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AGREEMENT

Between the
**Board of Education
of the
City of Grand Rapids**

and the
**Grand Rapids
Education Association**

*Bo. of Ed. City
of Grand
Rapids*

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ARTICLE I

PREAMBLE

The Board and the Association recognize and declare that providing a quality education for students attending the Grand Rapids Public School System is their mutual aim and that the character of such education depends predominantly upon the quality and morale of the faculty. It is recognized that members of the teaching profession are qualified to advise in the formulation of policies and programs designed to improve education. The Board and Association recognize their mutual obligations pursuant to Act 379 of the Public Acts of 1965 to bargain collectively with respect to hours, wages and terms and conditions of employment. Both parties have entered into and conducted good faith negotiations where each party has had the right and opportunity to make demands and proposals with regard to all bargainable subjects. Agreement has been reached between the parties hereto including formal ratification of the terms hereof by the governing body of the Board and the Association.

ARTICLE II

RECOGNITION

A. The Board recognizes the Association as the exclusive bargaining representative for the entire Grand Rapids K-12 teaching staff, including the positions of: Coordinator of Office Practice, Coordinator of Work Training program, Secondary Librarian Director, Pre-Kindergarten teachers, Secondary Athletic Director, Secondary Head Counselor, Secondary Social Studies Department Head, Secondary Counselor, Secondary English Department Head, Secondary Math Department Head, Secondary Science Department Head, Secondary Coordinator-- Trade and Industrial, Secondary Coordinator of Retail Practice, Eighth Grade Director, Seventh and Eighth Grade Director, Art Consultant, Seventh Grade Director, Special Education Job Coordinator, Instructional Assistant, Unassigned Classroom Teacher, Music Consultant, Physical Education Consultant, Speech Correctionist, Helping Teacher, Remedial Reading, Visiting Teacher, Elementary Intern Program Consultant, Elementary Program Intern, Jr. High Consultant, teachers of the mentally handicapped, braille, sight saving, orthopedic, homebound, deaf and hard of hearing, perceptually handicapped, emotionally disturbed and any person on leave of absence from the above-listed positions (hereinafter called "teacher") excluding all supervisory and executive personnel.

B. The Board will not negotiate with any other labor organization (other than the Association) for the duration of this Agreement with respect to personnel included in the bargaining unit. The Board shall not contribute to the creation or growth of rival teacher organizations. Nothing contained herein, however, shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted without intervention of Association, if the adjustment is not inconsistent with the terms of this Agreement, and provided that the Association has been given an opportunity to be present at such adjustment.

C. On or before October 15 of each year, teachers may sign and deliver to the Board an authorization (the form and administrative procedures thereof to be approved by the Board) for payroll deductions of membership dues of the Association. Such sums shall be deducted in approximately equal amounts each payday

from the regular salaries of all such teachers during the remaining pay periods, and remitted monthly to the Association. Authorization to deduct dues for ensuing years shall continue in effect unless revoked by the teacher in writing by July 1. Payroll deductions will also be available to the teachers on a mutually agreed basis for the Grand Rapids Teachers Credit Union, for the purchase of United States Savings Bonds, for the United Community Fund, for tax annuity program, and for insurance premiums. The Board shall not be liable for any errors or losses in the administration of this provision unless it is shown that the Board was negligent in the care and handling of the monies involved.

ARTICLE III

ASSOCIATION RIGHTS

A. The Association shall be notified of all special Board meetings called by the Board to conduct business. The time, date and place of special meetings shall be given to the Association by phone and/or written communication at approximately the same time and date that the Board members are notified.

B. The Association shall be notified by phone or written communication of regular Board committee meetings as to time, date and place. The Association shall have an opportunity to make reports and/or recommendations at such meetings.

C. The Association shall be recognized as a part of Section V of the Agenda of all regular Board meetings.

D. The Association shall have the right to use building facilities at reasonable times and hours for teacher meetings when such buildings are open and an operating staff is on duty. Such use will be scheduled through the building administrator. The Association may post Association notices on the bulletin board designated for Association use. The inner school mail service may be used by the Association including regular delivery to the Association Office.

E. The Association's Executive Secretary may have access to school facilities during normal school hours. His initial contact in such building must be with the school office to announce his presence. His activity shall not interfere with the instructional program.

F. Upon the conclusion of the administration portion of regular faculty meetings the Association may make announcements.

G. The Board shall make available to the Association for inspection, pertinent personnel records of the K-12 system (excluding personal record file unless so authorized in writing by the teacher involved) at the written request of the Association. Such records will be made available at the Board Office and will not be removed from said office.

H. Copies of this Agreement shall be printed at the expense of the Board and presented to all teachers now employed or hereafter employed by the Board during the term of the Agreement.

ARTICLE IV

TEACHER RIGHTS AND RESPONSIBILITIES

A. RIGHT TO ORGANIZE

Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that every teacher shall have the right to organize, join and support the Association for the purpose of engaging in collective bargaining. As a duly elected body exercising governmental power under cover of the law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the employment of any rights conferred by Act 379 or the laws of Michigan. The Board recognizes that teachers are entitled

to full rights of citizenship granted them under the Constitution of the State of Michigan and the Constitution of the United States. The Board shall 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 in the Association or collective bargaining with Board, or his institution of a grievance, complaint or proceeding under this Agreement (or otherwise) with respect to any terms or conditions of employment.

B. IDENTIFICATION

No teacher shall be prevented from wearing insignia, pins or other identification indicating membership in the GREA, MEA, or NEA, or any combination of same.

C. VENDING MACHINES

Vending machines may be installed in teachers' lounge or in other areas which are restricted to the staff. Administration of the machine, product and proceeds shall be the duty of the building Faculty Council. Any cost connected with such machines shall be borne by the Faculty Council.

D. CIVIL RIGHTS

The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex, marital status, or membership in, or association with, the activities of any employee organization.

E. STUDENT ACCESS

Students shall be admitted into the building at a time set by the building administrator. Teachers shall not have a direct responsibility for children in the building prior to the teacher's assigned time responsibility. Each teacher may permit children in his room prior to his assigned time responsibility and will be directly responsible for the children and the contents of such room. If a teacher wishes, he may secure his room when it is not in use. The room may be opened at night and re-secured by the custodial staff before the children arrive in the morning.

F. DISTRICT MERGING

In the event that the Grand Rapids school district is combined with one or more school districts, the Board shall use its best efforts to assure the continued employment of its teachers in such consolidated district, and to the fullest extent permitted by law, contractual agreements with individual teachers shall be binding.

G. ANNEXATION OF ANOTHER CITY

In the event that other school districts shall become attached to the Grand Rapids district, teachers who have acquired tenure in the annexed districts shall be given Tenure by the Board. Further, the Board shall, immediately upon annexation, adjust the wages, hours, and other conditions of professional employment of teachers in the annexed districts to conform to the terms and conditions of this Agreement.

H. COPYRIGHT

Any materials prepared by the teacher in the course of his instruction become the property of the Board for use in THIS school system. However, no syndication or sale of this material may be made without the express release of the creator and the Board. The development of material by committee in which there is no one or few single creators shall be exempt from this requirement.

I. EVALUATION

The evaluation of the performance of each teacher in the system is the responsibility of the administration. In such evaluations, all monitoring or observations of teachers shall be conducted openly and with the full knowledge of the teacher. Following an evaluation, the teacher shall receive a copy of the evaluation report prepared by the evaluator and shall have the right to discuss the report with the evaluator and/or his supervisor. Each teacher shall have the

right, upon request, to review the contents of his own personnel file, and may, upon his own request, have a representative of the Association present with him. Such records shall be made available in the office where such records are filed and shall not be removed from said office.

J. PROFESSIONAL BEHAVIOR

1. The Board recognizes that the Code of Ethics of the Education Profession, adopted at the 1963 Representative Assembly of the National Education Association, is considered by the Association as the criteria of professional behavior. The Association shall investigate alleged breaches of the Code of Ethics of the Education Profession.

2. The Association recognizes that abuses of sick leave or other leaves, chronic tardiness or absence, willful deficiencies in professional performances, or other violation of discipline by a teacher, reflect adversely upon the teaching profession. Alleged breaches of discipline of the Code of Ethics of the Education Profession shall be reported to the offending teacher and to the Association. The Association will use its best efforts to correct breaches of professional behavior by any teacher.

3. It is further recognized by the teacher that if, after warnings by his administrator, such practices continue, the Board may institute proceedings against said teacher which may result in that teacher's dismissal.

K. ACADEMIC FREEDOM

1. 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. It is recognized that these democratic values can best be transmitted in an atmosphere which is free from censorship and artificial restraints upon free inquiry and learning, and in which academic freedom for teacher and student is encouraged, provided adopted curriculum and courses of study are adhered to.

2. Any teacher accused of the improper use of academic freedom may be dismissed only after proof of the alleged impropriety has been provided. Any allegation found to be untrue shall be completely removed from the teacher's record and any changes that may have been made in that teacher's status shall be immediately restored.

L. MAINTENANCE OF STANDARDS

1. It is the intention of the parties to this Agreement, that professional advantages enjoyed by teachers prior to the signing of this Agreement as a result of Board of Education Policy and/or general practice, shall be maintained unless specifically altered by the terms of this Agreement.

2. The duties and responsibilities of any teacher shall not be substantially altered without mutual agreement of the teacher and administration.

M. REDUCTION IN PERSONNEL

Should substantial and unforeseen changes in student population, or other conditions make necessary a general reduction in the number of teachers employed by the Board, the Board will retain those teachers qualified for existing teaching positions with permanent teaching certificates having the longest service in the district. The Board will assist any released teacher in an effort to secure other employment. Nothing herein shall relieve the Board from fulfilling any contractive obligation pursuant to the provisions of the Michigan Teacher Tenure Act.

N. TENURE ACT

As stated in the Michigan Teacher Tenure Act, no teacher shall terminate his services with the Board during the current school year except by mutual agreement.

O. CONTRARY TO LAW PROVISION

If any provision of this Agreement or any application of the Agreement

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

ARTICLE V BOARD OF EDUCATION RIGHTS

A. The Board, on its own behalf and on behalf of the electors of the school district, hereby retains and reserves unto itself, without limitations, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan and/or the United States.

B. The Association recognizes that the Board is legally responsible for the operation of the entire school system within the boundaries of the School District of the City of Grand Rapids, and that the Board has the necessary authority to discharge all of its responsibilities.

C. In meeting such responsibilities, the Board acts through its administrative staff. Such responsibilities include, without being limited to, the establishment of education policies, the construction, acquisition and maintenance of school buildings and equipment, the hiring, transfer, assignment, supervision, discipline, promotion and termination of teachers, and the establishment and revision of Rules and Regulations governing and pertaining to work and conduct of its employees. The Board and administrative staff shall be free to exercise all of its managerial rights and authority to the extent permitted by law, provided, however, that no actions shall violate any of the express terms of this Agreement and no rules or regulations shall be adopted or revised which violate the express terms of this Agreement.

ARTICLE VI NEGOTIATIONS PROCEDURE

A. Re-negotiation of this Agreement for the subsequent years shall be commenced not later than November 1, 1968. Such negotiations shall include, but not be limited to, the subjects covered by this Agreement and any other matters mutually agreed to be negotiable by the parties. Any agreement shall be reduced to writing and signed by the Board and the Association.

B. The Board agrees that Association members, a maximum of three (3) teachers, engaged during the school day in negotiations on behalf of the Association with the Board during the term of this Agreement shall be entitled to released time without loss of salary; provided, the Association agrees to meet for purposes of negotiations on off-duty time at least to the same extent as on released time. This is to apply only during the scheduled school year (see Calendar Appendix A).

C. During negotiations or for the purpose of assisting the Association in developing accurate, informed and constructive proposals concerning the rates of pay, wages, hours of work, and other conditions of employment for K-12 Bargaining Unit Employees, the Board shall provide the Association with documents relating to financial resources, budgetary requirements and allocations, and any other related information which is presented to any regular and/or special meetings called by the Board to conduct official business or to any other governmental body.

D. If the negotiations described in this section (A above) have reached an impasse, the procedure described in Act 379 of the Michigan Public Acts of 1965 will be followed.

E. This Agreement incorporates the agreement reached by the parties on all agreed issues which were subjects of negotiation. During the term of this

Agreement, neither party will be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

F. This Agreement may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in writing and signed by both parties as an amendment to this Agreement.

ARTICLE VII COMMITTEES

EXECUTIVE COUNCIL

The Board and the Association recognizes the valuable assistance to be gained from effective communication. It is agreed that administrative representatives (of equal number) of both the Board and the Association will meet monthly, or as needed, to discuss school policies of legitimate concern to both parties. The Executive Council shall be charged with the responsibility of reviewing problems and making recommendations in the areas not clearly defined or adequately covered in the Master Agreement.

INSTRUCTIONAL COUNCIL

The Board and the Association recognize that the school instructional program needs continuing study and improvement. The parties will develop criteria to assist the Board whereby it (the Board) may bring about desirable change and innovations in teaching methods, techniques, class size, non-professional duties, teacher evaluation procedures, student discipline text book selection, curriculum and any other phase of the instructional program. Therefore, the Association will appoint six (6) highly qualified teachers to work with an equal number of administrators appointed by the Board (hereafter the joint membership shall be called the Instructional Council). The Instructional Council shall serve in an advisory, consultive and fact-finding capacity. It may make recommendations to the superintendent and his assistant superintendent and/or the Board of Education. The Instructional Council will meet regularly and shall have the power to appoint sub-committees composed of teachers and administrators to study an assigned area and report to the Instructional Council.

C. Upon ratification of this Agreement by both parties, the Administration and the Association will promptly reaffirm or revise the membership of both councils for the school year. Each council shall be charged with the responsibility for establishing its own operating rules and regulations.

ARTICLE VIII EMPLOYMENT QUALIFICATION

A. APPLICATION

Applicants for employment in the K-12 Unit shall be recruited, screened, selected, and hired by the Superintendent of Schools or by the personnel staff acting on behalf of the Superintendent of Schools. Laws of the State of Michigan shall be adhered to.

1. Teachers shall be recruited, screened, and appointed without regard to race, creed, color or national origin. No applicant shall be discriminated against because of race, creed, color or national origin.

2. The provisions and spirit of the Michigan Fair Employment Practice Act shall be administered by the personnel division.

B. TEACHER HELP

Teachers shall possess and maintain sufficient good health (physical and mental) to adequately perform their respective duties.

1. For the protection of children and teachers, and pursuant to State law

all teachers are required to obtain an annual Tuberculin Skin test and/or X-ray.

2. In cases where inadequate performance in the classroom is believed to be the result of physical or mental duress, the superintendent may request a teacher to obtain a physical or psychiatric examination. Expenses for any such examinations shall be paid in full by the Board. Failure to acknowledge such request may result in termination of employment; however, the teacher may request full assistance from the Association at any time during such proceedings. Notice of a written request for any such examination shall be delivered in person by the appropriate administrator or by registered mail.

C. TEACHER CERTIFICATION

Certification materials must be filed with the Director of Personnel by all new teachers not later than October 10 or the teacher's paycheck will be withheld thereafter.

ARTICLE IX

TRANSFERS AND VACANCIES

A. TRANSFER PHILOSOPHY

Since frequent transfers of teachers are disturbing to the educational process and interfere with optimum teacher performance, the Association and the Board agree that the transfers of teachers should be minimized.

B. TEACHER SENIORITY

When vacancies exist in the K-12 unit, the Board will make every effort to relocate teachers at the teacher's request. When the qualifications are equal, length of service will be the determining factor in granting the transfer.

C. TEACHER REQUEST

A teacher request for transfer within the K-12 unit can be made at any time during the school year using the following procedures:

1. Request a Change of Assignment form from the building administrator or the Personnel Director.
2. File the completed form with the Director of Personnel.
3. The Personnel Office will set a time and a date for personal interview.
4. Transfers may be granted after the first day of the school year only for emergencies or personality conflicts.

D. INVOLUNTARY

It is recognized that involuntary transfers may be necessary at any time to fill positions in over or under staffed schools, for new or revised programs requiring special skills, vacancies created by the termination of employment or because of personality conflicts. When such conditions exist and volunteers are unavailable, the qualified teacher with the least seniority shall be transferred.

E. MUTUAL CONSENT

A teacher may be transferred by the mutual consent of that teacher and administration for any reason at any time.

F. PUBLICATION

A list of all known vacancies within the K-12 unit as of April 1 shall be sent to the Association and be posted in each elementary and secondary school building by April 15th. All teachers shall have the right to apply for transfer to one of such vacancies within two(2) weeks following the posting date. The teacher must use the Board form, Request for Change of Assignment.

G. SENIORITY RIGHTS

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. Therefore, such vacancy may be filled on a temporary basis until the end of the normal school year. At this time, the position shall be considered vacant.

H. RETENTION OF SENIORITY

A teacher promoted to a supervisory or executive position and later returned to a teaching position shall be entitled to retain all rights he may have had under this Agreement.

ARTICLE X PROMOTIONS

For the purpose of this Article, a promotion shall mean a change of position from the K-12 unit to a supervisory or executive position.

A. It is the Board's policy to promote where possible from within its present employee ranks.

B. Any teacher interested in full-time administrative or supervisory position may file a written application at any time on the forms provided by the Board with the Superintendent.

C. The Board shall, when possible, publicize any administrative or supervisory vacancy via the Superintendent's Bulletin. It will include a general statement of the qualification required for such position.

ARTICLE XI TEACHING CONDITIONS

A. TEACHING PHILOSOPHY

The parties recognize that ideal school facilities for both student and teacher are desirable to insure high quality of education. It is acknowledged that the primary duty and responsibility of the teacher is to instruct and that the organization of the school and the school day should be directed toward fulfilling educational objectives.

B. COMBINATION GRADES AND CLASS SIZE

The questions of combination grades and class sizes shall be referred to the Instructional and/or Executive Councils for study. The Councils shall report to the Superintendent, Board, and the Association by April 1, 1968. The Board and Association shall then negotiate on the matter with a view to amending this Agreement with respect to such question for the 1968-69 School Year.

C. REFERENCE MATERIALS CENTER

The Board and the Association recognize the importance of having available teaching reference materials. In furtherance of that recognition, the Board shall begin to provide a Teacher Reference Materials Center in each school. The parties, through the committees established by the Instructional Council, will confer from time to time for the purpose of selecting materials to be placed in the Teacher Reference Library & Resource Center.

D. ROOM CONDITIONS

The Board shall begin to provide where not presently available:

1. A desk for each teacher with lockable drawer space.
2. Closet space for teachers to store coats, overshoes, and personal articles.
3. Storage space in each classroom for instructional materials.
4. Appropriate attendance books, paper, pencils, pens, chalk, erasers, and other such material required in daily teaching responsibility.

E. SCHOOL WIDE TESTING

Teachers shall assist in supervising school-wide testing programs; scoring of such tests shall be a responsibility of the Administration.

F. TEACHING CONDITIONS

Changes in teaching conditions, not otherwise provided for in this Agreement shall occur within a building when desired by the majority of teachers within the building and upon the approval of the building administrator.

G. SAFETY CONDITIONS

When a room, building, or area, because of its condition, is judged by an expert to create a health or safety hazard, the room shall be closed to teachers and students until such hazard can be corrected.

H. FLU SHOTS

Flu shots shall be provided by the Board at no expense to the teacher.

I. LUNCH PERIOD

Teachers are permitted to leave their schools during their duty-free lunch period.

J. SUPPLIES

The Board recognizes its responsibility to provide adequate supplies and textbooks, and to coordinate the ordering of supplies and materials with curriculum changes. Inadequacies of supplies, textbooks, and materials should be reported to the building administrator and/or immediate supervisor. It shall be the responsibility of that administrator to order supplies and materials for that building.

K. DUPLICATING MATERIALS

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

L. DEPARTMENT CHAIRMAN

Subject matter areas requiring a department chairman shall be determined by the Board. Recommendation for filling the chairmanship may be made by the teachers in that department.

M. PARENT-TEACHER CONFERENCE

Released time of four (4) one-half days per semester, shall be available for parent-teacher conferences.

N. HOURS AND ASSIGNMENTS

1. The hours in the secondary schools shall be determined by the Board upon recommendation of the principals and their faculties through their respective directors and the Superintendent of Schools. Elementary classes shall begin and end as follows:

AM 8:35-11:20

PM 12:40-3:20

2. The Board believes in the high professionalism of its teachers and assumes that each teacher spends sufficient time in and out of the classroom to properly execute his function. The Board therefore establishes only minimum requirements as to when a teacher begins and finishes a school day. The following minimum time schedule for all classroom teachers shall be observed in all buildings:

a. A classroom teacher shall be in his respective building at least (15) minutes before his first responsibility and at least (15) minutes after his last responsibility.

b. A classroom teacher shall be in his respective room at least (10) minutes before his first pupil responsibility and at least (10) minutes after his last pupil responsibility.

c. The normal work day, for all teachers who have no classroom teaching responsibilities, shall be from 8 a.m. to 4:30 p.m. with one hour for lunch. The above times may be altered by mutual agreement between the teacher and his principal or supervisor.

During the 1967-68 school year for austerity purposes, counselors shall be classroom substitutes for ten (10) days.

3. The basic instructional (or alternate) duty in the secondary schools shall be equivalent to twenty-five, (55) minute periods per week or a total of 1,375 minutes. Typically, this duty will be classroom teaching; however, other duties such as study hall supervision, noon duty, etc. may be substituted upon mutual agreement of the principal and teacher with the approval of the Director of Secondary Schools.

The preparation period in the secondary schools shall be equivalent to five (55) minute periods per week or a total of 275 minutes. The preparation period shall be used by the teacher in activities related to the planning and execution of the classroom assignment.

Upon recommendation of the building faculty and administrator the Director of Secondary Schools shall determine the home room schedule. Homerooms may be eliminated, when deemed educationally desirable, by the Director of Secondary Schools upon the recommendation of the building administrator and his staff.

4. Teachers may be required to attend an average of three (3) staff meetings per month. Such meetings may be of any variety, i.e. administrative, faculty council, or in-service. Additional meetings may be scheduled but teacher attendance at such meetings shall be considered voluntary. Teachers acknowledge that in any emergency situation, a meeting may be called at any time.

O. REQUEST TO LEAVE EARLY

Any teacher may request permission from his building administrator to leave earlier than the times set forth in Section N above.

P. JUNIOR HIGH AUSTERITY PROGRAM

As a result of the austerity program, a junior high teacher who is assigned a teaching assignment which includes both a first and an eighth period class on a given day shall be reimbursed equitably.

Any junior high teacher assigned less than (25) teaching periods per week shall, if assigned, accept other professional duties (including substitute teaching) to complete his regular assignment as outlined in N. 3 above.

Q. CLASS PREPARATIONS

Secondary teachers shall have no more than three (3) separate preparations a day. Each modified class requiring special preparation shall be considered a unique preparation. Nothing shall prevent any teacher upon mutual agreement of the teacher and principal from accepting additional preparations.

R. JOB ASSIGNMENT

Teachers shall be given written notice of their job assignment for the forthcoming school year not later than the last student attendance day of the current school year.

S. EXTRA CURRICULAR ASSIGNMENT

Extra curricular assignments carrying additional remuneration shall not be obligatory but shall be with the consent of the teacher.

T. PREGNANCY

Any teacher who is pregnant during the school year shall terminate her services with the Board not later than the end of the fifth (5th) month of pregnancy unless extended by mutual agreement.

ARTICLE XII

TEACHER PROTECTION

A. CONTROL AND DISCIPLINE

Teachers complying with Board Rules and Regulations and who are acting in the line of duty, with respect to maintenance of control and discipline in the classroom and other school activities shall be given support and assistance by the Board. Teachers recognize a mutual responsibility for the enforcement of school law, order and policies. Therefore in all cases, the teacher shall follow the established disciplinary process. Whenever it appears to the classroom teacher and/or counselor and/or visiting teacher and, in conjunction with the administrator that a pupil and/or pupils require the attention of special counselors, social workers, law enforcement personnel, physicians or other professional person, the administration shall take immediate steps to implement the special attention.

B. PUPIL REMOVAL

A teacher may remove a pupil from class to a place designated by administration when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation make continued presence of the student intolerable. In such cases, the teacher will furnish the principal or immediate supervisor with full particulars of the incident as soon as possible.

C. ASSAULT

If a teacher, acting in the line of duty, is assaulted, the incident shall be immediately reported to the Board or its representative. The Board shall provide legal counsel to the teacher in connection with handling of the incident by law enforcement and judicial authorities.

D. TEACHER INJURY

In cases of an assault or injury inflicted by a student on a teacher while the teacher is acting in the line of duty as an employee of the Board, the time lost, if any, by the teacher shall not be charged against the teacher's sick leave and teacher shall continue to be paid by the Board. When Workmen's Compensation is paid, the Board shall pay the difference between that sum and the teacher's regular salary, not to exceed two (2) years. Should the injury to the teacher be of such nature as to cause an inability on the part of the teacher to perform in the classroom beyond the above two (2) year provision, this section shall, in no way, waive the rights of the teacher to pursue claims for liability.

E. COMPLAINT ABOUT A TEACHER

Any complaint directed toward a teacher which is to become a part of that teacher's record and any other legitimate complaints shall promptly be called to that teacher's attention.

F. REPRIMAND

No teacher shall be disciplined, reprimanded, reduced in rank or compensation, or deprived of professional benefits provided in this Agreement without just cause. Any evidence of alleged misbehavior shall be immediately deleted from a teacher's personnel file if found to be untrue. Information forming the basis for the reduction of benefits provided in this Agreement will be available to the teacher and the Association.

Prior to placing a written reprimand in the teacher's official personnel file, the administrator making the reprimand shall:

1. Present the teacher being reprimanded a copy of the reprimand.
2. Give the teacher an opportunity to have an Association representative hear the reasons and/or conditions for such action.
3. Request the teacher to sign the original copy which indicates the teacher has had the opportunity to read the reprimand. The signature is in no way to be construed as acceptance or approval of the reprimand but is a verification that he is aware the reprimand is in his permanent file. If the teacher refuses to sign the original copy the administrator will indicate such refusal on that copy.

ARTICLE XIII

PROFESSIONAL COMPENSATION

A. The Salary Schedule shall be based on teaching hours and work loads as spelled out in this Agreement and shall comply with the school calendar as shown in Appendix A.

B. The 1967-68 salaries of teachers covered by this Agreement are set forth in Appendix B-1. The 1968-69 (Fall semester only) salaries of teachers covered by this Agreement are set forth in Appendix B-2.

The 1967-68 and 1968-69 (Fall semester only) salaries for extra duties are set forth in Appendix C-1, C-2, and C-3.

C. On or before June 1, 1968, or upon signing an initial contract, the teacher shall have an option (see below) and will so indicate on a form provided by the

Board the method in which he is to be paid. If no statement is returned by the teacher the method of payment will continue as it was the previous year, or in the case of new teachers in the district, payment will be made on the twenty-six (26) payment plan.

1. Twenty-six (26) equal payments per year, one every two weeks (2) beginning in September, or

2. Twenty-one (21) equal payments, one every two (2) weeks, beginning in September and ending in June.

D. The Board of Education shall activate a change in the hospitalization carrier on or about December 1, 1967, and shall, at that time, cause to become effective for the members of this bargaining unit, hospitalization plan to include the MESSA plan (sometimes called the MEA 4-Option Plan) and the Blue Cross-Blue-Shield Program. Each member of the unit shall have an opportunity at a time prescribed by the Board, to select either the MEA or Blue Cross Program. The effective date of both programs shall be set so no lapse in coverage with the present carrier occurs.

E. Teachers who are requested by the principal and agree to substitute during their preparation period will receive compensation at a rate of 1/1000 of the AB base salary.

ARTICLE XIV

PLACEMENT ON SALARY SCHEDULE

A. Placement on salary schedules shall be on the basis of training and experience as hereafter defined (See Article XIV, B through H.)

B. Credit on the schedule will be allowed for obtaining only one bachelor's, master's or doctorate degree.

C. Teaching experience with other school districts up to and including five years will be allowed, provided such experience was within the fifteen year period immediately preceding appointment, and provided further, that not more than five years' credit be allowed for such teaching experience. This provision is subject to the restriction contained in paragraph E, below.

D. Full credit for prior teaching experiences with the Grand Rapids School District will be allowed provided such experience was within the fifteen (15) year period immediately preceding re-appointment.

E. Credit on the salary schedule for military service rendered prior to employment by the Board of Education will be allowed as listed below, except that the total amount of credit allowed for military service shall not exceed two and one-half years, and the total amount of credit allowed for military service and teaching experience with other school districts shall not exceed five (5) years:

One full year of military service-- One full year credit

Two years of military service-- One and one-half years credit

Three years of military service-- Two full years credit

Four years of military service-- Two and one-half years credit

For the purpose of applying this rule, six (6) months or more of military service shall be considered as a full year and less than six (6) months service shall not be counted. Military service for either men or women shall be full time service in the Armed Forces of the United States. The only acceptable proof of service shall be honorable discharge papers and/or other duly authorized active duty release documents.

F. Teachers who expect to complete additional training and be eligible for a higher classification on the salary schedule shall apply for the new classification in writing and file a statement of intention with the Superintendent of Schools prior to April 15. Written proof of eligibility for the new classification must be submitted to the Superintendent of Schools prior to October 1 of the same year. The change from one schedule to another shall be a horizontal movement.

G. IIP Interns, effective with the 1966-67 Interns, shall be granted one year

of experience on the BS Degree salary schedule for time served in the Grand Rapids Board of Education intern program and upon signing the initial teaching contract for the year following completion of such degree.

H. Credit on the salary schedule may, upon recommendation of the Superintendent, be given to in-coming teachers for industrial or business experience provided such experience is related to the teacher's assignment.

ARTICLE XV LEAVES OF ABSENCE WITHOUT PAY

GENERAL PROVISIONS

1. The Board shall make every effort to return a teacher who has been on an extended leave of absence to the same or comparable position, if one exists, or any other position mutually agreed to by the employee and administration. There is no guarantee that any teacher can be returned to a specific building, grade level, or special assignment at the conclusion of a period of absence exceeding one semester in length.

2. The Board shall re-employ any teacher returning from an approved leave of absence at the beginning of a school year or at mid-year of the school year.

3. All requests for leave of absence will be applied for and granted or denied in writing. The teacher must apply for the leave at least forty (40) days prior to its commencement, except in cases of emergency or urgency.

4. The teacher must notify the Board in writing of his intention to return from such leave at least ninety (90) days prior to the end of the last semester on such leave.

5. No benefits will accrue to a teacher during a leave of absence except as otherwise states herein. Upon return from leave, the teacher's unused sick leave benefit which had been accumulated at the time the leave commenced will be restored to him.

A. PERSONAL ILLNESS

Any teacher who has been afflicted with extended personal illness will be granted a leave of absence up to one year upon application thereof. Such application must be accompanied by a physician's certification of recommendation supporting same. Such leave shall be without pay and without increment advancement. This leave shall, upon request, be renewed each year for two additional leaves of one year each. The Board may require, at its expense, a medical examination as a prerequisite to reinstatement after any such leave. Any probationary teacher who is a recipient of such leave shall return as a probationary teacher and must serve satisfactorily at least one school year prior to being placed on tenure status.

B. MILITARY

Any teacher who is inducted or enlists in any branch of the Armed Forces of the United States will be granted a leave without pay. Upon return from such leave, a teacher shall receive full credit on the salary schedule up to three years provided the teacher has received an honorable discharge or honorable release of active duty, seeks re-employment within ninety (90) days from date of discharge, and is still qualified and competent to perform teaching duties. It is the responsibility of the teacher to submit to the Personnel Director the official documents to support the above activity.

C. PEACE CORPS- UNITED STATES GOVERNMENT- TEACHING- EXCHANGE TEACHING

After submitting a written request and upon the approval of the Superintendent any tenure teacher will be granted a leave without pay to serve in the Peace Corps, Exchange Teaching or teaching for the United States Government overseas. Any such teacher engaged as a full-time participant in any such

programs and upon return from such leave will be advanced on the salary schedule as if employed by the Grand Rapids School District. Such leave will not exceed two years.

D. SELF-IMPROVEMENT THROUGH STUDY

A leave of absence without pay for up to one year with renewal privileges will, upon the approval of the Superintendent, be granted for any tenure teacher who desires to study in his major or minor field or any other field approved by the Superintendent. The teacher will, provided he was engaged as a full-time participant in such study program and upon return from such, be placed on the Grand Rapids salary schedule without loss in increment.

E. PUBLIC OFFICE

1. Upon thirty days' notice, and upon approval of the Superintendent, the Board shall grant a leave of absence for not more than three weeks, without pay, to any teacher to campaign for public office. If the teacher does not exercise the leave of absence listed in E-2 below, the Board agrees to return the teacher to the same position he held prior to the leave.

2. If the teacher is elected to the public office and it is necessary for him to discontinue his position in the Grand Rapids Public Schools in order to fulfill the requirements of his political office, the Board shall grant him a leave of absence without pay to serve full term in the political office to which he was elected.

F. MATERNITY LEAVE

1. The Board shall grant a maternity leave without pay to tenure teachers or for probationary teachers who have been approved for tenure status with the Grand Rapids District for one year. This leave may be renewed annually, but shall not extend beyond three years (any part of a year constitutes a year). After expiration of the maternity leave noted above, the tenure teacher shall have the right to re-apply for a teaching position within the next two years. The Board agrees to give such teacher first opportunity to fill the same or a comparable position which she held before going on maternity leave if available. The Board acknowledges the Association has the right to process a grievance related to re-employment, on behalf of such teacher during this additional two years, even though she is not an employee of the Board.

2. A written clearance by the teacher's physician stating that she is physically able to resume classroom duties must be submitted prior to the teacher resuming her position in the Grand Rapids Public Schools.

3. The Board will expect candidates for maternity leave of absence to terminate their services not later than the end of the fifth month of pregnancy.

4. The above maternity leave of absence procedure shall also apply to female teachers who adopt a child.

5. 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 unless she was employed for at least 50% of her last teaching year, in which case she shall be advanced to the next step.

6. It is understood that any teacher on such leave shall not be employed elsewhere as a full-time teacher during the period covered by the leave. If so employed, the leave is void and therefore cancelled.

G. OTHER LEAVES

Other leaves of absence without pay may be granted by the Board.

ARTICLE XVI LEAVES OF ABSENCE WITH PAY

A. All teachers shall be eligible for a one year non-re-occurring study leave after completing no less than seven years of professional service in the Grand Rapids School System. Granting of study leaves shall be in accordance with the present Rules and Regulations pertaining thereto (See Board Rules,

pages, 28-29, Sabbatical Leave). The Board will pay a teacher one half of the contractual salary which he would ordinarily receive. The following school year, the teacher must return to the Grand Rapids System and render at least two consecutive years of satisfactory service. A one semester study leave may also be granted under the same terms, except the obligation to return to the Grand Rapids School System shall be for one year.

B. Leave from duty with pay due to illness or bereavement

1. Every teacher shall be granted ten working days of leave with pay per school year subject to the limitation provided herein.
2. Leave time may be used for absence from duty because of personal illness, injury, or on orders of a physician to remain absent due to exposure to disease. In cases subject to the Workmen's Compensation Law such leave time may be used to supplement Workmen's Compensation so that the total amount paid an employee will equal but not exceed his regular salary for the period of absence from duty.
3. Bereavement- Leave time because of the death or funeral of a relative or friend shall not exceed four working days per absence.
4. Leave time because of the illness or injury of a relative or friend shall be to provide for emergency arrangements and shall not exceed two working days per absence.
5. Unused earned leave time may be cumulative and shall be credited to the teacher's leave bank. Leave days are granted at the rate of ten (10) days per year with pay with unlimited accumulation. The annual ten (10) day credit shall become effective when the employee reports for duty, as authorized, at the beginning of the school year.
6. Any employee absent because of personal illness, injury or on orders of a physician to remain absent from duty due to exposure of disease for more than ten (10) working days in any one year may be required by the Superintendent of Schools to have an examination by an appropriate physician. The employee shall have a written report from the physician sent to the Superintendent.
7. Accumulated sick leave time shall terminate upon severance or suspension of employment. Employees on leave of absence shall not accumulate sick leave benefits. Employees returning from such leave and/or reinstated following any suspension shall be credited with previously accumulated benefits.
8. Teachers who are absent the last work day before or the first work day after a holiday for which pay is granted will not be paid for that holiday, except when absence is due to proven illness or injury.

C. LEAVES FOR OTHER PURPOSES

Leaves of absence with full pay not chargeable against the teacher's sick leave days shall be granted for the following reasons:

1. Absence when a teacher is required to serve on a jury. Such leave for one week or less shall be with full pay. Such leave for more than one week shall be at full pay for the first week, and after the first week at the difference between the regular salary and that amount received for such services during the school week.
2. Court appearances when subpoenaed as a witness in school related activities.
3. Approved visitation and/or participation which is requested by the teacher to visit other educational programs is not to exceed two days per school year. Application forms to be provided by the Board.
4. Time necessary to take the Selective Service physical examination upon receiving order to do so.
5. Attending any function when so requested by the administration.

D. PERSONAL BUSINESS LEAVES:

The parties agree there may be personal conditions or circumstances which may require teacher absenteeism for other reasons than heretofore

mentioned. The Board agrees that such leave, not to be accumulated nor deducted from sick leave, may be used under the following conditions:

1. This leave shall be used only in situations of urgency, for the purpose of conducting personal business which is impossible to transact on the weekend, after school hours or during vacation periods.
2. Teachers desiring to use such leave shall submit their request on the application form (provided by the Board) at least five (5) working days in advance of the anticipated absence except in cases of emergency; in such case, the teacher shall apply as soon as possible. This form must be filed with the principal or immediate supervisor. The general reason shall be briefly explained on the form.
3. Such leave shall not be used for seeking other employment, rendering services, or working either with or without remuneration for themselves or for anyone else.

Such leave shall not be granted for hunting, fishing or other recreational activities. It is further understood such leave shall not be granted for the first or last day of the school year nor on the first working days preceding or following a vacation period (exceptions: graduation exercises for the teacher, wife, son or daughter; honors convocation honoring the teacher, and/or military departure of a son).

4. MAXIMUM

Length of leave for duration of this Agreement:

Tenure teachers - 2 days

Probationary teachers after acquiring tenure - 1 day

E. ASSOCIATION LEAVE DAYS:

Leave of absence with pay not to exceed a cumulative total of ten (10) days per school year shall be given the Association upon application thereof. Application must be made with the principal at least five (5) working days in advance of the anticipated absence except in cases of emergency.

ARTICLE XVII

GRIEVANCE PROCEDURE

A. DEFINITIONS

1. A "grievance" is a claim, by one or more teachers, of improper application or interpretation of this Agreement and/or the Board's personnel policies.

2. Types of grievance

a. A claim based upon an event or condition which is not included in this Agreement which affects the welfare or condition of employment may be processed through Level Four but will not be arbitrable.

b. A claim based upon improper application or interpretation of this Agreement may be processed through the final Level including binding arbitration.

3. An "aggrieved teacher" is the teacher (or teachers) who is directly affected and therefore will make the claim. The Association is the aggrieved when Association rights have been allegedly violated. Also, the Association may submit a grievance on behalf of the teacher, provided all teachers are equally and directly affected. Association grievances will commence in writing at Level Three.

B. PURPOSE

1. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances. Both parties agree these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.

2. Nothing contained herein will be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the Administration and having the grievance adjusted without intervention of the Association, provided the adjustment is consistent with the terms of this Agreement.

C. PROCEDURE

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. If appropriate action is not taken by the teacher within the time limit specified, the grievance will be deemed settled on the basis of the disposition at the preceding level. The time limits specified may, however, be extended by mutual agreement.

The Association and the Board will jointly design the grievance forms. A supply of the forms shall be with the Association building representative, the building principal, and/or the immediate supervisor.

1. LEVEL ONE

A teacher may within five working days of the occurrence of the grievance orally discuss the matter with his principal or immediate supervisor with the objective of resolving the matter informally.

2. LEVEL TWO

a. If the aggrieved is not satisfied with the disposition of his grievance at Level One, or if no decision has been rendered, he shall file the grievance in writing no later than five working days following the discussion in Level One (on the forms provided) with his principal or immediate supervisor.

b. Copies of this written grievance shall be submitted by the employee to the Association and to the Director of Elementary Schools or the Director of Secondary Schools whichever is appropriate.

c. Within three working days of the filing date, the principal or supervisor and/or their representative will meet with the aggrieved and/or his representative in an effort to resolve it. A written answer shall be given within three working days after such meeting. Copies of the answer shall be given to the parties as in 2b. above

3. LEVEL THREE

a. If the aggrieved is not satisfied with the disposition of the grievance at Level Two c., or if no decision has been rendered, it shall within five working days thereafter be transmitted by the employee or his representative to the Director of Employee Relations. At this level, the grievance must be co-signed by the aggrieved and the Association.

b. Within five days of receipt of such grievance, the Director of Employee Relations or his designee will meet with the Association to discuss the issues. The aggrieved may be present and shall be present at the request of either the Director of Employee Relations or the Association. A written answer shall be given within five working days after such meeting.

c. An Association grievance commencing at this level shall be filed within ten (10) days of the alleged occurrence of such grievance.

4. LEVEL FOUR

a. If the aggrieved is not satisfied with the disposition of the grievance at Level Three, he shall within five working days thereafter transmit it to the Secretary to the Board with a statement of reasons why it is being appealed. At the next regular meeting, the Board shall consider the grievance and may cause to have held a hearing thereon, may designate one or more of its members to hold the hearing or otherwise investigate the grievance or prescribe such procedure as it may deem appropriate for consideration of the grievance.

The Board or Board Committee shall make a final decision thereon within 15 days thereafter.

5. LEVEL FIVE

a. If the decision of the Board is not satisfactory to the aggrieved, the grievance may be submitted to arbitration by written notice given by the Association within fifteen days after receipt of the Board's decision. An impartial arbitrator shall be promptly selected by the parties from a panel of five qualified persons prepared by the Michigan Labor Mediation Board in accordance with its procedures.

b. The power of the arbitrator shall be limited to the interpretation of

application of the express terms of this Agreement and he shall have no power to alter, add to or subtract from the terms of this Agreement as written. The decision of the arbitrator shall be binding on all parties involved.

c. The fees and expenses of the arbitrator shall be shared equally by the Board and the Association.

6. No grievance shall be processed unless initiated and carried to the next step within the time provided herein or as extended by mutual agreement, which agreement shall be provided in writing with copies submitted to both parties.

The following matters shall not be the basis of any grievance filed under the procedure outlined in this Article:

a. Failure to re-employ any teacher on a probationary contract;

b. The placing of a non-tenure teacher on a third year of probation;

c. Except as otherwise provided herein, any claim or complaint for which there is another remedial procedure or forum established by law including any matter subject to the procedure specified in the Teacher Tenure Act.

ARTICLE XVIII STRIKES AND SANCTIONS

A. During the term of this Agreement neither the Association nor any persons acting in its behalf nor any individual teacher will cause, authorize or support, nor will any Association members take part in any strike (i.e. the concerted failure to report for duty, or willfull absence of a teacher from his position, or stoppage of work or abstinence, in whole or in part from the full, faithful and proper performance of the teachers' duties of employment) for any purpose whatsoever. It is further agreed the Association will not itself and will not request any other organization to place a sanction of any form on the Grand Rapids School District.

B. The Association will not support the action of any teacher taken in violation of this Article, nor will it directly or indirectly take reprisals of any kind against a teacher who continues or attempts to continue the full, faithful and proper performance of his contractual duties, or who refuses to participate in any of the activities prohibited by this Article.

C. Willfull violation of this Article by any teacher or group of teachers will constitute just cause for discharge and/or the imposition of discipline or penalties.

D. The Board of Education in the event of violation of this Article, will have the right in addition to the foregoing and any other remedies available at law, to seek injunctive relief and damages against the Association.

ARTICLE XIX
DURATION OF CONTRACT

This Agreement shall be effective as of September 5, 1967, and shall continue in effect until January 17, 1969. This Agreement shall not be extended orally and it is understood that it shall expire on the date indicated.

THE BOARD OF EDUCATION OF
THE CITY OF GRAND RAPIDS

THE GRAND RAPIDS EDUCATION
ASSOCIATION

BY John J. Costello BY Harold M. Golden
Its President Its President
BY Robert Smith BY Alfred Merland
The Secretary to the Board Its Secretary
BY Roland Lubbinge BY David L. Thompson
Its Chief Negotiator Its Chief Negotiator

APPENDIX A
CALENDAR

1967-68 K-12 Calendar

- Pre-school conferences- September 5 and 6, 1967
- Pupil registration- September 7, 1967
- Teacher's Institute- October 19 and 20, 1967
- Thanksgiving recess- November 23 and 24, 1967
- Christmas vacation- December 22, 1967, at 12:00 noon, thru January 1, 1968
- Records and In-service- January 19, 1968
- B.I.E. Day- March 14, 1968
- Spring vacation- April 12, 1968, at 12:00 noon thru April 21, 1968
- Memorial Day Recess- May 30 and 31, 1968
- School closes - June 12, at 12:00 noon

1968-69 K-12 Calendar

The Executive Council shall make a 1968-69 Calendar recommendation to the Superintendent and/or the Board's Calendar Committee as soon as possible. Such recommendation shall include no less than 180 instruction days as defined by the State Department of Education.

APPENDIX B-1

Grand Rapids Board of Education

K - 12 Teachers Salary Schedule

1967 - 68

Step	2 years	3 years	AB-BS		MA-MS		MA+ 10		MA+20		MA+30		Ph.D.		Step
			Index	Salary	Index	Salary	Index	Salary	Index	Salary	Index	Salary	Index	Salary	
Base	5450	5600	1.000	6000	1.080	6480	1.090	6540	1.100	6600	1.120	6720	1.200	7200	Base
1	5562	5712	1.030	6180	1.128	6768	1.138	6828	1.148	6888	1.168	7008	1.248	7488	1
2	5675	5825	1.060	6360	1.175	7050	1.185	7110	1.195	7170	1.215	7290	1.295	7770	2
3	5865	6015	1.100	6600	1.223	7338	1.233	7398	1.243	7458	1.263	7578	1.343	8058	3
4	6055	6205	1.145	6870	1.271	7626	1.281	7686	1.291	7746	1.311	7866	1.391	8346	4
5	6245	6395	1.190	7140	1.318	7908	1.328	7968	1.338	8028	1.358	8148	1.438	8628	5
6	6435	6585	1.235	7410	1.366	8196	1.376	8256	1.386	8316	1.406	8436	1.486	8916	6
7	6625	6775	1.280	7680	1.414	8484	1.424	8544	1.434	8604	1.454	8724	1.534	9204	7
8	6815	6965	1.325	7950	1.462	8772	1.472	8832	1.482	8892	1.502	9012	1.582	9492	8
9	7005	7155	1.370	8220	1.509	9054	1.519	9114	1.529	9174	1.549	9294	1.629	9774	9
10	7195	7345	1.415	8490	1.557	9342	1.567	9402	1.577	9462	1.597	9582	1.677	10062	10
11	7385	7535	1.460	8760	1.605	9630	1.615	9690	1.625	9750	1.645	9870	1.725	10350	11
12	7575	7725	1.505	9030	1.652	9912	1.662	9972	1.672	10032	1.692	10152	1.772	10632	12
13	7765	7915	1.550	9300	1.700	10200	1.710	10260	1.720	10320	1.740	10440	1.820	10920	13

Longevity — 18 years 23 years — \$100 Service \$150 Training

APPENDIX B-2

K - 12 Teachers Salary Schedule

Fall Semester 1968-69

Step	2 years	3 years	AB-BS		MA-MS		MA+ 10		MA+20		MA+30		Ph.D.		Step
			Index	Salary	Index	Salary	Index	Salary	Index	Salary	Index	Salary	Index	Salary	
Base	5850	6000	1.000	6400	1.080	6912	1.090	6976	1.100	7040	1.120	7168	1.200	7680	Base
1	6060	6210	1.030	6592	1.136	7270	1.146	7334	1.156	7398	1.176	7526	1.236	7910	1
2	6270	6420	1.060	6784	1.192	7629	1.202	7693	1.212	7757	1.232	7885	1.292	8269	2
3	6480	6630	1.110	7104	1.248	7987	1.258	8051	1.268	8115	1.288	8243	1.348	8627	3
4	6690	6840	1.165	7456	1.304	8346	1.314	8410	1.324	8474	1.344	8602	1.404	8986	4
5	6900	7050	1.220	7808	1.360	8704	1.370	8768	1.380	8832	1.400	8960	1.460	9344	5
6	7110	7260	1.275	8160	1.416	9062	1.426	9126	1.436	9190	1.456	9318	1.516	9702	6
7	7320	7470	1.330	8512	1.472	9421	1.482	9485	1.492	9549	1.512	9677	1.562	9997	7
8	7530	7680	1.385	8864	1.528	9779	1.538	9843	1.548	9907	1.568	10035	1.628	10419	8
9	7740	7890	1.440	9216	1.584	10138	1.594	10202	1.604	10266	1.624	10394	1.684	10778	9
10	7950	8100	1.495	9568	1.640	10496	1.650	10560	1.660	10624	1.680	10752	1.740	11136	10
11	8165	8315	1.565	10016	1.700	10880	1.710	10944	1.720	11008	1.740	11136	1.820	11648	11

Longevity — 16 years 21 years — \$100 Service \$150 Training

PAGE TWENTY-TWO

APPENDIX C-1

Grand Rapids Senior High Coaches' Salary Schedule

(Each step is a percentage of the BA minimum salary)

Position and Sport	1st year	2nd year	3rd year	4th year	5th year
Varsity Football	14%	15%	16%	17%	18%
Assistant Football	6%	7%	8%	9%	10%
Reserve Football	6%	7%	8%	9%	10%
Freshman Football	6%	7%	8%	9%	10%
Varsity Basketball	14%	15%	16%	17%	18%
Reserve Basketball	6%	7%	8%	9%	10%
Freshman Basketball	5%	6%	7%	8%	9%
Varsity Track	10%	11%	12%	13%	14%
Freshman Track	5%	6%	7%	8%	9%
Varsity Baseball	10%	11%	12%	13%	14%
Freshman Baseball	5%	6%	7%	8%	9%
Wrestling	10%	11%	12%	13%	14%
Golf	5%	6%	7%	8%	9%
Tennis	5%	6%	7%	8%	9%
Cross Country	5%	6%	7%	8%	9%
Swimming	5%	6%	7%	8%	9%

Coaches will be placed on the foregoing schedule based upon their experience as coaches in the Grand Rapids School System.

Promotion within a sport -- the coach shall move 2 steps (2%) upward or to the minimum or maximum of schedule whichever is the greater.

The first assignment as a coach in the Grand Rapids School System will be at the first step in the above schedule.

Senior High School Athletic Director	19%
Eligibility and Insurance Manager	6%
Equipment Manager	6%
Ticket Manager	6%

Grand Rapids Junior High Coaches' Salary Schedule

(Each step is a percentage of the BA minimum salary)

Position and Sport	1st year	2nd year	3rd year	4th year	5th year
Football	4.5	5.5	6.0	6.5	7.0
Basketball	4.5	5.5	6.0	6.5	7.0
Wrestling	4.0	4.5	5.0	5.5	6.0
Softball	3.0	3.5	4.0	4.5	5.0
Track	3.0	3.5	4.0	4.5	5.0
Girls' Basketball	3.0	3.5	4.0	4.5	5.0
Head Intramural	13.5	14.0	14.5	15.0	15.5
Assistant Intramural	6.0	6.5	7.0	7.5	8.0
Junior High School Athletic Manager			8%		

Additional intramural coaches may be authorized when enrollment, facilities, and program merit additional staff.

Enrollment Guide:

350-550 pupils -- equivalent of one assistant

551-750 pupils -- equivalent of two assistants

751 or more pupils -- equivalent of three assistants

Special education teachers shall receive in addition to their regular salary one of the following amounts:

Teachers on Step 0-13 inclusive	\$600
Teachers above step 13	\$400

APPENDIX C-2

(Each step is a percentage of the BA minimum salary)

School Day Related Activities	Percent
Director of senior high vocal music	4%
Director of senior high band & orchestra	7%
Coaching of Debating with a debate class	4%
Coaching of Debating without a class	6%
Coaching of Forensics	3%
Senior high dramatics directors - senior play	4%
Other major events as recommended by teacher and principal \$100, \$125, \$150	6%
Senior Class advisor	4%
Junior Class advisor	2%
Sophomore advisor	6%
Department heads	4%
Grade level director and fused director	6%
(if one person has two grades)	2%
Junior high class sponsors	5%
Student Council senior high	2%
Student Council junior high	3%
Elementary Safety Sponsor	3%
Girls Athletic Association — Sponsor - Coach	3%

APPENDIX C-3

Salary Schedule

Non-teaching Related Activities

(Each step is a percentage of the BA minimum salary)

	Percent
A. Senior High School Bookstore Managers	
Sales less than \$12,000 in volume	9%
Sales \$12,000 to \$15,000 in volume	10%
Sales \$15,000 to \$18,000 in volume	11%
Sales \$18,000 and up	12%
B. Junior High School Bookstore Managers	
Sales less than \$3,000 in volume	5%
Sales more than \$3,000 in volume	6%

C. General Conditions

1. Bookstore managers shall work in the bookstore to which he is assigned the Thursday and Friday immediately preceding the opening of the school year.
2. The managers shall be on duty and have the bookstore open for business three evenings during the first week of the school year.
3. Business hours for the bookstore shall be assigned by the building Administrator.