothing incurred as a result of enforcing this student
17 discipline policy, as long as the loss is confirmed by the building
18 principal and occurs during regular school hours or while the member is
19 performing assigned extra-curricular activities.
- 20 G. No action shall be taken on any complaint brought against a member
21 unless the complaint is presented promptly in writing and signed by the
22 complainant.

ARTICLE XIII

PROFESSIONAL RESPONSIBILITIES

- 23 A. Members are expected to comply with reasonable rules, regulations and
24 directions from time to time adopted by the Board or its
25 representatives, which are not inconsistent with the provisions of this
26 Agreement, provided that a member may reasonably refuse to carry out an
27 order which threatens physical safety, well-being or is professionally
28 demeaning.
- 29 B. The Association recognizes that abuses of sick leave or other leaves,
30 chronic tardiness or absence, willful deficiencies in professional
31 performance, or other violations of discipline by a member reflect
32 adversely upon the teaching profession and create undesirable
33 conditions in the school building. The Association will use its best
34 efforts to correct breaches of professional behavior by any member and
35 in appropriate cases may institute proceedings against the offending
36 member.
- 37 C. A member shall at all times be entitled to have present a
38 representative of the Association when he is being reprimanded, warned,
39 or disciplined for any infraction of rules or delinquency in
40 professional performance. When a request for such representation is
41 made, no action shall be taken with respect to the member until such
42 representative of the Association is present. This is not to be
43 construed to deny the Administration the right of immediate suspension
44 for cause nor is it permitted to delay the reprimand or warning or
45 disciplining beyond a twenty-four (24) hour period. Such suspension
46 shall be at full pay until action by the Board for change in status.

- 1 D. No member shall be disciplined, reprimanded, reduced in rank or
2 compensation, or deprived of any professional advantage without just
3 cause. Any such discipline, reprimand, or reduction in rank,
4 compensation, or advantage asserted by the Board or representative
5 thereof shall be subject to the professional Grievance Procedure
6 hereinafter set forth. All information forming the basis for
7 disciplinary action will be made available to the member and to the
8 Association if requested in writing by the member.
- 9 E. Nothing herein is to be construed as limiting the Board and
10 Administration in its administrative rights within the school system.

ARTICLE XIV

PROFESSIONAL COMPENSATION

11 A. Military Service

- 12 1. Military service may be classified for salary purposes as full
13 teaching service if the member
14 a. taught previous to entering service;
15 b. completed Michigan requirements for practice teaching previous
16 to service;
17 c. held a teaching certificate previous to service.
18 2. Nothing in this section on Military Service is to be construed as
19 denying privileges granted under this section to persons employed
20 prior to the signing date of this Agreement.

21 B. Non-Degree Vocationally Certificated Members shall be paid according to
22 the following schedule:

23 Non-Degree Schedule - has no college or less than one year accredited
24 work shall receive 16% less than his step at the B.A. level.

25 One Year Accredited College Work - shall receive 12% less than his step
26 at the B.A. level.

27 Two Year Accredited College Work - shall receive 8% less than his step
28 at the B.A. level.

29 Three Year Accredited College Work - shall receive 3% less than his
30 step at the B.A. level.

31 Four Year Accredited College Work - shall receive his step at the B.A.
32 level.

33 C. Certified nurses shall be paid in accordance with the above Section B.

34 D. Personnel Not On Schedule - Personnel who for any reason were hired
35 below the salary schedule prior to June 30, 1977, shall receive two (2)
36 increments each year until they are on schedule.

- 37 1. The Administration agrees to put all AEDC members on a salary
38 basis. The salary is to be computed on the existing negotiated
39 payment per hour worked. The first pay of the salary will occur
40 after the employee has worked no less than two weeks. With the
41 agreement to transform the pay on a salary basis, no vouchers will
42 be necessary.

- 1 2. All those members who are teaching classes that do not fit into the
2 the semester schedule will have the option of being paid either in
3 lump sum at the end of the number of specified hours, or by payroll
4 voucher.
- 5 E. Effective July 1, 1978, teachers on half steps at or above Step 7 of
6 the salary schedule shall be advanced to the next full step. Effective
7 July 1, 1979, all other teachers at a half step on the salary schedule
8 shall be so advanced.
- 9 1. The Administration agrees to raise AEDC members to their step in
10 accordance with the number of years served. Validated certified
11 teaching experience outside the Sault School system shall be
12 included in calculating individual salary steps up to five (5)
13 years.
- 14 F. Newly hired or returning teachers accepting responsibility for two (2)
15 6-week periods of teaching will be advanced to the next salary step at
16 the beginning of the next teaching year.
- 17 G. Credit from Other Schools - Effective July 1, 1987, the Board shall
18 grant to newly hired teachers experience credit on the salary schedule
19 equal to the actual teaching time served with proper certification and
20 qualifications.
- 21 H. The member receiving a Master's Degree or completing the requirements
22 for it before the start of the school year will be paid on the Master's
23 Degree schedule. Any member receiving a Master's Degree during the
24 school year or completing the requirements during the school year will
25 not receive the Master's Degree salary until the following school year.
- 26 I. Pay check will be issued or made available for individual pick-up every
27 other Friday, or on the day before the regular pay Friday if the pay
28 Friday is a holiday. The Administration agrees to provide a copy of a
29 print-out to the Association by the end of each semester, which will
30 include the following information for each teacher: total earnings and
31 fiscal earnings to date, Federal and State with-holding taxes to date,
32 and FICA withholding to date.
- 33 J. Members may volunteer to substitute in their major or minor areas when
34 asked, and further may be asked to substitute in non-major/minor areas
35 if no qualified classroom internal substitute is available for a given
36 area. In the event of an extreme emergency, the administrator in
37 charge of a building or program may direct a member to substitute in
38 the case of a serious injury, illness, or critical family situation.
39 However, when a substitute is needed for one-half day or more, every
40 effort will be made to obtain an external substitute. Internal subbing
41 will be paid for at the rate of \$.001 of the base salary per class
42 period.
- 43 K. Sixth Hour Salary - A member in the secondary schools who is required
44 to teach an additional period beyond the normal assignment shall be
45 paid sixteen percent (16%) of his/her normal base salary.
- 46 L. The Administration will continue to work toward differentiating on the
47 check stub, the hours worked in each program and the rates of pay
48 thereof.

1 M. Special Education - Extended Year - Special education teachers working
2 an extended school year will be paid 1/183rd of their current salary
3 for each additional day worked beyond 183 days per year.

4 N. Insurance Benefits. The following insurance benefits are made
5 available by the Board to the members:

6 1. The Board shall provide, without cost to the employee, MESSA Super
7 Med II protection for a full twelve-month period for the employee's
8 entire family. When appropriate, MESSA-Care and Medicare premiums
9 will be paid on behalf of eligible employees, spouses, or
10 dependents, or equivalent coverage under Blue Cross/Blue Shield at
11 a total rate not to exceed the rate of MESSA Super Med II.

12 The Board shall provide, without cost to the AEDC employees,
13 working thirty (30) or more hours per week, MESSA Super Med II,
14 single subscriber protection for a full twelve-month period for the
15 employee.

16 2. The Board shall provide Group Life Insurance in the amount of
17 \$20,000 per member.

18 3. Long-Term Disability at 60% of contract amount after 180 days.

19 4. Individual Dental Insurance - The Employer shall provide without
20 cost to the bargaining unit member the MESSA/DELTA Dental Plan Auto
21 + with Orthodontic Rider 008 plus the corresponding adult
22 orthodontic rider, including internal and external coordinating of
23 benefits (COB) for all bargaining unit members and their eligible
24 dependents as defined by MESSA.

25 5. The employer shall provide without cost to the bargaining unit
26 member the equivalent coverage of MESSA Vision Care Plan III
27 including internal and external coordination of benefits (COB) for
28 all bargaining unit members and their eligible dependents as
29 defined by MESSA. The coverage will be obtained by competitive
30 bidding.

31 6. Bargaining unit members not electing health insurance coverage
32 shall apply up to the amount of the Super Med 2 single subscriber
33 premium toward the MESSA and/or MEALS Fixed Option programs as
34 determined by the Association. Any remaining dollars may be
35 applied on an individual basis to purchase any of the MESSA
36 Variable Options and/or Michigan Educators Financial Services
37 Association (MEFSA) Annuities, and/or Michigan Education
38 Association Legal Services (MEALS). Any amounts exceeding the
39 Employer subsidy shall be payroll deducted. An open enrollment
40 period shall be provided whenever premium subsidy amounts change
41 for the groups.

42 In the event the said options become taxable, the Board shall not
43 be liable for said taxes.

- 1 O. Those individuals employed from September through June shall have all
2 contractual insurance benefits paid through August for a period of
3 twelve (12) months. Individuals under contract for less than a full
4 year shall have their insurance premiums paid by the Board on a
5 pro-rata basis for that period of the contractual year actually worked.
- 6 P. Those who terminate their employment prior to the end of the school
7 year shall have benefits terminated with the end of employment.
- 8 Q. An employee working less than half time shall not be eligible for any
9 fringe benefits. Half time means employed a minimum of three (3) hours
10 per day in a regular day program.
- 11 R. The salary of members leaving prior to the end of the school year will
12 be prorated on a daily basis for the actual number of days in the
13 contract for that year.
- 14 S. A member who exceeds sick leave entitlement at a given time in a
15 particular year will have his salary deducted. This will later be
16 reimbursed at the conclusion of the school year to the member when the
17 sick leave is earned within a given year.
- 18 T. The Board may elect to pay tuition and fees for Board approved
19 schooling or workshop experience concerning professional growth in the
20 field of the individual member's classroom responsibilities, provided
21 that the teacher has made application forty-five (45) calendar days in
22 advance and that the Board has specifically approved this application.
23 The time required may be waived by the Board in special cases. Should
24 the Board disapprove the application, the petitioner will have the
25 right to request in writing a justification for the denial.
- 26 1. If credit earned through a board financed workshop or education
27 experience is counted toward an advanced degree or credited for a
28 salary adjustment, the Board will deduct from said member's salary
29 an amount equal to the amount paid by the Board under this clause.
30 This clause is not subject to Grievance Procedures.
- 31 2. Procedures for application will be established jointly between the
32 Association and the Board.

ARTICLE XV

LEAVE PAY

- 33 A. Sick Leave.
- 34 1. A first year member may get full pay and full sick leave each pay
35 period if he stays the full contract year. Any member leaving
36 before the full year contract will only be credited with a
37 proportioned amount of earned sick leave. If sick leave exceeds
38 earned sick leave, equivalent pay will be deducted. A member will
39 be allowed one and one-half (1½) sick leave days per school month.
40 Sick leave shall be sixteen (16) days per year, three of which may
41 be used for personal leave. Sick leave will be unlimited in
42 accumulation as of the school year 1978-79.

- 1 2. The AEDC members will receive 2.5 sick leave days per semester.
- 2 3. Sick leave days will be taken in blocks of one-half ($\frac{1}{2}$) days.
- 3 B. Only personal illness or disability and/or emergency medical procedures
4 are covered by this sick leave policy. Routine health examinations,
5 dental appointments, or surgical procedures which might appropriately
6 be scheduled during vacation periods shall be covered.
- 7 C. Anticipated Prolonged Disability Leave In the case of an anticipated
8 prolonged disability leave covered under this provision (i.e., heart by
9 pass, pregnancy, etc.) the member may be requested by the administra-
10 tion to provide a physicians statement that there is no medical reason
11 why the member cannot continue to perform services until the beginning
12 date of the leave.
- 13 The member shall be eligible to return from an anticipated prolonged
14 disability leave upon filing a physician's statement that the member is
15 physically fit for full time employment.
- 16 D. At the recommendation of the Superintendent, the Board may require a
17 member to submit to an examination by appropriate specialist(s),
18 selected by the member and paid by the Board, to determine whether
19 involuntary sick leave or retirement is warranted. The Board may
20 require a second opinion from a Board appointed specialist at Board
21 expense. The results of examinations at Board expense shall be
22 forwarded to the Board by the examining specialist(s). The member
23 must sign a waiver authorizing release of results of these
24 examinations to the Board.
- 25 E. In the event of absence of a member for illness in excess of four (4)
26 consecutive working days, the Board may require the member to present a
27 physician's verification of illness unless the school nurse has
28 verified it. This is not to preclude the right of the Board to provide
29 for school nurse visitation at any time.
- 30 F. In the event that twenty percent (20%) of the members shall claim sick
31 leave on a given day, the Board shall have the right to request such
32 verification for that given day.
- 33 G. Prior to the beginning of each school year, the Board shall provide to
34 each member an up-to-date account of his accumulated sick leave.
- 35 H. Worker's Compensation. Any member who is absent because of injury or
36 disease compensable under Michigan Worker's Compensation Act shall
37 receive from the board the difference between the allowance under the
38 Act and his regular salary for a period of time that funds from his
39 accumulated sick leave will provide.
- 40 I. Personal Leave. The parties agree there may be personal conditions or
41 circumstances which may require member absenteeism for other reasons
42 than heretofore mentioned. A personal leave day may be used for any
43 purpose at the discretion of the member. The Board agrees that such
44 leave shall be deducted from sick leave and may be used under the
45 following conditions:

- 1 1. Non-tenure members will receive two (2) personal leave days; tenure
2 members will receive three (3) personal leave days. Effective
3 1989-90, nontenure teachers will receive three (3) personal days.
- 4 2. Personal Leave Days shall be restricted to use by no more than 20%
5 of a building's staff per day. The restricted number can be no
6 less than two (2) to use by no more than 20% of a building's staff
7 per day. The restricted number can be no less than two (2) in
8 buildings with small numbers of staff.
- 9 J. Members desiring to use such leave shall notify their building
10 principal or immediate supervisor on the application form, provided by
11 the Board, at least five (5) working days in advance of the anticipated
12 absence. In cases of emergency, approval must be granted by the
13 Superintendent or his designated representative. In such cases, the
14 member shall apply as soon as possible. This form must be filed with
15 the principal or immediate supervisor.
- 16 K. It is further understood such leave shall not be granted for the first
17 or last day of the school year nor on the first working days preceding
18 or following a vacation period or holiday, except in cases of extreme
19 emergency. The member must have the approval of the immediate
20 supervisor on such emergency leaves.
- 21 L. Additional Forms of Leave Available to Members:
- 22 1. A maximum of three (3) days per school year for family illness in
23 the immediate family. The term immediate family shall be inter-
24 preted as husband, wife, mother, father, brother, sister, children,
25 grandchildren, father and mother-in-law, aunt and uncle of member,
26 brother and sister-in-law, daughter and son-in-law, son and
27 daughter-in-law and grandparents of member or spouse, this also
28 includes a dependent living in the immediate household. The term
29 household is interpreted as those who dwell under the same roof and
30 comprise a family or domestic establishment.
- 31 2. A maximum of five (5) days for each death in the immediate family
32 or household. The term immediate family shall be interpreted as
33 husband, wife, mother, father, brother, sister, children, grand-
34 children, father and mother-in-law, aunt and uncle of member,
35 brother and sister-in-law, daughter and son-in-law, son and
36 daughter-in-law and grandparents of member or spouse, this also
37 includes a dependent living in the immediate household. The term
38 household is interpreted as those who dwell under the same roof and
39 comprise a family or a domestic establishment.
- 40 3. A maximum of ten (10) days per school year for members called into
41 temporary active duty of any unit of the U. S. Reserves or the
42 Michigan National Guard, provided such obligations cannot be
43 fulfilled on days when school is not in session.
- 44 4. A member called for jury duty or to give testimony before any
45 judicial or administrative tribunal shall be compensated for the
46 difference between the teaching pay and the pay received for the
47 performance of such obligation.

1 M. Sabbatical Leave. Members who have been employed in the Sault Ste.
2 Marie Public Schools for seven (7) years may be granted a sabbatical
3 leave for one (1) year. During said sabbatical leave, the member shall
4 be considered to be in the employ of the Board and shall be paid his
5 full annual salary rate. Said pay will be administered through a bank
6 loan under rules and regulations to be established by the Board with
7 loan forgiveness to the member at the rate of month return to work for
8 month on leave, wherein the member shall be forgiven said loan in full
9 upon completion of the number of months service return to the school
10 district as granted in the leave. Any period spent on sabbatical leave
11 shall be treated as teaching service for the purposes of applying the
12 salary schedule set forth in this Agreement. The Board shall establish
13 rules and regulations and determine the amount of appropriation for
14 this purpose. It is agreed that sabbatical leaves shall be granted for
15 members to pursue study or research in their particular field of
16 employment in the Sault Ste. Marie Area Public Schools.

17 N. Professional Association Leave. Recognizing that compatible and
18 fruitful relationships between the Board and the Association result
19 when each is fully informed and suitably knowledgeable, the Board
20 agrees that those members who are members of the State Board of
21 Directors of the Association, State Committees of the Association, and
22 State Commissions of the Association shall receive professional
23 association leave consistent with the Master Agreement. This shall
24 also apply to similar offices in the National Education Association.

25 1. Leave with pay shall be authorized not to exceed two (2) days for
26 one (1) delegate for each 150 members or major fraction thereof to
27 represent the members at the Annual Representative Assembly of the
28 State Association.

29 Leave days shall be limited to fifty (50) per year excluding those
30 days used by the Association President. No member shall use more
31 than ten (10) days per year with the exception of the Association
32 President's unlimited leave days.

33 2. The Association shall take the responsibility for paying the amount
34 of any substitute's salary in such cases. The Superintendent will
35 determine in all above cases whether the substitute is satisfactory
36 for a particular member.

37 Professional Development Days shall not be included in the above
38 limitations.

39 3. The Board will grant the Association President released time from
40 teaching duties upon the President's request to the Superintendent.
41 The Board will bill the Association the full cost of substitute
42 time while the President is released from regular teaching duties.

43 O. Professional Leave for Curriculum and Education Purposes. Members may
44 be granted a leave of absence with pay for administration-approved
45 visitations at other schools or attending meetings or conferences of an
46 educational nature. The number of members allowed to leave at any one
47 time will be within the discretion of the administration. Such leave
48 is intended to include educational conferences as they may be conducted
49 by the MEA, NEA, Department of Education, subject matter departments,
50 and others that are normally recognized within our State.

- 1 P. The Association hereby agrees to encourage, maintain, and establish
2 ethical standards on the use of sick leave, personal business leave,
3 family critical illness leave, and related forms of leave.
- 4 Q. Members teaching both day school and AEDC who participate in approved
5 activity connected with their day school assignment shall suffer no
6 loss of pay for the class time missed.

ARTICLE XVI

LEAVE OF ABSENCE WITHOUT PAY

- 7 A. Permanent members covered by this Agreement shall have the right to
8 make application to the Superintendent or his designate for a leave of
9 absence without pay. Granting of such leave shall be at the sole
10 discretion of the school district.

11 It is further understood that such leave shall not be granted for the
12 first or last day of the school year, nor on the first working days
13 preceding or following a vacation period or holiday, except in cases of
14 extreme emergency. The member must have the approval of the immediate
15 supervisor on such emergency leaves.

16 If the leave is granted, seniority shall be retained and accumulated
17 during the period of leave.

18 During any leave of absence without pay of more than fifteen (15)
19 consecutive calendar days, a member will not accrue leave credit or
20 seniority. A member will no longer be eligible for Board paid fringe
21 benefits including but not limited to hospitalization. The member may
22 continue coverage at his or her own expense.

23 Leave of absence less than fifteen (15) days shall not be subject to
24 this clause.

25 B. Return From Leave. Upon return of the member from leave, all benefits
26 accrued before leave will be restored. Sixty (60) days prior to
27 expiration of the leave the member will notify the Superintendent in
28 writing of his intentions. Failure to do so shall be considered as
29 resigning from service in the district, and may prevent the
30 reinstatement. The Superintendent, upon notification, will take the
31 necessary steps to complete the termination of leave. A member, upon
32 return from leave, shall be restored to his former position if vacant
33 and available to be assigned to another position for which he is
34 qualified.

35 C. Any member who while on leave of absence takes employment as a member
36 in another district or in any other way violates the terms of his leave
37 shall be deemed to have terminated his relationship with the Sault Ste.
38 Marie Area Public Schools and there shall be no further obligation upon
39 the Board.

1 D. Child Care Leave.

- 2 1. Child care leave without pay is available to any bargaining unit
3 member upon request. The length of the leave shall not exceed one
4 (1) year, renewable at the discretion of the Board. The purpose of
5 Child Care Leave shall be for caring for a new born child, an
6 adopted child, or a seriously ill child.
7 2. In order to provide for continuity within the classroom between
8 pupil and member, the member shall notify the Superintendent's
9 office in writing at least thirty (30) days prior to the expected
10 commencement date of leave so that necessary arrangements can be
11 made to procure the member's replacement.
12 3. Re-employment will commence upon the date set by the Board which
13 shall not be later than the beginning of the first day of the
14 school year following the date the member was declared eligible for
15 re-employment. It is understood that the foregoing shall not
16 supersede provisions for layoff or other provisions of law or this
17 contract.

18 In the event of death of the object child of the leave, the leave
19 of absence may be terminated upon request of the bargaining unit
20 member.

21 The granting of such leave will in no way interrupt seniority and
22 rights attendant thereto during the first year of the leave only.

- 23 4. A member may make written application to the Superintendent for
24 reinstatement prior to expiration of the leave granted by the
25 Board.
26 5. Any member returning from a leave of absence without pay that is
27 not occasioned by a medical emergency shall be permitted to return
28 at the end of a marking period.

29 E. Political Leave. The Board may grant a leave of absence without pay to
30 any member to campaign for a public office if consistent with Board
31 policies on leaves. However, if such campaign is successful and the
32 member must hold office for more than one (1) year, he will be
33 considered to have resigned his position. A member elected to a public
34 office, such as a City Commissioner, which meets regularly in the
35 evening may on occasion be required or invited to attend special
36 functions of said body. Permission to attend such events may be
37 granted by the Superintendent at no cost to the school district when
38 advanced notice is given. The Board and the Association recognize this
39 as a civic responsibility. Similar leaves may be granted by the
40 Superintendent for other civic functions.

41 F. Education Leave. Leaves for absence without pay may be granted upon
42 application for the following purposes:

- 43 1. Study related to the member's certification field.
44 2. Study to meet eligibility requirements for certification other than
45 that held by the member.
46 3. Study, research, or special teaching assignment involving probable
47 advantage to the school system.
48 4. Any other reason approved in advance by the Superintendent of
49 Schools.

- 1 G. State Association Leave. Members who are officers of the State
2 Association may be granted a leave of absence without pay for not more
3 than one (1) school year if requested or suitable leave may be worked
4 out mutually at the request of the member. Members who become
5 full-time members of the Association professional staff may be granted
6 leave of absence for not more than one (1) year without pay if
7 consistent with Board policies on leaves of absence.
- 8 H. Insurance may be continued at the expense of the teacher for the
9 duration of the leave at group rates.

ARTICLE XVII

SCHOOL CALENDAR

- 10 A. For the entire term of this Agreement, the school calendar shall be as
11 set forth in Appendix D. There shall be no deviation from or change in
12 the school calendar except by mutual agreement of the Board and the
13 Association.
- 14 B. The calendars for 1987-90 shall encompass 183 days in session. There
15 will be 180 days of student attendance, three (3) work days, two (2)
16 half-days; to be placed before two (2) of the three (3) major breaks.
- 17 C. The AEDC calendar will include the dates of the six weeks marking
18 periods and exceptions to the regular calendar.

ARTICLE XVIII

GRIEVANCE PROCEDURE

- 19 A. Definitions
- 20 1. A grievance is a written complaint upon an event or condition which
21 is allegedly in violation of this Agreement.
- 22 2. The "grievant" is the person or persons making this claim.
- 23 3. The term "member" is defined in Article I of the Agreement.
- 24 4. A "party of interest" is the person or persons who might be
25 required to take action or against whom action might be taken in
26 order to resolve the problem.
- 27 5. The term "days" shall mean working days.
- 28 B. The primary purpose of this procedure is to secure, at the earliest
29 level possible, equitable solutions of the problems of the parties.
30 Both parties agree that those proceedings shall be kept as confidential
31 as may be appropriate at each level of the procedure and information
32 shall be shared only on a "need-to-know" basis. Nothing contained
33 herein shall be construed as limiting the right of any person or group
34 with a grievance to discuss the matter informally with any appropriate
35 member of the administration or proceeding independently as described
36 in Section E of these procedures.
- 37 C. Structure
- 38 The building principal shall be the administrative representative when
39 the particular grievance arises in that building.

1 The Board hereby designates the Superintendent as its representative
2 when the grievance arises in more than one school building.

3 D. Procedure

4 The number of days indicated at each level should be considered as
5 maximum and every effort should be made to expedite the process. The
6 time limits may be extended by mutual consent.

7 If the grievance is filed on or after June 1st, the time limits may be
8 reduced in order to effect a solution prior to the end of the school
9 year or as soon thereafter as is practical.

10 Before submitting a grievance, the claimant shall discuss it with his
11 immediate supervisor individually or together with his Association
12 representative.

13 Procedure No. 1

14 1. Level One - In the event the grievance is not settled through an
15 informal discussion, a written grievance shall be submitted to the
16 principal or administrator involved. This written grievance may be
17 presented by the aggrieved person individually or jointly with the
18 Association representative.

19 2. Level Two - In the event the grievant is not satisfied with the
20 disposition of his grievance at Level One, or if no decision has
21 been rendered within seven (7) days after presentation of the
22 grievance, he shall immediately process the claim with the
23 Superintendent. Within seven (7) days from receipt of the
24 grievance by the Superintendent, he shall render a decision as to
25 the solution. This decision shall be in writing.

26 3. Level Three - In the event the grievant is not satisfied with the
27 disposition at Level Two or if no decision has been rendered in
28 writing within seven (7) days from date of receipt of grievance by
29 the Superintendent, said grievant may refer the grievance through
30 the Association or individually in writing to the Board. Within
31 seven (7) days from the receipt of the written grievance by the
32 Board, it shall meet with the Association representative and/or
33 grievant for the purpose of arriving at a mutually satisfactory
34 solution. A decision by the Board shall be rendered within seven
35 (7) days, in writing.

36 4. Level Four - In the event that the grievance is not satisfactorily
37 resolved at Level Three within seven (7) days or if no disposition
38 has been made within the period provided, the grievance may be
39 submitted to an arbitrator selected by the American Arbitration
40 Association for binding arbitration on the language of the
41 agreement in accord with the rules and procedures of the American
42 Arbitration Association. The cost of the arbitration shall be
43 divided equally between the Board and the Association.

1 Procedure No. 2

- 2 1. Level One - In the event that the Board or an agent of the Board
3 has a complaint in violation of this Agreement against a member of
4 the Association or group of such members, such complaint shall be
5 discussed informally by the said agent or appointed representative
6 of the Board with the person or persons who is or are the alleged
7 source of the complaint.

8 In the event the alleged grievance is not settled through informal
9 discussion, a written grievance shall be submitted to the
10 Association which shall determine whether such grievance is a
11 violation of this Agreement.

12 If a violation of the Agreement is determined, it shall be referred
13 to the Association who shall process it as follows:
14 The Association shall recommend to the Administration, after
15 consultation with the persons or group concerned,

- 16 a. that a reprimand be entered in the member's file. If violation
17 persists, it shall be agreed that it is a valid reason for
18 dismissal without further hearing.
- 19 b. that the Association will not support further grievance of the
20 member in this matter.
- 21 c. that the Association recommend that the member be dismissed.
- 22 d. that the Association will take other action that the
23 Association deems necessary.

- 24 2. Level Two - In the event that the grievance is not satisfactorily
25 resolved at Level One within seven (7) days or if no disposition
26 has been made within the period provided, the grievance may be
27 submitted to an arbitrator selected by the American Arbitration
28 Association for binding arbitration on the language of the
29 agreement in accord with the rules and procedures of the American
30 Arbitration Association. The cost of the arbitration shall be
31 divided equally between the Board and the Association.

32 E. Rights of Representation

33 Any party of interest may be represented at all meetings and all
34 hearings at any level of the grievance procedure by another member or
35 another person;

36 Provided, however, that any member may in no event be represented by a
37 person acting as an officer, agent, or other representative of any
38 organization other than the Association;

39 Provided further, that when a member is not represented by the
40 Association, the Association shall have the right to be present and to
41 state its views at all stages of the grievance process.

1 F. Miscellaneous

- 2 1. A grievance may be withdrawn at any level without prejudice.
3 However, if in the judgment of the Association representative the
4 grievance affects a group of members, the Association may present
5 the grievance at the appropriate level.
- 6 2. A grievance and the disposition of the grievance at Level One shall
7 be placed in writing. Decisions rendered at all levels shall be in
8 writing and promptly shall be transmitted to the person who signs
9 the grievance.
- 10 3. No reprisals of any kind shall be taken by or against any party of
11 interest or any participant in the grievance procedure by reason of
12 such participation except that such participation shall not give
13 immunity for wrongdoings, professional ethics violations or any
14 other charges that may result from information disclosed during the
15 grievance procedure.
- 16 4. Forms for filing and processing grievances shall be designed by the
17 Board and the Association, shall be prepared by the Superintendent,
18 and shall be given appropriate distribution so as to facilitate the
19 operation of the grievance procedure.
- 20 5. Access shall be given to all parties on a "need-to-know" basis to
21 information necessary for the determination and processing of the
22 grievance.
- 23 6. The following matters shall not be the basis of any grievance filed
24 under the procedure outlined in this Article:
- 25 a. The termination of service of or failure to re-employ any
26 probationary member.
- 27 b. The placing of a non-tenure member on a third year of
28 probation.
- 29 c. Any claim or complaint for which there is another remedial
30 procedure or form established by law or by regulation having
31 the force of law, including any matter subject to the
32 procedures, specified in the Teacher Tenure Act (Act IV of
33 Public Acts, Extra Session, 1937 of Michigan, as amended).
- 34 7. If a member does not file a grievance, in writing, within fifteen
35 (15) days after the occurrence, then the grievance shall be
36 considered as waived. Administration may, upon request of the
37 aggrieved person or his representative, waive this section on
38 behalf of the member.
- 39 8. Failure of Administration to answer at any level within the period
40 automatically allows the aggrieved person to process his grievance
41 to the next level. Failure to process the grievance to the next
42 level within fifteen (15) days after initially filing a grievance
43 at the level automatically waives the grievance.

- 1 9. It shall be the general practice of all parties in interest to
2 process grievance procedures during times which do not interfere
3 with the assignment of duties; provided, however, in the event it
4 is agreed by the Board to hold proceedings during regular working
5 hours, a member participating in any level of the grievance
6 procedure, with any representative of the Board, shall be released
7 from assigned duties without loss of salary.

ARTICLE XIX

CURRICULUM REVIEW COMMITTEE

- 8 A. The Board will, through its designated administrators, provide for the
9 carrying out of the determination of curriculum and curriculum revision
10 through a careful evaluation of professional recommendations of the
11 teaching staff by working both with individual members and appropriate
12 member groups. Nominations for memberships on special curriculum study
13 groups may be provided by the Association upon request of
14 Administration.

- 15 B. In-Service. In recognition of the rapid expansion of knowledge in all
16 disciplines, the parties agree to establish an in-service committee
17 composed of four (4) persons appointed by the Superintendent represent-
18 ing the Board and three (3) persons appointed by the Association.

19 The committee shall organize itself to plan, conduct and evaluate in-
20 service education for days in which all professional personnel are in-
21 volved for in-service training.

22 The committee shall be called together prior to the beginning of the
23 school year by a member of the Board committee to adequately plan
24 in-service education.

25 AEDC staff members will attend present inservice activities with pay if
26 required by the Administration.

ARTICLE XX

NEGOTIATION PROCEDURES

- 27 A. It is contemplated that terms and conditions of employment provided in
28 this Agreement shall remain in effect until altered by mutual agreement
29 in writing between the parties. Nevertheless, because of the special
30 nature of public educational process, it is likewise recognized that
31 matters may from time to time arise of vital mutual concern of the
32 parties which have not been fully or adequately negotiated between
33 them. It is in the public interest that the opportunity for mutual
34 discussion of such matters be provided. The parties accordingly
35 undertake to cooperate in arranging meetings, selecting representatives
36 for discussion, furnishing necessary information, and otherwise
37 constructively considering and resolving any such matters. Either
38 party may request discussions leading to the resolution of specific
39 matters.

- 1 B. Neither party in any negotiations shall have any control over the
2 selection of the negotiating or bargaining representatives of the other
3 party and each party may select its representatives from within or
4 outside the school district. While no final agreement shall be
5 executed without ratification by the Association and the Board, the
6 parties mutually pledge that their representatives will be clothed with
7 all necessary power and authority to make proposals, consider
8 proposals, and make concessions in the course of negotiations.
- 9 C. If the parties fail to reach an agreement in any such negotiations
10 either party may invoke the Labor Mediation's machinery of the State
11 Labor Mediation Board at any time it may so deem it or at the
12 termination of the Agreement may take any other lawful measures it may
13 deem appropriate.
- 14 D. It is contemplated that terms and conditions of employment provided in
15 this Agreement shall remain in effect until altered by mutual agreement
16 in writing between the parties. Nevertheless, because of the special
17 nature of the public educational process, it is likewise recognized
18 that matters may from time to time arise of vital concern to the
19 parties which have been fully or adequately negotiated between them.
20 It is in the public interest that the opportunity for mutual discussion
21 of such matters be provided. The parties accordingly undertake to
22 cooperate in arranging meetings, selecting representatives for
23 discussion, furnishing necessary information and otherwise
24 constructively considering and resolving any such matters.
- 25 E. This Agreement supersedes and cancels all previous agreements, verbal
26 or written, or based on alleged practices, between the parties. Any
27 amendment or agreement supplemental hereto shall not be binding upon
28 either party unless executed in writing by the parties hereto.

ARTICLE XXI

ACADEMIC FREEDOM

29 We believe that students should be exposed to real life learning situations
30 in order to develop standards and values that equip them to make mature
31 decisions in adult life. This involves dealing with controversial and/or
32 accepted issues which will be presented in a professional manner. We
33 believe it desirable that the Administration should be informed and that
34 there should be communication between member and Administration.

ARTICLE XXII

MAINTENANCE OF STANDARDS

35 All conditions of employment and professional performance shall be
36 maintained at no less than the highest minimum standards in effect in the
37 district at the time this Agreement is signed.

ARTICLE XXIII

MISCELLANEOUS PROVISIONS

- 1 A. This Agreement shall constitute the full and complete commitments
2 between both parties and may be altered, changed, added to, deleted
3 from, or modified only through the voluntary mutual consent of the
4 parties in a written and signed amendment to this Agreement.
- 5 B. Any individual contract with a member heretofore executed shall be
6 expressly made subject to and consistent with the terms of this or
7 subsequent agreements to be executed by the parties.
- 8 C. This Agreement shall supersede any rules, regulations, or practices of
9 the Board which shall be contrary to or inconsistent with its terms.
- 10 D. If any provision of this Agreement or any application of the Agreement
11 to any member or group of members shall be found contrary to law, then
12 such provision or application shall not be deemed valid and subsisting
13 except to the extent permitted by law, but all other provisions or
14 applications shall continue in full force and effect.
- 15 E. No polygraph or lie detector device shall be used by the Board of
16 Education in any investigation of any teacher.
- 17 F. Copies of this Agreement shall be printed at the expense of both
18 parties and presented to all members now employed, hereafter employed,
19 or considered for employment by the Board.

ARTICLE XXIV

DURATION

20 This Agreement shall remain in full force and effect until June 30, 1990,
21 or until a new agreement is negotiated or ratified.

22 IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and
23 seals.

24 SAULT STE. MARIE AREA PUBLIC SCHOOLS

SAULT EDUCATION ASSOCIATION, INC.

25 BY William F. Fogarty

BY Jeanne O'Carroll

26 Superintendent

SEA President

27 DATE Sept 14 87

DATE Sept. 14, 1987

APPENDIX A

TEACHERS SALARY SCHEDULE
1987-88

BASE
\$16,572.00

STEP	FACTOR	CERTIFIED		CERTIFIED		CERTIFIED
		B.A.	B.A.+ 20	M.A.	M.A.+ 20	6-YEAR
1	1.00	16,572	16,872	17,898	18,198	19,224
2	1.06	17,566	17,866	18,972	19,272	20,377
3	1.12	18,561	18,861	20,045	20,345	21,530
4	1.18	19,555	19,855	21,119	21,419	22,684
5	1.24	20,549	20,849	22,193	22,493	23,837
6	1.31	21,709	22,009	23,446	23,746	25,183
7	1.38	22,869	23,169	24,699	24,999	26,528
8	1.46	24,195	24,495	26,131	26,431	28,066
9	1.54	25,521	25,821	27,563	27,863	29,604
10	1.62	26,847	27,147	28,994	29,294	31,142
11	1.71	28,338	28,638	30,605	30,905	32,872
12	1.83	30,327	30,627	32,753	33,053	35,179

BA SCHEDULE - Must hold a degree from an accredited college or university. Must have a teaching certificate from the State of Michigan in his or her area of competency.

MA SCHEDULE - Must hold a degree from an accredited college or university. Must have a teaching certificate from the State of Michigan in his or her area of competency. Must have a Master's Degree from an accredited university.

6-YEAR SCHEDULE - Must meet all of the following requirements;

BA or BS Degree from an accredited college or university.

MA Degree from an accredited college or university.

A 6-Year Degree from an accredited college or university.

A teaching certificate from the State of Michigan in the area of competence.

BA+20 - This means that \$300 is added to the particular step.

MA+20 - For example, base \$16,572.00 - BA+20 = \$16,872.00

The twenty (20) semester hours beyond the BA and the MA Degree must be in the member's field of study or be applicable to an advanced degree. A member's field in secondary grades, 9-12, will be interpreted to mean a major or minor field of study or work towards an advanced degree in the field of study.

Salary adjustments into a higher salary scale for advanced training must be requested on the provided form and sent to the Personnel Office on or before November 1st in order to receive a salary credit for the year. Work must be completed prior to start of the school year.

TEACHERS SALARY SCHEDULE
1988-89

BASE
\$17,235.00

STEP	FACTOR	CERTIFIED		CERTIFIED		CERTIFIED 6-YEAR
		B.A.	B.A.+ 20	M.A.	M.A.+ 20	
1	1.00	17,235	17,535	18,614	18,914	19,993
2	1.06	18,269	18,569	19,731	20,031	21,192
3	1.12	19,303	19,603	20,847	21,147	22,392
4	1.18	20,337	20,637	21,964	22,264	23,591
5	1.24	21,371	21,671	23,081	23,381	24,791
6	1.31	22,578	22,878	24,384	24,684	26,190
7	1.38	23,784	24,084	25,687	25,987	27,590
8	1.46	25,163	25,463	27,176	27,476	29,189
9	1.54	26,542	26,842	28,665	28,965	30,789
10	1.62	27,921	28,221	30,154	30,454	32,388
11	1.71	29,472	29,772	31,830	32,130	34,187
12	1.87	32,229	32,529	34,808	35,108	37,386

TEACHERS SALARY SCHEDULE
1989-90

BASE
\$17,924.00

STEP	FACTOR	CERTIFIED		CERTIFIED		CERTIFIED 6-YEAR
		B.A.	B.A.+ 20	M.A.	M.A.+ 20	
1	1.00	17,924	18,224	19,358	19,658	20,792
2	1.06	18,999	19,299	20,519	20,819	22,039
3	1.12	20,075	20,375	21,681	21,981	23,287
4	1.18	21,150	21,450	22,842	23,142	24,534
5	1.24	22,226	22,526	24,004	24,304	25,782
6	1.31	23,480	23,780	25,359	25,659	27,237
7	1.38	24,735	25,035	26,714	27,014	28,693
8	1.46	26,169	26,469	28,263	28,563	30,356
9	1.54	27,603	27,903	29,811	30,111	32,019
10	1.62	29,037	29,337	31,360	31,660	33,683
11	1.71	30,650	30,950	33,102	33,402	35,554
12	1.91	34,235	34,535	36,974	37,274	39,712

APPENDIX B

RETIREMENT AND TERMINAL LEAVE

- 1 A. To be eligible, a person must have a combined service and age of 75
2 (seventy-five) points, service to be defined as all service accepted by
3 the State Retirement Board.
- 4 AEDC members, who are not also teaching in the day school program, will
5 be eligible to accrue time toward the Early Retirement Program
6 effective July 1, 1987. Experience prior to July 1, 1987, shall not
7 count toward the credit required for eligibility.
- 8 B. Early retirement payment calculated on the Basis of \$225 annually for
9 each year served in the Sault Ste. Marie Public Schools as a member or
10 administrator up to a maximum of thirty years.
- 11 C. Said payment to be made for seven years or to age sixty-five.
- 12 D. An applicant must finalize retirement in writing no later than three
13 weeks before the start of the school year.
- 14 E. An applicant must provide proof of eligibility to apply.
- 15 F. Applicants who apply after the closing date for the current year will
16 become eligible on July 1st of the succeeding year.
- 17 G. The member may opt to select the payments in quarterly installments,
18 monthly or annually.
- 19 H. Those employees who have accumulated unused sick days in excess of 150
20 days will receive upon retirement, a one-time payment for the number of
21 unused sick days accumulated during their last seven years of employ-
22 ment according to the following procedure:
- 23 1. Those employees who qualify for early retirement incentive will re-
24 ceive half ($\frac{1}{2}$) of the current substitute pay for each unused sick
25 day to a maximum of one hundred (100) days.
- 26 2. Those employees not eligible for the early retirement incentive
27 will receive the current substitute pay for each unused sick day to
28 a maximum of one hundred (100) days.

APPENDIX C

CO-CURRICULAR ASSIGNMENTS

- 1 A. The member may sign up for extra-curricular activities and shall be
2 compensated at a percentage of Step 1 of the B.A. salary schedule in
3 addition to his base salary for this extra-curricular activity.
4 Primary consideration for these duties shall be given to members of the
5 Association (except coaching positions shall be assigned on the basis
6 of comparative qualifications and merit without regard to membership in
7 the bargaining unit and seniority).
- 8 B. All positions will be posted ten (10) days prior to being filled except
9 in case of extreme emergency.
- 10 C. If a member presently has an extra-curricular activity and wishes to
11 keep that activity, this member shall have first consideration for this
12 position.
13 An individual may be removed if the position is handled neglectfully or
14 inadequately.
- 15 D. All extra-curricular positions shall be non-tenure.
- 16 E. Extra-curricular assignments are annual appointments and become binding
17 on the Board and the member at the time the position is filled and
18 becomes operational at the particular school.
- 19 F. The principal's decision is final in the appointment to each reimbursed
20 extra-curricular assignment.
- 21 G. In the event a member of the professional staff must use a vehicle for
22 school approved trips, a school vehicle will, if possible, be made
23 available for use plus the actual cost of expenses incurred in the use
24 of the car. In the event a school vehicle is not available the
25 professional staff member will be paid at the rate of eighteen cents
26 (18c) per mile, effective February 11, 1980. Mileage shall be figured
27 using the official Michigan State highway map. Any additional mileage
28 must be documented by the professional staff member.
- 29 H. In an effort to extend limited funds and it becomes necessary for an
30 advisor to drive a school or rented vehicle, no additional
31 reimbursement will be paid to the advisor for driving the vehicle.
- 32 I. If it becomes necessary for an advisor to drive a bus on a continual
33 basis, the cost of the chauffeur's license will be reimbursed to the
34 member. Vehicles will be operated according to State code.
- 35 J. If the member is required, as part of the extra-curricular activity, to
36 take the State of Michigan Bus Drivers School, said member shall be
37 reimbursed tuition fees and expenses.
- 38 K. Job descriptions will be written and both documents will be used for
39 purposes of evaluation. Job descriptions will be provided by the
40 appropriate principal.

1 L. Co-Curricular and Extra-Curricular Assignments

	<u>7 B.A. Step 1</u>
2 <u>Audio Visual</u>	
3 High School/Vocational	8.5
4 Junior High	3
5 <u>Band</u>	
6 Junior High	1
7 High School	16
8 <u>Cheerleading</u>	
9 High School, all sports	6
10 Hockey	2
11 Pom Pons, Majorettes	4
12 Junior High, all sports	2
13 <u>Data Processing</u>	
14 Production Work	.000613/Hour
15 <u>Driver Education</u>	
16 Instructors	.0008/Hour
17 <u>Family Life Coordinator</u>	16
18 <u>Fine Arts</u>	
19 High School Speech Club	2
20 Madrigal Singers (H.S.) if Extra-Curricular	8
21 Debate (H.S.) If Extra-Curricular	2
22 Forensics (H.S.) If Extra-Curricular	2
23 <u>High School Class Advisors</u>	
24 Freshman	2
25 Sophomores	2
26 Juniors	3
27 Seniors	4
28 <u>High School Department Chairman</u>	16 or one (1) period re- lease time
29 <u>High School Plays</u>	
30 Non-Musical	4
31 Musical	
32 Director	4.5
33 Producer	2
34 Band Director	2
35 Choir Director	2
36 Choreographer	2
37 Art Director	2
38 <u>High School Youth Organizations</u>	
39 Advisors,	
40 DECA	2.5
41 BOEC	2.5
42 VICA	2.5
43 HOSA	2.5
44 HERO	2.5
45 FFA	2.5
46 <u>Internal Substituting</u>	.001/Period
47 <u>Interscholastics</u>	
48 <u>Basketball</u>	
49 High School	
50 Boys	
51 Varsity Head Coach	16
52 Junior Varsity Coach	12
53 Freshman Coach	7

1	Basketball (H.S.) Continued	
2	Girls - Pay equated to Boys Game	
3	and Practice Schedule	
4	Varsity Head Coach	
5	Junior High	
6	Boys, Each Grade	6
7	Girls, Each Grade	6
8	Elementary Coordinator	
9	Boys	3
10	Girls	3
11	<u>Baseball</u>	
12	Varsity Head Coach	6.5
13	" " "	8 (1988-89)
14	<u>Cross Country</u>	
15	Varsity Head Coach	5
16	" " "	6.5 (1988-89)
17	<u>Football</u>	
18	High School - Full Season	
19	Varsity - Head	16
20	Varsity - Assistant	12
21	Junior Varsity - Head	12
22	Junior Varsity - Assistant	10
23	Freshman - Head	7
24	Freshman - Assistant	5.5
25	Junior High, Each Team	4
26	<u>Golf</u>	
27	Varsity, One Season	4
28	<u>Gymnastics</u>	
29	High School - Varsity Coach	6
30	<u>Hockey</u>	
31	Varsity Head Coach	16
32	Assistant Varsity Coach	12
33	* <u>Junior High</u>	
34	Athletic Director	4
35	<u>Rifle</u>	
36	High School Varsity	3
37		
38	<u>Skiing</u> - Varsity Coach	6
39	(Boys and Girls, One Coach, Two Teams)	
40	<u>Swimming</u>	
41	High School Varsity	
42	(Boys and Girls, One Coach, Two Teams)	12
43	<u>Tennis</u>	
44	High School Varsity	
45	(Boys and Girls, One Coach, One Team)	6.5
46	<u>Track</u>	
47	High School	
48	Boys	
49	Varsity Head Coach	8
50	Varsity Assistant Coach	5
51	Girls	
52	Varsity Head Coach	8
53	Varsity Assistant Coach	5
54	Junior High - Boys	3
55	Girls	3

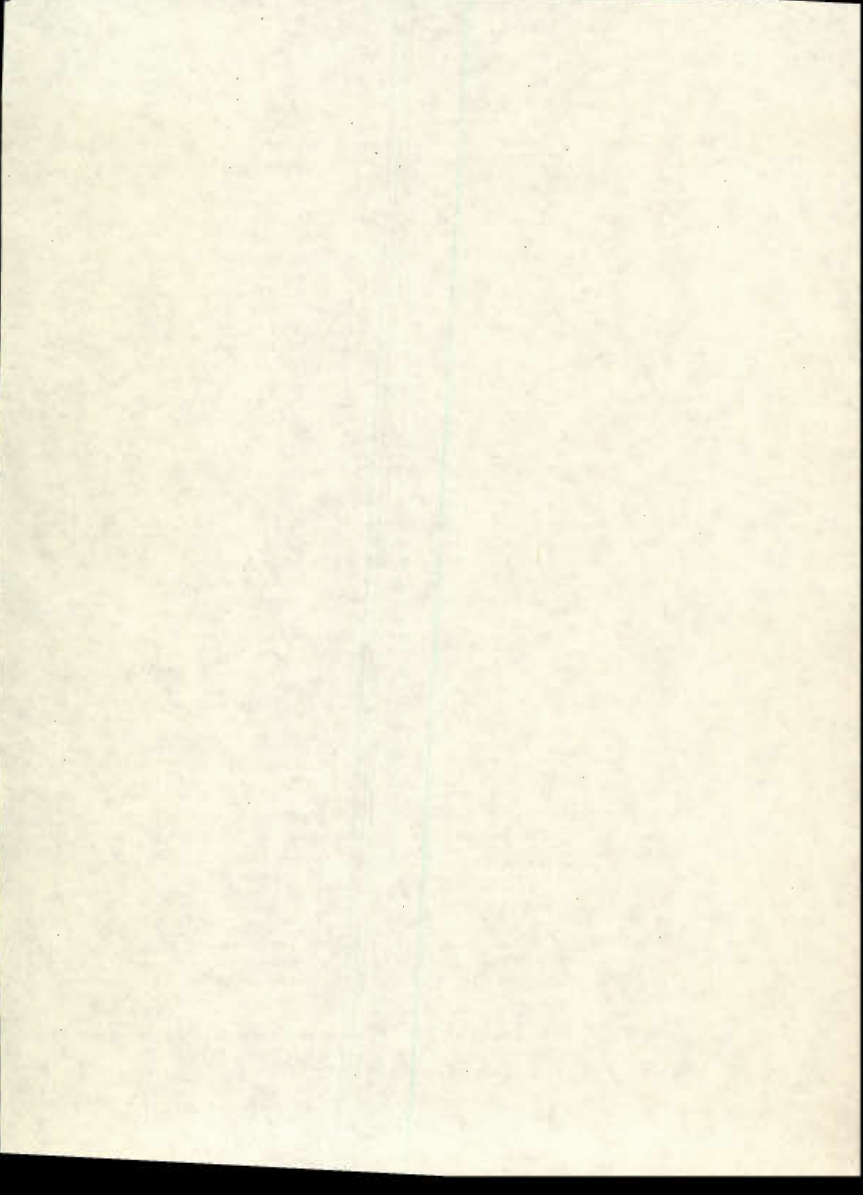
1	<u>Volleyball</u>	
2	High School - Varsity	12
3	High School - Jr. Varsity	6
4	Junior High	4
5	<u>Wrestling</u>	
6	Varsity Head Coach (H.S.)	8
7	Varsity Assistant Coach	4
8	<u>Intramurals</u>	
9	High School, If Extra-Curricular	
10	Boys	4
11	Girls	4
12	Junior High, If Extra-Curricular	
13	Boys	4
14	Girls	4
15	Elementary, If Extra-Curricular	
16	Boys	4
17	Girls	4
18	<u>Maintenance</u>	
19	Equipment	.0008/Hour
20	<u>Publications</u>	
21	Junior High Yearbook	3
22	High School	
23	Northern Light	
24	Advisor, If Extra-Curricular	4.5
25	Business Manager, If Extra-Curricular	3.5
26	Keynote	4.5
27	<u>Saturday Class</u>	
28	For Saturday Detention or make-up classes, the Board shall pay 1/183 rd	
29	of the selected teacher's annual contract salary. Should additional	
30	teachers be needed, they shall be paid at the substitute rate.	
31	<u>Student Council</u>	
32	Advisor, If Extra-Curricular	4
33	<u>Supervision</u>	
34	Noon Hour	.0007/Hour

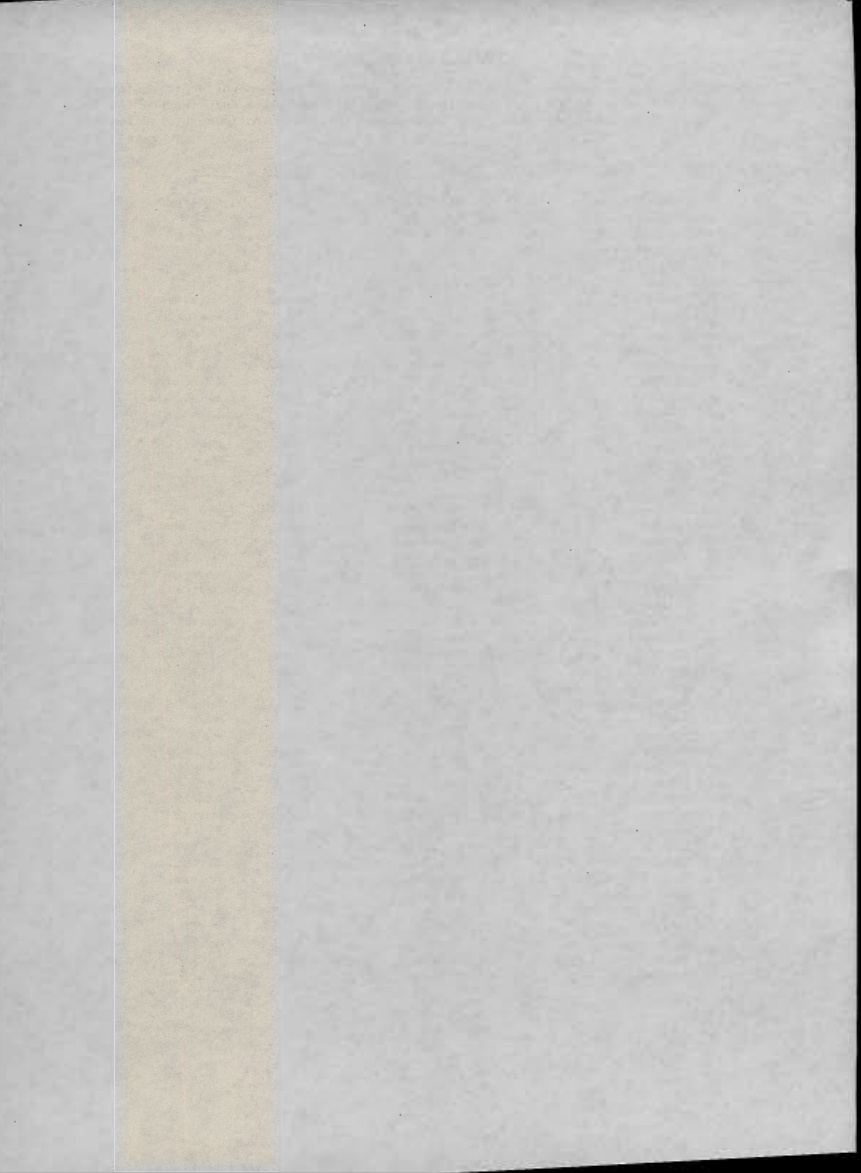
* The Junior High Athletic Director will perform all regular athletic supervisor duties except evaluation.

APPENDIX "D"

SCHOOL CALENDAR

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>
Teachers Report	Sept. 3	Sept. 1	Aug. 31
Labor Day	Sept. 7	Sept. 5	Sept. 4
Students Report	Sept. 8	Sept. 6	Sept. 5
Thanksgiving Break (Noon Dismissal) . . .	Nov. 25, 26,27	Nov. 23, 24,25	Nov. 22, 23,24
Last Day of Classes Before Christmas (Noon Dismissal). . .	Dec. 23	Dec. 22	Dec. 21
School Resumes	Jan. 4	Jan. 3	Jan. 2
Last Day of Semester for Students . . .	Jan. 21	Jan. 19	Jan. 18
Teachers Work Day	Jan. 22	Jan. 20	Jan. 19
Winter Break.	Feb. 5	Feb. 3	Feb. 2
Last Day of Classes Before Spring Break (Full Day) . . .	Mar. 25	Mar. 23	Apr. 6
Easter.	Apr. 3	Mar. 26	Apr. 15
Easter Monday	Apr. 4	Mar. 27	Apr. 16
School Resumes.	Apr. 5	Apr. 3	Apr. 17
Memorial Day.	May 30	May 29	May 28
Baccalaureate	June 9	June 8	June 7
Last Day of Semester for Students . . .	June 9	June 8	June 7
Teachers Work Day	June 10	June 9	June 8
Commencement.	June 12	June 11	June 10





APPENDIX - SENIORITY LIST

This seniority list is appended to the negotiated agreement between the Board of Education of the Sault Ste. Marie Area Public Schools and the Sault Education Association. It is not part of the negotiated agreement, and is included for the convenience of the members only.

<u>YEARS</u>	<u>NAME</u>	<u>YEARS</u>	<u>NAME</u>	<u>YEARS</u>	<u>NAME</u>
28	B. Jones	18.5+	S. Arseneault	16	D. LaPine
28	James Cooper	18	J. Nelson	16	J. Nason
27	A. Beamish	18	J. Burt	16	L. Bump
27	R. Hirschenberger	18	T. Luoma	16	V. Luoma
26	M. Gleason	18	J. Hillock	16	N. Cline
26	V. Kusler	18	P. Monson	16	S. Beedy
25+	J. Seaman	18	J. Wahl	16	G. Marklevits
25	D. Hakala	18	L. Dalimonte	16	A. Westman
25	R. Wahl	18	W. Arseneault	15.5+	M. Cates
24	N. Anderson	18	T. Brunet	15.5+	L. Tipton
24	M. Michaud	18	K. Demaray	15.5	F. DeVuono
24	J. Ingold	17.5+	B. Kenn	15.5	A. Ausdemore
24	K. Lake	17.5+	JoAnn Landini	15+	J. Milligan
24	L. Gilbert	17.5	A. Ware	15	W. Lockhart
23.5+	G. Nelson	17.5	D. Gorsuch	15	M. Lewis
23	K. Kiczrenski	17.5	S. Sikkila	15	J. Askwith
22.5+	O. Andrews	17	C. Herring	15	D. Knudson
22	G. Rya	17	J. Schmeltzer	15	Jeanne Smith
22	N. O'Connor	17	R. Nason	15	J. Specker
21.5	D. Gonyeau	17	S. Schmitgal	14+	C. Beacom
21.5	H. Mastaw	17	J. Sarnowski	14+	D. McDonald
21.5	S. McConnell	17	R. Sarnowski	14+	N. Soczek
21.5	S. Malmberg	17	V. Cymbalist	14	N. Oshelski
21	K. Stolt	17	S. Easterday	14	E. Graneggen
21	J. Wallace	17	D. Munsell	14	D. Easterday
21	D. Ausdemore	17	M. Nairn	14	K. Saluja
21	G. Glowacki	17	J. Taylor	14	S. Smith
21	M. Glowacki	17	L. Joutsie	14	P. Wilson
20.5	S. Kusler	17	M. Huff	14	M. Stanaway
20.5	J. Kahtava	17	W. Menard	14	W. Morrison
20+	C. McDonald	17	W. Alford	14	A. Bell
20+	L. Fazzari	17	W. Anderson	14	P. Pfannenstiel
20+	P. Sims	17	J. Bethke	13.5	L. Bell
20	R. Skocelas	17	C. Pontious	13.5	J. O'Callaghan
20	L. Reilly	17	P. Pontious	13+	D. Schmeltzer
20	T. Bullock	17	Janet Smith	13	J. Pomeroy
20	R. Aldrich	17	J. Baron	13	Jeanne Cooper
20	S. Atkinson	17	B. LaPine	13	P. Duncan
20	R. Norton	17	Joseph Landini	12.5+	K. Rose
19.5+	R. Wallace	16.5+	C. Spring	12.5+	S. Faunt
19.5+	R. Beacom	16.5+	J. Rutledge	12.5+	A. Hellow
19+	B. Campbell	16.5	P. Bullock	12.5+	R. Wartella
19+	C. McNeal	16.5	R. McKerroll	12	D. McLean
19	R. Anderson	16.5	J. Kesler	11.5+	I. Monson
19	T. Farnquiat	16.5	W. Bjork	11.5+	R. Pianosi
19	J. Kenn	16	P. Baldwin	11.5+	G. Marsh
19	R. Bolander	16	D. Westman	11.5	D. Mickewich
18.5+	L. Malmberg	16	K. Becvar	11	H. Bright
18.5+	M. Drumheller	16	T. Goleski	11	M. Bruce

APPENDIX - SENIORITY LIST (Continued)

<u>YEARS</u>	<u>NAME</u>	<u>YEARS</u>	<u>NAME</u>
11	T. Marshall	.5	C. Grounds
11	J. Wilson	+	C. Sawyer
10+	D. Dougherty	0	J. Page
10	B. Morris	0	L. Armstrong
10	D. Brown	0	D. Fosselman
10	J. Rogers	0	B. Fecteau
9.5	K. Marshall		
9	W. Newill		
8+	J. Truckey		
8	S. Askwith		
8	C. Cohoon		
7	C. Sundstrom		
6.5+	S. Gorsuch		
6+	D. Borrousch		
5+	D. Panik		
5+	C. Panik		
5+	K. Sherman		
5	J. McCoy		
5	J. Walker		
5	M. Hallfrisch		
5	K. Corbiere		
5	A. Routhier		
4+	M. Sabourin		
3+	A. Christie		
3.5	C. Harris		
3	D. Zielke		
3	L. Dunham		
3	J. Baldwin		
3	G. Huard		
3	D. Blair		
3	D. Picotte		
2.5+	M. Trepanier		
2.5+	B. Schirer		
2.5	K. Zielke		
2.5	D. Froberg		
2.5	K. Krahnke		
2+	J. Robinson		
2	B. Gimpel		
2	E. Michaud		
2	C. Henne		
2	P. Sloat		
2	A. Zain		
2	S. Newill		
2	M.L. Moher		
2	M. Fallon		
2	J. Calder		
1.5	D. Stanaway		
1	W. Bryan		
1	P. Kellogg		
1	J. Sherry		
1	S. Gordon		
1	N. Harrison		
1	J. Stewart		
.5	C. Zain		
.5	J. Stacks		

