

8-31-74

Lake Orion

# AGREEMENT

BETWEEN THE

## LAKE ORION BOARD OF EDUCATION

AND THE

## LAKE ORION EDUCATION ASSOCIATION

FOR

### 1972 — 1974

Michigan State University  
LABOR AND INDUSTRIAL  
RELATIONS LIBRARY

THE LAKE ORION COMMUNITY SCHOOLS

Lake Orion, Michigan

Lake Orion Community Schools  
315 North Lapeer Street  
Lake Orion, Michigan 48035

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## RECOGNITION CONTRACT AGREEMENT 1972-1974

The Board of Education of the Lake Orion Community School District, hereinafter referred to as the "Board", and the Lake Orion Education Association, hereinafter referred to as the "Association", on the 1st day of September, 1972, enter into the following agreement:

### WITNESSETH:

I. WHEREAS, the Board and the Association recognize and declare that providing a quality education for the children of the Lake Orion Community School District is their mutual aim, and

II. WHEREAS, the members of the teaching profession are particularly qualified to assist in formulating programs designed to improve educational standards, and

III. WHEREAS, the Board has a statutory obligation pursuant to the Michigan Public Employment Relations Act, Act 379 of the Michigan Public Acts of 1965, to bargain with the Association as the representative of its teaching personnel with respect to hours, wages, terms and condition of employment, and

IV. WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement.

V. In consideration of the following mutual covenants, it is hereby agreed as follows:

### ARTICLE I

#### Recognition

A. The Board hereby recognizes the Lake Orion Education Association as the designated and sole bargaining and negotiating agent for all certified personnel under written contract, or covered by letter of employment with the Lake Orion School District, excluding supervisory personnel as defined under the Michigan Public Employment Relations Act.

B. The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this Agreement.

C. Any teacher who is not a member of the Association in good standing, or who does not make application for membership within thirty (30) days from the date of commencement of teaching duties, shall as a condition of employment pay as a fee to the Association an amount equal to membership dues payable to the Association, the N.E.A. and the M.E.A., provided, however, that the teacher may authorize payroll deduction for such fee. In the event that a teacher shall not pay such fee directly to the Association or authorize payment through payroll deduction, the Board shall cause the termination of employment of such teacher at the end of the school year. The parties expressly recog-

nize that the failure of any teacher to comply with the provision of this article is just and reasonable cause for discharge from employment.

The Board shall not be liable to the Association by reason of requirements of this agreement for the remittance as payment of any sum other than that constituting actual deductions made from wages earned by employees.

The Association will protect and save harmless the Board from any and all claims, demands, suits and other forms of liability by reason of action taken by the Board in compliance with any section of this Article.

## ARTICLE II

### Association and Teacher Rights

A. The Board hereby agrees that teachers under written contract or covered by letter of employment shall have the right to organize, join, and support the Association for the purpose of engaging in collective bargaining or negotiations and other concerted activities for mutual aid and protection.

The Board agrees that it will not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association, his participation in any activities of the Association or collective professional negotiations with the Board, or his institution of any grievance, complaint or proceeding under this agreement.

B. Nothing contained herein shall be construed to deny or restrict to any teacher rights he may have under the Michigan General School Laws or other applicable laws and regulations. The legal rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

C. The Association and its representatives shall have the use of school facilities according to the written policies of the Board of Education as in effect on December 17, 1969, which govern other community citizen groups. The cost of hourly personnel required, materials, equipment use, additional maintenance and other expenses related to such use shall be charged the Association at school district cost.

D. Listed building representatives and officers of the Association shall be permitted to transact official Association business on school property, with members of the Association, provided that this shall not interrupt normal school operation, or interfere with the discharge of individual duties.

E. The Association shall have the privilege to use school business machines, and audio-visual equipment, when such equipment is not otherwise in use, after arrangements have been made with the building Principal. The Association shall pay for the cost of all materials and supplies incident to such use based on school district cost.

F. The Association shall have the right to post notices of its activities and matters of Association concern on teacher bulletin boards, at least one of which shall be provided in each school building. The Association may use mail boxes provided in the teacher's lounge for communications to teachers. No teacher shall be prevented from wearing insignia, pins, or other identification of membership in the Association.

G. The Board agrees to furnish to the Association in response to requests, from time to time, all readily available information concerning the financial resources of the district, and such other readily available information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers and their students.

H. The President of the Lake Orion Education Association, or his designated representative, shall be given the opportunity to discuss with and advise the Administration with respect to changes or alterations within the areas of educational policies and curriculum as contemplated by the Lake Orion Board of Education.

I. Teachers shall be entitled to full rights of citizenship and no religious or political activities of any teacher or lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teachers. The private and personal life of any teacher is not within the appropriate concern or attention of the Board unless such personal activities extensively reduce the effectiveness of a teacher while performing assigned duties.

J. This Agreement shall not be interpreted or applied to deprive teachers of professional advantages heretofore enjoyed, nor shall it deprive the Board of previously established rights and responsibilities, unless expressly stated herein.

K. The duties and responsibilities of any teacher will not be significantly altered or increased without the teacher being given an opportunity to discuss this change of duties and responsibilities with the Administration. The teachers may choose to be accompanied by the LOEA Building Representative during any such discussions.

### ARTICLE III

#### Management Rights

The Association recognizes that the Board has the responsibility and authority to manage and direct, in behalf of the public, all operations and activities of the school district to the full extent authorized by law and the terms and conditions of this Agreement.

### ARTICLE IV

#### Nondiscrimination Clause

A. The Board and the Association agree that in matters concerning hours, wages, and conditions of employment, they will not discriminate on the basis of race, creed, color, religion, national origin, sex, age, or marital status.

B. Both parties agree that in matters of administration, as well as in the discharge of individual duties, and in the processing of grievances, neither party shall be arbitrary, capricious, or discriminatory.



## ARTICLE V

### Deduction for Professional Dues

A. Upon receipt of individual deduction authorization forms signed by certified personnel and the master deduction list, the Board will deduct from the teacher salaries the dues and assessments of the United Profession. Deductions for dues and assessments shall be made in ten (10) equal installments, within a schedule to be determined annually by the Association and presented to the Board prior to the second Monday following the first pay, the Board agrees to provide prompt detailed accounting of deductions and remit to the Association all deducted monies with each accounting report.

B. Deductions authorized shall continue in effect unless authorization is revoked by the certified person in writing and copies are delivered to the Association and the Board.

C. The Association will prepare and distribute payroll deduction cards covering Local, State, and National Association dues. These cards, when voluntarily signed by individual teachers, will authorize dues deductions for the life of this contract. Amounts so deducted will be paid promptly and in total to the local Association for subsequent disbursement by the Association.

## ARTICLE VI

### Teaching Hours and Class Load

A. Teacher hours of duty shall be seven hours and fifteen minutes per day.

B. Starting time and completion time will be established by the Board and Administration for each building.

C. Each high school and junior high school teacher will be provided one (1) conference period per day. The length of such period shall be the same as the regular class period at the time of said conference period. Elementary teachers will be provided three (3) daily conference periods of not less than fifteen minutes each during the three (3) scheduled student recess periods.

D. The teaching day for all positions from kindergarten through twelfth grade inclusive shall be the hours classes are scheduled to be in session at the school, or schools, to which the teacher is assigned, not to exceed three hundred (300) minutes per teacher of instructional time per day, five days per week. The three hundred (300) minutes maximum does not apply in cases of experimental programs or in case of changes in accrediting criteria as they apply to secondary schools. The Junior High School teachers shall be required to teach a maximum of six (6) classes per day and the Senior High School teacher shall be required to teach a maximum of five (5) classes per day.

E. All teachers shall be entitled to a duty free lunch period of not less than thirty minutes.

F. The Board will make effort not to schedule class later than 3:30 P.M. in the elementary schools.

G. When substitutes are not available for classroom assignments due to teacher absences, the following steps will be taken by the Administration:

1. Volunteers from a sign-up list will be asked to fill classroom voids.
2. When the above step has been exhausted, teachers will be assigned on a rotating basis to fill classrooms.

Teachers shall be reimbursed at the rate of \$5.25 for the Junior High School, and \$6.25 for the Senior High School per class period for all such assignments.

Teachers shall accept assignments from administrative personnel during assemblies or special programs that fall during the school day without reimbursements.

Effort will be made by administrators to maintain library effectiveness by avoiding overload assignment to the library of classes for which teachers or substitute teachers have not been obtained.

H. If elementary teachers' class loads are increased in number above the regular membership and in excess of maximums because of the unavailability of substitute teachers, teacher aides shall be placed in said classrooms to assist the teacher with non-teaching duties.

I. It is mutually recognized that Art, Music, Physical Education, Industrial Arts, and Special Education instruction are necessary components of a well rounded educational program. Therefore, every effort will be made by the administration to obtain qualified substitute teachers when these teaching specialists are absent.

J. In order to relieve all elementary teachers from cafeteria and recess duty, the Board agrees to hire aides for these duties. There will always be an assigned teacher on call.

K. In the event that inclement weather makes it impractical to hold outdoor recess, indoor programs will be scheduled within the individual buildings. These programs will be supervised by teachers and teacher aides.

## ARTICLE VII

### Special Student Program

A. The parties recognize that children properly identified as having special physical, mental, and emotional problems may require specialized classroom experience and that their presence in regular classrooms may interfere with the normal instructional program and place extra ordinary and unfair demands upon the teacher. When available, special classes will be provided for these students.

B. In the interest of improving the general classroom atmosphere for the average child, the Board will accelerate testing procedures designed to identify children having special physical, mental, and emotional problems.

C. Requests of teachers that certain students be tested will be formally processed on forms prescribed by the Board. No such teacher request will be disregarded. Teachers will be informed of the psychologists' recommendations, within seven days of their completion.

D. The Administration shall make such arrangements as may be necessary to insure that psychological testing of students is accomplished, as soon as possible, when required.

## ARTICLE VIII

### Teaching Conditions

Conditions of this Article apply to present teaching methods and systems now in effect in this district. Pupil-teacher ratios applicable to team teaching, TV classes or other progressive programs shall be consistent with recommended good practice.

A. It is mutually agreed that achievement of desirable pupil-teacher ratios depend upon availability of space, teachers, and budget. It is further agreed that realistic projection of space, teacher, and budget needs are the responsibility of the Board.

Desirable maximum class loads are agreed to be the following:

Elementary	– 30 per classroom teacher
Junior High	– academic, 35 per classroom teacher
High School	– 35 per classroom teacher
Shop Classes	– 25 per classroom teacher
Special Education	– 20 per classroom teacher

The above desirable maximums do not apply to physical education, music programs or similar activities normally involving large groups.

In cases where these desirable maximums must be extended, the Association and the teacher will be notified as to the reason for this excess and steps shall be taken to rectify it.

If after a period of six weeks the situation has not been corrected, representatives of the Board and the Association will meet to mutually discuss possible remedies and arrive at some disposition.

B. The Board and the Association recognize that appropriate texts, library reference facilities, maps and globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, current periodicals, standard tests and questionnaires, and similar materials are the tools of the teaching profession. The above listed materials are to be available at the beginning of each school year. Prompt notice of reasonable teacher needs and early ordering of materials will serve to assure proper availability of supplies except in case of suppliers' fault. The parties will confer from time to time for the purpose of improving the selection and use of such educational tools, and the Board undertakes,



promptly, to implement all joint decisions thereon made by its representatives and the Association. The Board agrees at all times to keep the schools equipped and maintained within budget limitations as established by the Board.

C. The Board and the Association mutually recognize the importance of continuous use of adequate teaching reference materials in maintaining a high level of professional performance. In furtherance of that recognition, the Board and the Association shall create a central teacher reference library in the district, and include therein all texts which are reasonably requested by the teachers.

D. The Board agrees to make available to each school: typing, duplicating, stencil and mimeograph facilities, and clerical personnel to aid teachers in the preparation of instructional materials.

E. The Board shall make available in each building adequate restroom and lavatory facilities exclusively for teacher use, and at least one room, adequately furnished which shall be reserved for use as a faculty lounge in which smoking shall be permitted. Private restroom facilities will be provided in existing buildings so far as is practical if school finances permit.

F. Telephones will be available to teachers for professional use in each of the respective schools. Such telephones will be located in such a manner as to assure the privacy necessary for a discussion of professional problems.

G. Adequate parking facilities shall be made available for use by teachers, and every effort shall be made to properly maintain them.

## ARTICLE IX

### Department Chairmen

Department heads as required will be selected by the Board. Duties will be determined by the Board. Teachers so selected have the right to decline the appointment.

## ARTICLE X

### Qualifications and Assignments

A. All teachers shall be given written notice not later than June 30 of their tentative subject and/or assignment for the succeeding school year. In the event that changes in such schedule are proposed, all teachers affected shall be notified promptly.

B. Any assignment, in addition to the normal teaching schedule during the regular school year, including adult education courses, driver education, and extra duties enumerated in Schedule B, shall be with the consent of the teacher.

C. It shall be the responsibility of the individual teacher to provide the Administration with certain current personal data, legal name, address, number of dependents, marital status, and/or any additional information mutually agreed upon by the Board and the Association.

## ARTICLE XI

### Vacancies, Promotions and Transfers

A. The Board recognizes that it is desirable in making assignments to consider the interests and aspirations of the teachers. Requests by a teacher for transfer to a different class, building or position shall be made in writing, one copy of which shall be filed with the Superintendent's Office, and one copy to the building Principal. The application shall set forth the reasons for transfer, the school, grade, or position sought, and the applicant's academic qualifications. Such requests may be renewed once each year to assure active consideration by the Board.

B. The Association recognizes that when vacancies occur during the school year it may be difficult to fill them from within the district without undue disruption to the existing instructional program. If the Superintendent in his reasonable judgement so determines, such a vacancy may be filled on a temporary or tentative basis until the end of the normal school year.

C. The Board will, during the school teaching year, notify the teaching staff of teaching and supervisory vacancies. The Board agrees to give preferential consideration to members of its own teaching staff in filling all positions, other factors and qualifications being equal. The Board further agrees not to discriminate against an applicant because of sex. During Summer Vacation, Teaching and Supervisory Vacancies shall be posted in the Central Administration Offices.

D. All in system applicants for a position shall be notified promptly by a designated representative of the Board, that an appointment to a vacancy has been made. The notification shall take place before release to the general public.

## ARTICLE XII

### Illness and Disability

A. At the beginning of each school year, each teacher shall be credited with a ten day sick leave allowance to be used for absences caused by illness or physical disability of the teacher, or the serious illness or quarantine in the immediate family. The immediate family will be defined as mother, father, wife, husband or child. The unused portion of such allowance shall accumulate from year to year up to an unlimited number.

B. Additional sick pay will be granted to teachers who exhaust their accumulated sick leave subject to the following conditions:

1. That a credit of at least 25 sick leave days had been accumulated by the teacher at the beginning of the school year, and
2. That a statement from a qualified physician (either M.D. or O.D.) which verifies the illness, is submitted to the Superintendent's office, and
3. That the additional sick pay will begin only after the teacher has had four (4) uncompensated sick leave days, and
4. That additional sick pay shall not exceed one half (1/2) of the amount that has been accumulated at the beginning of the school year, and
5. That sick pay shall not extend beyond the current school year.

C. A teacher who is unable to teach because of personal illness or disability and who has exhausted all sick leave available shall be granted a leave of absence without pay for the duration of such illness or disability up to one year and the leave will be renewed each year upon written request by the teacher unless serious permanent disability shall have occurred.

D. Absence due to an on the job injury, but not involving personal gross negligence, will entitle the injured to supplemental compensation defined below:

This supplemental compensation payable for absence necessitated by injury, will be comprised of Workmen's compensation in part, and payment of the differential by the Board to effect a combined cumulative total equal to the value of accumulated sick days. Only after this combined equivalent amount has been used up, will sick leave days be charged to the teacher.

E. A teacher who has been absent five (5) consecutive work days must present a doctor's statement upon return to work. In case of prolonged illness periodic reports from the doctor may be requested by the administration. In addition, a pattern of absences may also require a doctor's statement.

## ARTICLE XIII

### Extra Leave Days

A. A teacher called for jury duty or to give testimony before any judicial or administrative tribunal shall be compensated for the difference between the teaching pay and the pay received for the performance of such obligation.

B. A total of five extra reimbursed leave days per year may be used by the teachers to meet involuntarily the requirements of governmental agencies and for the purpose of attending immediate family funerals. If the combination of the governmental days and the funeral days exceed five (5) days, excess over five days shall be deducted from such sick leave to the extent that such sick leave has been accumulated, and thereafter, shall be deducted from salary. Extra leave days are not accumulative. The provision does not apply to military

service. Death in the family shall be interpreted to be the death of husband, wife, father, mother, son, daughter, sister, brother, grandparent, parents-in-law, sisters-in-law, sons-in-law, brothers-in-law, daughters-in-law, and grandchildren.

C. The Board will allow absence without loss of pay to the extent of a maximum of three (3) earned sick leave days for personal business or funerals other than in the immediate family as defined in Section B. Absence must be approved by the building Principal, and notice shall be given twenty-four (24) hours in advance if possible.

## ARTICLE XIV

### Sabbatical Leave

A. The Board of Education, may, at its option, grant sabbatical leave to an outstanding teacher after seven (7) consecutive years or more in this school system. During said sabbatical leave, the teacher shall be considered to be in the employ of the Board and shall be paid one half his annual salary, to be paid in a lump sum for the year of absence upon his return to active teaching status in the system. A teacher, upon return, from a sabbatical leave, shall be restored to his former position or to a position of like nature and status, and shall be placed at the same position on the salary schedule as he would have had had he taught in the district during such period.

B. No more than two (2) sabbatical leaves will be granted per year. If a paid fellowship is involved, the sabbatical leave shall be reimbursed at the rate of not more than one half (1/2) the annual salary, and be paid by the Board. The value of the fellowship and the amount paid by the Board shall not exceed the full annual salary.

C. Such leaves of absence will be available only to fully certified staff members and advancements in salary step shall accrue during absence.

## ARTICLE XV

### Unpaid Leaves of Absence

A. A leave of absence of up to two (2) years shall be granted any teacher, upon application, for the purpose of participating in exchange teaching programs in other states, territories, or countries; foreign or military teaching programs; the Peace Corps, Teacher's Corps or Job Corps as a full-time participant in such programs; or a cultural travel or work program related to his professional responsibilities; provided said teacher states his intention to return to the school system. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule as he would have been had he taught in the district during such period.

B. A military leave of absence shall be granted to any teacher who shall be inducted or shall enlist for military duty in any branch of the Armed Forces of the United States. Credit on the salary schedule shall be at the rate of one (1) year of teaching experience for every two (2) years of military service, not to exceed five (5) years of teaching service.

C. Maternity leaves of up to two (2) years shall be granted upon request. A teacher returning from leave provided in this paragraph shall be placed on that step of the salary schedule from which she went on leave.

Maternity leaves will be granted in accordance with Equal Employment Opportunity Act of 1972 as amended from time to time, Federal EEOC guidelines, and other applicable state and Federal Statutes, regulations, and guidelines.

D. Unpaid leaves of absence for study or travel will be available only to fully certified teachers. Such leaves may also be granted by the Board for periods of one (1) or two (2) semesters. No more than two (2) unpaid leaves of absence for study or travel will be granted per year.

## ARTICLE XVI

### Academic Freedom

A. The parties seek to educate young people in the democratic tradition, to foster a recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights, and to instill appreciation of the values of individual personality.

B. Freedom of individual conscience, association and expression will be encouraged and fairness in procedures will be observed both to safeguard the legitimate interests of the schools and to exhibit by appropriate example the basic objectives of a democratic society.

## ARTICLE XVII

### Teacher Evaluation

A. The work of Probationary teachers shall be evaluated in writing. Probationary teachers shall be evaluated at least three times during the school year. There shall be two (2) evaluations during the first semester.

B. Evaluation shall be conducted by the teacher's immediate supervisor or an administrator working in the same building or otherwise familiar with the teacher's work, who shall be designated by the Board.

C. Each observation shall be made in person for a minimum of thirty minutes. All monitoring or observation of the work of the teacher shall be conducted openly and with full knowledge of the teacher.

D. A copy of the written evaluation shall be submitted to the teacher at the time of such personal interview or within ten days thereafter and the teacher shall have the opportunity to review and discuss the evaluation report. The teacher shall acknowledge having reviewed and discussed the evaluation by affixing his signature thereto. Such signature shall not necessarily imply agreement with the evaluation. All evaluations shall be based on valid criteria for evaluating professional growth.



E. No later than March 10th of each probationary year, the final written evaluation report will be furnished to the Superintendent covering such probationary teachers. A copy shall be furnished to the teacher and the tenure committee. If the report contains any information not previously made known to and discussed with the probationary teachers, the teacher shall have the opportunity to submit additional information to the Superintendent within five (5) days. In the event that a probationary teacher is not continued in employment, the Board will advise the teacher of the reasons therefor in writing with a copy to the tenure committee, and provide for a hearing when requested.

F. Upon request, an administrator will review the contents of an individual teacher's personnel file with the teacher. Certain confidential information such as furnished by the College Placement Office, will be withheld. A representative of the Association may, at the teacher's request, accompany the teacher during the interview.

G. Any material in the personnel file of the teacher may be challenged by the teacher for substantiation. Derogatory or arbitrary evaluations which cannot be substantiated shall be removed from the file upon mutual consent.

H. When any material is placed in an individuals personnel file, the individual shall be furnished a copy of said material forth with and shall have ten (10) working days after receipt of the material to submit a response which shall be attached to the original material in the file.

## ARTICLE XVIII

### Professional Behavior

A. Teachers are expected to comply with reasonable written or oral rules, regulations and directions from time to time, adopted by the Board or its representatives, which are not inconsistent with the provisions of this agreement, provided that a teacher may reasonably refuse to carry out an order which threatens physical safety or well being, unless such order is in the interest of providing for the safety and well being of the students. At the beginning of the school year, each teacher will be provided with a list of rules and regulations, that govern the building to which said teacher is assigned.

B. No teacher shall be disciplined, reprimanded, reduced in rank, or compensation, or deprived of any professional advantage without just cause. Any such discipline, reprimand, or reduction in rank, compensation or advantage, including adverse evaluation of teacher performance asserted by the Board or representative thereof, shall be subject to the professional grievance procedure hereinafter set forth. All information forming the basis for disciplinary action will be made available to the teacher.

C. The Board and Association recognize that the educational program is not confined to academic pursuits alone, but includes all areas of the curriculum. The Board and Association further recognize that the success of the total educational program is directly dependent upon the quality of the teaching service and the involvement of teachers in all areas of the program. It is therefore agreed that teacher attendance at and involvement in programs conducted in their respective buildings be considered a professional responsibility.

D. It is hereby agreed and understood between the parties that the daily conference period is time set apart from classroom responsibility for teacher breaks, conferences with students and parents, planning, grading of papers, and attention to teacher duties.

E. Teachers who plan to leave the employ of the school district shall notify the Board of this decision in writing as soon as possible.

## ARTICLE XIX

### Professional Improvement

A. The parties support the principle of continuing training of teachers, participation of teachers in professional organizations in the areas of their specialization, leaves for work on advanced degrees or special studies and participation in community educational projects.

B. Responsibility for assignment of teachers to educational conferences shall be an administrative function and the value of such programs shall not be neglected by the Administration. The Association may make written evaluations of such programs in advance and such evaluations shall be given serious consideration by the Administration. Appointed teachers shall be reimbursed for such expense and no salary deduction shall be made.

C. Teachers attending conventions or conferences will be requested to submit a short written report highlighting the meeting attended so that the benefits thereof may be shared with other staff members.

D. One or more conference requests will be approved for each of the following areas and State conferences and all other areas the Administration feels are beneficial:

1. Michigan Art Education Association
2. Michigan Audio-Visual Association
3. Michigan Association for Childhood Education
4. Michigan Counselors Association
5. Michigan Driver Education Association
6. Michigan Council for Exceptional Children
7. Michigan High School Coaches Association
8. Michigan Home Economics Section of the American Vocational Association
9. Michigan Music Educators Association
10. Michigan Association of Health, Physical Education and Recreation
11. Michigan Association of Public School Adult Educators
12. Michigan School Band and Orchestra Association
13. Michigan Association of School Librarians
14. Michigan Association of School Nurses
15. Michigan Science Teachers Association
16. Michigan Speech Association
17. Michigan Council of Teachers of Mathematics

18. Michigan Association of Teachers of Vocational Agriculture
19. Michigan Reading Association
20. Michigan Industrial Education Society

For the duration of this contract not less than 72 conference requests per year will be approved if applications total this number. Serious consideration will also be given to one or more requests for attendance at national conferences.

E. At the request of the Association, and with the Board's approval, arrangements shall be made for after school courses, workshops, conferences and programs designed to improve the quality of instruction. Every effort will be made to obtain people of the highest qualification to participate in the presentation of such programs. All teachers desiring to attend shall be allowed to do so.

## ARTICLE XX

### Reductions in Personnel and Annexations and Consolidations of Districts

A. To the full extent permitted by law, this Agreement shall be binding upon the Board and its successor personnel.

B. In the event this district shall be combined during this agreement with one or more districts, the Board will use its best efforts to assure the continued employment of its members in such consolidated district.

C. Should substantial and unforeseen changes in student population or other conditions make necessary general reduction in the number of teachers employed by the Board the Board will first retain those teachers who possess current teaching certificates, have the longest period of continuous service in the school district, and who are qualified to teach in those areas or disciplines to be preserved. The Association and Board will further use their best efforts to assist all teachers terminated for lack of work to secure employment in adjacent school districts upon terms and conditions as nearly comparable as possible. Nothing herein shall relieve this Board from fulfilling the terms of annual contract with a teacher.

## ARTICLE XXI

### Continuity of Operations

A. Both parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year and the avoidance of disputes which threaten to interfere with such operation. Since the parties are establishing a comprehensive grievance procedure under which unresolved disputes may be settled by an impartial third party, the parties have removed the basic cause of work interruptions during the period of this Agreement. The Association accordingly agrees that it will not, during the period of this Agreement, directly or indirectly, engage in or assist in any strike, as defined by Section 1 of the Public Employment Relations Act.

B. The Board agrees that it will not, during the period of this Agreement, directly or indirectly engage in or assist in any unfair labor practice as defined by Section 10 of the Public Employment Relations Act.

C. Nothing in this Article shall require the Board to keep school open in the event of severe inclement weather or when other emergencies arise making attendance impractical. Students and staff will be notified of emergency closing through channels of communications determined by the administration.

D. In the event that schools are closed for students due to inclement weather, hazardous driving conditions, or other emergencies, all teachers are expected to report for duty as and when individual conditions permit. When general or individual conditions make it extraordinarily hazardous or difficult to report for duty, the teacher will make a telephone report of the conditions to the Principal's Office as soon as possible, and will file a written report with the Principal on the next regular working day. No loss of pay or leave days shall be incurred for such failure to report for duty.

## ARTICLE XXII

### School Calendar

A. For the term of this Agreement the School Calendar shall be as set forth in Schedule A. There shall be no deviation from or change in the School Calendar except by mutual agreement of the Board and the Association.

B. Annual orientation programs for new teachers shall be scheduled by the Board of Education during a one (1) day period preceding each school year.

## ARTICLE XXIII

### Professional Compensation

A. The basic salaries of teachers covered by this Agreement are set forth in Schedule B which is attached to and incorporated in this Agreement. Such salary schedule shall remain in effect during the term of this Agreement.

B. Teachers required in the course of their regular teaching assignment to drive personal automobiles from one school building to another shall receive a car allowance of 10 cents per mile.

C. The Board of Education will provide financial reimbursement of \$22.50 per semester hour to all certified teachers who have met the State Department requirements for a permanent and/or continuing certificate. The total amount will be limited to 20 semester hours. Reimbursement will be granted subject to the following conditions.

1. An official record of the work completed must be supplied to the Board.

2. Reimbursement will be for hours earned from September of one (1) year to September of the succeeding year, and the individual must be in the employment of the district for the coming year. Reimbursement will be given once each year, this date to be the beginning of each school year and will cover the period of one (1) year preceding the opening of the present school term.
3. A new employee will be reimbursed only for advanced work earned after he has begun teaching duties in this district providing all other conditions have been satisfied.

D. The salary of individual teachers shall be determined by position within the steps and categories of the Salary Schedule and by any of the applicable factors noted below:

1. Step positions shall be determined by allowable credit years of teaching experience.
  - a. All teachers shall be allowed credit on the Salary Schedule steps for all years of teaching experience in the Lake Orion Community School District.
  - b. All teachers shall be allowed credit on the Salary Schedule steps for teaching experience in any school district in the State of Michigan up to a maximum of six years.
  - c. The Board may allow credit on the Salary Schedule steps for such other experience as it considers appropriate.
2. Category positions shall be determined by degrees and credit hours earned, but shall be within the limits set forth in the Salary Schedule.
3. Additional compensation for extra duties shall be paid to teachers who qualify under the categories set forth in Schedule B-1.

## ARTICLE XXIV

### Special Teaching Assignments

A. The Board agrees to the best of its ability to maintain an adequate list of substitute teachers. Teachers shall call by 7:00 A.M. to report unavailability for work. Once a teacher has reported unavailability, it shall be the responsibility of the administration to arrange for a substitute teacher.

B. The Board will make an effort to pay substitute teachers a salary competitive with neighboring districts.



## ARTICLE XXV

### Terminal Pay

Upon termination of employment from the Lake Orion Community Schools, teachers shall receive terminal pay at the rate of one fourth (1/4) their unused sick days. The maximum number of days paid shall be limited to twenty-five (25) days. The per day rate shall be based on his last full contract amount.

## ARTICLE XXVI

### Student Discipline and Teacher Protection

A. Since the teacher's authority and effectiveness in his classroom is undermined when students discover that there is insufficient administrative backing and support of the teacher, the Board recognizes its responsibility to give full support and assistance to teachers with respect to the maintenance of control and discipline in the classroom.

B. It is recognized that discipline problems are less likely to occur in classes which are well taught and where a high level of student discipline is maintained. It is likewise recognized that when discipline problems occur, they may most constructively be dealt with by encouragement, praise, and emphasis upon the child's desirable characteristics. A teacher may use force as necessary to protect himself from attack or to prevent injury to another student as provided by the Michigan School Code of 1955, Section 340.756 and Board Policy on Physical Punishment, page 27, as amended on December 17, 1969.

C. A teacher may exclude a pupil from class, on a temporary basis, when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. In such cases, the teacher will furnish the principal, as promptly as his teaching obligations will allow, full particulars of the incident.

D. Any case of assault involving a teacher while performing regular or assigned duties shall be promptly reported to the Board or its designated representative. The Board will provide legal counsel to advise the teacher of his rights and obligations with respect to such assault.

E. If any teacher is sued by reason of disciplinary action, as allowed by Board Policy on Physical Punishment, page 27, as amended on December 17, 1969, taken by the teacher against a student, the Board will provide counsel and render all necessary assistance to the teacher in his defense.

F. In the event that an assault is made upon a teacher by a pupil while the teacher is on duty in the school or on school property, the Board will reimburse the teacher for any loss, damage or destruction of clothing or personal property of the teacher which is not otherwise reimbursable.

G. No final action shall be taken upon any complaint by a parent of a student directed toward a teacher nor shall notice thereof be included in said teacher's personnel file unless such matter has been discussed with the teacher concerned.

## ARTICLE XXVII

### Insurance Protection

A. The Board shall provide up to full family Blue Cross-Blue Shield MVF II with ML Rider and Master Medical (option 1) health care insurance. Every teacher under contract with the district shall have the right to participate in this insurance. The coverage shall be based on the plan currently in effect at semi-private rates. Coverage shall stop with termination of employment.

B. The Board shall provide, without cost to the teacher, group life insurance protection in the amount of \$7,000.00 that will be paid to the teacher's designated beneficiary. In the event of accidental death, the insurance will pay double the specified amount. Teachers under contract with the district shall have the right to participate in this insurance. Coverage shall stop with termination of employment.

## ARTICLE XXVIII

### Professional Grievance Procedure

A verbal claim by a teacher or the Association that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement or any rule, order or regulation of the Board may be processed as a grievance as hereinafter provided. Such claim must be filed not later than twenty (20) working days from the date of the alleged violation, misinterpretation or misapplication of the Agreement.

Shall any differences, disputes or complaints arise over the interpretation or application of the terms of this Agreement, there shall be an earnest effort on the part of both the Association and the Board to settle the dispute promptly through the following steps:

#### Level 1

a. A teacher with a grievance shall discuss it with his principal or supervisor, individually, represented by or accompanied by a representative of the Association, provided that the aggrieved teacher will not be denied the right to have an Association representative present at such conferences.

b. The grievant may invoke the formal grievance procedure on the form set forth in Annexed Schedule C, signed by the grievant and a representative of the Association, which form shall be available for the Association representative in each building. A copy of the grievance shall be delivered to the principal or supervisor.

#### Level 2

Within three (3) school days of receipt of the grievance, the principal or supervisor shall meet with the Association in an effort to resolve the grievance. The principal or supervisor shall indicate his disposition of the grievance in writing within three (3) days of such meeting.

### **Level 3**

If the Association is not satisfied with the disposition of the grievance, or if no disposition has been made within three (3) working days of such meeting (or six (6) school days from the date of filing, whichever shall be later) the grievance, within five (5) working days, shall be transmitted to the Superintendent. Within five (5) working days the Superintendent or his designee shall meet with the Association on the grievance and shall indicate his disposition of the grievance in writing within three working days of such meeting. If at Level 3 more than one grievance is filed on the same alleged violation, the disposition of one grievance, and the solution, will be made applicable to the others assuming they have the same solution.

### **Level 4**

If the Association is not satisfied with the disposition of the grievance by the Superintendent or his designee, or if no disposition has been made within three (3) working days of such meeting (or six (6) working days from the date of filing, whichever shall be later), the grievance, within five (5) working days, shall be transmitted to the Board by filing a written copy thereof with the Secretary or other designee of the Board. The Board, no later than its next regular meeting or two calendar weeks, whichever shall be later, shall hold a hearing on the grievance, review such grievance in executive session or give such other consideration as it shall deem appropriate. Disposition of the grievance in writing by the Board shall be no later than seven (7) working days thereafter.

### **Level 5**

If the Association is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made within the time period provided above, the grievance may be submitted to arbitration by the Association before an impartial arbitrator. Request for arbitration must be submitted within fifteen (15) calendar days of the disposition at Level 4. If the parties cannot agree as to an arbitrator within five (5) calendar days from the notification date the arbitration will be pursued, he shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration proceedings.

The Board and the Association shall not be permitted to assert in such arbitration proceedings any ground or to rely on any evidence not previously disclosed to the other party. The arbitrator shall have no power to alter, add to or subtract from the terms of this Agreement.

Both parties agree to be bound by the award of the arbitrator. All fees and expenses of the arbitrator shall be shared equally by the Board and the Association.

1. If any teacher for whom a grievance is sustained shall be found to have been unjustly discharged, he shall be reinstated. If he shall, by decision of the arbitrator, have been found to have been improperly deprived of any professional compensation or advantage, the same or its equivalent in money shall be paid to him.

2. The time limits provided in this Article shall be strictly observed, but may be extended by written agreement of the parties. Failure to observe

the time limits contained in this grievance procedure, unless mutually extended, shall result in the grievance being adjusted on the basis of the disposition as the previous level. In the event a grievance is filed after May 15th of any year, the Board shall process such grievance prior to the end of the school term.

3. If an individual teacher has a personal complaint which he desires to discuss with a supervisor, he is free to do so without recourse to the grievance procedure. However, no grievance shall be adjusted without prior notification to the Association and opportunity for an Association representative to be present, nor shall any adjustment of a grievance be inconsistent with the terms of this Agreement.

4. If the Association decides that no grievance exists and so notifies the claimant, the teacher may continue to process his claim without reflection upon or support of the Association. If the Association decides there is a legitimate grievance, it shall immediately process the claim.

5. A grievance may be withdrawn at any level without prejudice on the record.

6. All documents, communications and records dealing with a grievance shall be filed separately.

7. Forms for filing and processing grievances shall be designed by the Superintendent's Office and the Association. These shall be prepared by the Superintendent, and shall be given appropriate distribution so as to facilitate the operation of the grievance procedure.

8. All information necessary to the determination and processing of a grievance shall not be withheld by the Board or the Association.

## ARTICLE XXIX

### Negotiation Procedures

A. It is contemplated that terms and conditions of employment provided in this agreement shall remain in effect until altered by mutual agreement in writing between the parties. If, during the course of this Agreement, it becomes evident that any section of the Agreement is not workable or causes undue hardship upon either party in its application, negotiations may be reopened by mutual consent of the Association and the Board to reconsider the section presenting such hardship. The start of negotiations shall not be delayed more than thirty (30) days after the reaching of agreement on the need for negotiations unless further delay is mutually agreeable.

B. Between March 1st and March 15th the parties shall initiate negotiations for the purpose of entering into a successor agreement.

C. Negotiations will be reopened for the 1973-1974 school year in the following areas: salary, insurance, and calendar.

D. Neither party in any negotiations shall have any control over the selection of the negotiation or bargaining representatives of the other party and each party may select its representatives from within or outside the school district. While no final Agreement shall be executed without ratification by the Board and Association, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations.

E. If the parties fail to reach an agreement in any such negotiations, either party may invoke the mediation machinery of the State of Michigan Labor Mediation Board.

## ARTICLE XXX

### Curriculum Study Committee

The Association, in conjunction with the Administration, will establish a Curriculum Study Committee. The purpose of this committee shall be to improve the educational program of the Lake Orion Community School District. The Committee may, as they see fit, delegate areas of work to subcommittees within their jurisdiction. The written recommendations of the committee shall be delivered to the Board for consideration and action. Written notice of the action taken shall be returned to the Curriculum Study Committee. If the action taken is in opposition to the recommendation of the Curriculum Study Committee, the Board of Education, Principals, and other administrators shall meet with the Curriculum Study Committee to discuss areas of disagreement and formulate a compromise proposal acceptable to all.

## ARTICLE XXXI

### Miscellaneous Provisions

A. This agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from or modified only through mutual consent of the parties in a written and signed amendment to this agreement.

B. Any individual contract between the Board and an individual teacher, heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement and any individual contract hereafter executed shall be expressly made subject to and consistent with the terms of this or subsequent agreements to be executed by the parties. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

C. This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms.

D. If any provisions of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law,



then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions and applications shall continue in full force and effect.

E. The provisions of this agreement are mutually binding as to wages, hours, terms, and conditions of employment.

## SCHEDULE A

### School Calendar 1972-1973

September	4	(Mon.)	Labor Day — No School
	5	(Tues.)	Teacher's Meetings
	6	(Wed.)	First Day of School
November	9	(Thurs.)	Teacher Conferences
	10	(Fri.)	Teacher Conferences
	23	(Thurs.)	Thanksgiving Day
	24	(Fri.)	Vacation Day
December	22	(Fri.)	Last Day before Christmas Recess
January	3	(Wed.)	Classes Resume
April	19	(Thurs.)	Last Day of School Before Easter Recess
	30	(Mon.)	Classes Resume
May	28	(Mon.)	Memorial Day
June	8	(Fri.)	Last Day of School
	11	(Mon.)	Records Day
	12	(Tues.)	Records Day

## SCHEDULE B

### Salary Schedule for Teachers 1972-1973 School Year

STEP	A.B. DEG.	A.B. + 15/18*	M.A. DEG.	M.A. + 15**	ED. SPEC. 2nd M.A.	DOCTORATE
	(1,048)	(1,050)	(1,052)	(1,052)	M.A. + 30*** (1,052)	(1,052)
1	8,350	8,850	9,350	9,850	10,350	10,850
2	8,751	9,293	9,836	10,362	10,888	11,414
3	9,171	9,757	10,347	10,901	11,454	12,008
4	9,611	10,245	10,885	11,468	12,050	12,632
5	10,072	10,757	11,451	12,064	12,677	13,289
6	10,556	11,295	12,048	12,691	13,336	13,980
7	11,063	11,860	12,672	13,351	14,029	14,707
8	11,594	12,453	13,331	14,045	14,759	15,472
9	12,150	13,075	14,024	14,775	15,526	16,277
10	12,733	13,729	14,753	15,543	16,333	17,123
11	13,344	14,416	15,520	16,351	17,182	18,013

\* To qualify for the A.B. Degree + 15/18 schedule the applicant must show evidence of having earned 15 semester hours of college credit after the Bachelor's Degree was earned. Persons who graduate after June 30, 1970 must have earned 18 semester hours of college credit after the Bachelor's Degree has been earned to qualify for the A.B. Degree + 15/18 schedule.

\*\* To qualify for the M.A. Degree + 15 schedule the applicant must show evidence of having earned 15 semester hours of graduate level college credit after the Master's Degree was earned.

\*\*\* To qualify for the M.A. Degree + 30 schedule the applicant must show evidence of having earned 30 semester hours of graduate level college credit after the Master's Degree was earned. All school Social Workers with Master of Social Work Degrees shall be paid on the M.A. Degree + 30 schedule.

## SCHEDULE B-1

### COMPENSATION FOR EXTRA DUTIES

	LEVEL 1 1-2 yrs.	LEVEL 2 3-4 yrs.	LEVEL 3 5-6 yrs.
<b>FOOTBALL</b>			
Head Coach	12 %	14 %	17%
2 Assistant Coaches	7.5	8.5	10
1 J. V. Coach	7.5	8.5	10
1 Assistant J. V. Coach	7.5	8	9
1 Jr. High Coach, 9th Grade	6	8	9
1 Jr. High Coach, 8th Grade	6	8	9
1 Jr. High Coach, 7th Grade	6	8	9
<b>BASKETBALL</b>			
Head Coach	12	14	17
1 J. V. Coach	7	8.5	10
1 Jr. High Coach, 9th Grade	6	7.5	8
1 Jr. High Coach, 8th Grade	6	7.5	8
1 Jr. High Coach, 7th Grade	6	7.5	8
<b>BASEBALL</b>			
Head Coach	8	9	10
1 J. V. Coach	7	8	9
1 Jr. High Coach, 9th Grade	6	7	8
<b>TRACK</b>			
Head Coach	8	9	10
1 Assistant Coach	6	7	8
1 Jr. High Coach, 9th Grade	6	7	8
<b>CROSS COUNTRY</b>			
Head Coach	4	5	6
<b>WRESTLING</b>			
Head Coach	8	9	10
1 Assistant Coach	6	7	8
<b>GOLF</b>			
Head Coach	4	5	6
<b>TENNIS</b>			
Head Coach	4	5	6
<b>GIRL'S ATHLETICS</b>			
Head Coaches	Flat 3%		
<b>BAND, HIGH SCHOOL</b>			
	6.5	9	13
<b>BAND, JUNIOR HIGH</b>			
	2.5	4.5	7

## COMPENSATION FOR EXTRA DUTIES (Continued)

<u>Advisors and Extra Duties</u>	<u>%</u>
Head of Department	2
Chorus, High School	3.5
Chorus, Jr. High	2
Student Council, High School	3
Student Council, Jr. High	2
National Honor Society	2
Earth Club	2
Future Homemakers	2
Future Teachers	2
Future Nurses	2
Art Club	2
Pep Club	2
Ski Club	2
Service Buttons	2
School Paper	2
Senior Advisor	1.5
Junior Advisor	1.5
All-School Play	2
Debate and Forensics	5
Annual, Senior High	2
Girls Athletic Association	2
Thespians	2
Driver Training Instructor	\$6.25 per hour
Guidance Counselor	(shall be paid at their
Speech Correctionist	per-day rate on a per-
School Social Workers	day basis.)
Special Education Teachers	
Audio Visual, Sr. and Jr. High	(1 additional preparation period per day.)
Supervisor, Athletic Events, Sr. and Jr. High	\$10.00 per event

1. All percentages are based on the first step of the B.A. salary schedule.
2. Levels of the proposed schedule are based on coach's experience at the position he holds.
3. Coaches moving up on the coaching ladder must begin at level one and move toward level three.
4. Coaching experience in one sport does not constitute coaching experience in other sports.
5. Head Coach and High School Band Director moving to another position in the same sport or activity does not lose any years of experience according to the schedule.

SCHEDULE C

PROFESSIONAL GRIEVANCE REPORT

School District \_\_\_\_\_ Grievance Number \_\_\_\_\_

School \_\_\_\_\_ Date of Violation \_\_\_\_\_

Date of Grievance \_\_\_\_\_

Subject to provisions of the professional negotiations agreement between the Board and the Association, I hereby authorize the representative or representatives of the Association recognized by the Board as my collective bargaining representative to process this request or claim arising therefrom in this or any other stage of the professional grievance procedure, including arbitration, or to adjust or settle the same.

STATEMENT OF THE GRIEVANCE:

REMEDY REQUESTED:

Approved for processing:

\_\_\_\_\_  
Date: \_\_\_\_\_ Signature of Grievant (Use reverse side for additional signature if more than one grievant)

Principal's Disposition:

Date: \_\_\_\_\_ Principal's Signature \_\_\_\_\_

Association's Disposition      Satisfactory      Unsatisfactory

Date: \_\_\_\_\_

Superintendent's Disposition:

Date: \_\_\_\_\_ Superintendent's Signature \_\_\_\_\_

Association's Disposition      Satisfactory      Unsatisfactory

Date: \_\_\_\_\_



ARTICLE XXXII

Duration of Agreement

This Agreement shall be effective as of September 1, 1972, and shall continue in effect until the 31st day of August, 1974. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

EDUCATION ASSOCIATION

BOARD OF EDUCATION

By M.S. Struck  
President

By William A. Fitzpatrick  
President

By \_\_\_\_\_  
Past President

By James Tucker  
Secretary

By S. Lewandowski  
Chairman, Negotiating Comm.

By E. Haguen  
Treasurer

By Frank Huizinga  
Negotiating Committeeman

By Thomas J. Fisher  
Member

By Robert B. [Signature]  
Negotiating Committeeman

By Lawrence D. [Signature]  
Member

By \_\_\_\_\_  
Negotiating Committeeman

By [Signature]  
Member

By \_\_\_\_\_  
Negotiating Committeeman

By [Signature]  
Member

Dated this \_\_\_\_\_ 1st day of \_\_\_\_\_ SEPTEMBER \_\_\_\_\_ 1972.