

Aug. 31, 1971

Grand Rapids

AGREEMENT

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

and the
**Grand Rapids
Education Association**

LABOR AND INDUSTRIAL
RELATIONS LIBRARY
Michigan State University

January 20, 1969 — August 31, 1971

Ratified May 5, 1969

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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 participate in the formulation of policies and programs as provided herein 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 1

RECOGNITION

A. RECOGNITION

1. 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, Junior High, and Middle School 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, Seventh Grade Director, Special Education Job Coordinator, Instructional Assistant, Unassigned Classroom Teacher, Art Consultant, Music Consultant, Physical Education Consultant, Speech Correctionist, Helping Teacher, Remedial Reading, Elementary Program Intern, Elementary Intern Program Consultant, Jr. High Consultant, Middle School Consultant, School Social Workers, Community School Directors, Neighborhood Youth Corp, and teachers of Evening High School Completion Program, Summer and after School Driver Education program, and teachers of the Mentally Handicapped, Braille, Sight Saving, Orthopedic, Home-bound, 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.

2. Nothing contained herein shall prevent the Board from modifying, revising, combining, or eliminating any position in this article pursuant to the conditions of this Agreement.

3. Any new position created during the life of this Agreement will be added to the unit providing it fits the description of "teacher" as used in this Agreement.

B. OTHER ORGANIZATION

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.

ARTICLE II

PAYROLL DEDUCTIONS

A. ASSOCIATION DUES

1. On or before October 15 of each year any teacher 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 Association membership dues. Such sums shall be deducted in approximately equal amounts each payday from the regular salaries of all such teachers during the remaining pay periods. All other teachers who have previously signed an authorization form shall have deducted from their salary Association membership dues beginning the second pay check of the school year providing the Board Director of Budget and Finance receives from the GREA or its designee the Continuous Membership List on or before September 1 of that year.

2. Authorization to deduct such dues for ensuing school years shall continue in effect unless revoked by the teacher in writing by July 1. Notice of such cancellation must be sent to the Board Director of Budget and Finance with a copy to the GREA.

3. The GREA will notify the Board Director of Budget and Finance prior to July 1 as to the amount of dues to be deducted from each teacher in A. 1. and A. 2. of this Article.

4. Any amount deducted from teachers salary as Association dues shall be remitted monthly to the GREA by the Board's Business Office according to its rules and regulations.

B. OTHER DEDUCTIONS

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, and for insurance premiums.

C. ANNUITY PROGRAMS

Pursuant to each carrier's rules and regulations and in accordance with the Board's policy teachers may have their gross salary reduced by a given amount. This sum will be deducted from each of the teacher's regular pay checks and such sums will be remitted monthly to any of the following agencies which was selected by the teacher:

1. MEA
2. Horace Mann
3. VALIC
4. Great West Life

D. SAVE HARMLESS

The Board shall not be liable for any errors or losses in the administration of this Article unless it is shown that the Board was negligent in the care and handling of the monies involved.

E. ASSOCIATION SECURITY

1. At the present time the legality of requiring teachers to join the Association or pay it a representation fee in an amount equivalent to its regular dues is unsettled. If during the life of this Agreement the Legislature enacts legislation authorizing the following arrangement or if the Court of Appeals determines that the following arrangement is lawful, the Board agrees that it shall be a condition of employment that all teachers who presently are Association members, all teachers who hereafter become Association members, and all new teachers employed or to be employed for the 1969-70 school year and thereafter, shall become and/or remain members of the Association or pay to the Association a representation fee in an amount equivalent to the Association's regular dues.

2. The foregoing provisions shall be implemented at the beginning of the 1969-70 school year with respect to present Association members and newly hired teachers as follows:

- a. Such teacher may elect to join the Association and pay the periodic (GREA, MEA, NEA) dues by authorizing the deduction of such amounts from his salary, or
 - b. Such teacher may elect not to join the Association but to pay it a representation fee in an amount equal to its dues (GREA, MEA, NEA) by authorizing the deduction of such amounts from his salary, or
 - c. Such teacher may elect not to join the Association but authorize the deduction of a representation fee from his salary, such amount to be held by the Board in escrow until the legality of the foregoing arrangement is determined by the Legislature or the Court of Appeals as above provided, at which time such amounts, together with any accrued interest, shall either be returned to the teacher or turned over to the Association.
 - d. If such teacher elects none of the foregoing, then at the time the Legislature or the Court of Appeals determines this arrangement is valid, such teacher shall pay the Association a representation fee in an amount equivalent to the regular Association dues accrued from the beginning of the 1969-70 school year.
3. If any teacher to whom the foregoing provisions apply fails to comply therewith and the Association certifies such fact to the Board and requests it to institute dismissal proceedings, the Board shall give such teacher notice that his employment will not be continued after the end of the current school year. Such teacher's employment will be continued in normal fashion until the end of the school year following the time when there is a final decision by an agency or Court of competent jurisdiction (which has not been appealed by the teacher) upholding such termination.
4. It is agreed that with respect to any teacher to whom the foregoing provisions apply, failure or refusal to comply with such provision constitutes just cause for dismissal.
5. In the event the Board, acting on the request of the Association, discharges or attempts to discharge a teacher for failure to comply with these provisions, the Association agrees to indemnify and hold the Board harmless from any and all damages and judgements which may result from such action except for loss which may be caused by the Board's negligence.
6. Teachers who elect to pay a representation fee in lieu of joining the Association shall be afforded the same liability insurance coverage as is afforded to Association members and shall be afforded the same representation rights as are extended to Association members.

ARTICLE III

ASSOCIATION RIGHTS

A. BOARD MEETINGS

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. BOARD COMMITTEES

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. BOARD AGENDA

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

D. BUILDINGS AND EQUIPMENT

The Association shall have the right to use building facilities and equipment at reasonable times and hours for teachers. 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. EXECUTIVE DIRECTOR

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

F. FACULTY MEETINGS

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

G. RECORDS

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 from the files at the Board's main offices, 143 Bostwick, N.E. Such records will be made available at the Board's main office and will not be removed from said office.

H. BUILDING COUNCIL

1. There may be in every building or unit an organization of the professional staff covered by the terms of this Agreement known as the Building Council.

2. All professionals in the building or unit are eligible and may become members.

3. The by-laws shall be written by members of the Building Council.

4. The officers of the Building Council are to be elected from the teachers of that building or unit.

5. The Building Council may conduct activities and be responsible for functions which are normal to that building or unit.

6. The Building Council shall be the only faculty-wide organization recognized by the administration which officially represents teachers at the building or unit level as referred to in this Agreement, but does not exclude the various group activities that may exist outside the realm of this Agreement.

7. The Building Council shall be subject to the provisions of this Agreement and it shall be the communication vehicle between the teachers and the building or unit administrator. This Council shall consider matters of concern within the building or unit and make appropriate recommendations to the building administrative staff. To effectuate this goal the Building Council chairman shall have the opportunity, on a regularly scheduled basis, to confer with the building administrator.

8. The Building Council shall also serve as the communication vehicle to the Instructional and/or Executive Councils or to any administrator provided the possible resolution of the concern is under the authority of such administrator.

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 Council. Any cost connected with such machines shall be borne by the Building 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 if so shall be 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

1. A copy of the current Evaluation of Teaching Performance form shall be given to each teacher new to the Grand Rapids school system and shall be made available upon their request to those presently employed.

2. The evaluation of the performance of each teacher in the school system is the responsibility of the administration. In such evaluations, all

monitoring or observations of teachers shall be conducted openly and with the knowledge of the teacher.

3. The performance of all teachers shall be evaluated in writing as follows:

a. Probationary teachers shall be evaluated not less than twice per school year or less than once per semester.

b. Tenure teachers shall be evaluated not less than once per three (3) school years.

4. Two copies of each evaluation shall be shown to the teacher for his information and review within ten (10) working days of such evaluation. The teacher shall, after joint review, sign both copies of the evaluation and shall check one of the two appropriate boxes signifying **he agrees** or **he does not agree** with the evaluation and shall return **both copies** to his principal or supervisor. The principal or supervisor shall keep at least one copy on file in the building for future reference by the teacher and/or administration.

5. For the purpose of professional growth each teacher shall be given written information indicating the areas of weakness as recorded in their evaluation.

6. Prior to his dismissal a teacher shall be notified in writing stating the reasons for recommendation of such dismissal.

7. Each teacher shall have the right, upon his request, to review those contents of his own personnel folder, on file at the Board's main offices, 143 Bostwick NE, which pertain to, or are the result of any evaluation completed since the beginning date of his employment in the Grand Rapids Public School system. Such records shall be made available in the office where such records are filed and shall not be moved from said office.

8. Sections 1, 3, 4, and 5 shall become effective on September 1, 1969.

J. PROFESSIONAL BEHAVIOR

1. The Board recognizes that the Code of Ethics of the Education Profession, adopted at the 1968 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 in writing by the administrator (copies to be retained by the administrator), such practices continue, the Board may institute proceedings against said teacher which may result in that teacher's dismissal.

4. A teacher's primary responsibility is his classroom or regular facility in which his basic assignment occurs. However as an employee of the Board he also has student supervision responsibilities throughout the building and grounds during regular school hours at the place of his employment.

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. 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.

M. 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.

N. PREPARATION SPACE

During a teacher's preparation period a space shall be provided in which to carry on his preparatory classroom function.

O. TELEPHONE FACILITIES

1. School telephone facilities shall be made available to teachers for professional use in all buildings in a location where it can be used confidentially when necessary.

2. See Memorandum of Understanding dated January 17, 1969.

ARTICLE V

BOARD OF EDUCATION RIGHTS

A. RESPONSIBILITIES

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. AUTHORITY

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 subject to laws above mentioned and to the provisions of this agreement.

C. ADMINISTRATIVE STAFF

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. SUBSEQUENT YEARS

Re-negotiation of this Agreement for the subsequent years shall be commenced not later than March 1, 1971. 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. ASSOCIATION NEGOTIATORS

The Board agrees that Association members, a maximum of five (5) 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 and A-1).

C. RECORDS AND INFORMATION

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 allocation, 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. IMPASSE

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. TOTALITY OF AGREEMENT

This Agreement and Memorandums of Understanding as referred to herein 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 of contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

F. MUTUAL CONSENT

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

JOINT COUNCILS

A. INSTRUCTIONAL COUNCIL

1. The Board and the Association hereby create a council known as the Instructional Council whose responsibility shall be to initiate and recommend those policies which affect and determine the instructional program. The members of the council shall establish criteria for judgement of programs.

2. The Council shall be composed of six (6) highly qualified teachers to work with six (6) highly qualified administrators. The six (6) teacher members shall be appointed annually by the Association and the administrators shall be appointed by the Superintendent.

3. The Board and administrative staff will not initially implement instructional policies without involving the Instructional Council.

4. The Council shall meet on a regularly scheduled basis as determined by the Council. Classroom substitutes for teachers where needed will be provided by the Board.

5. The Council may consult with members of the community, students, and subject area specialists, and shall have the responsibility to appoint sub-

committees and develop recommendation of policies which will lead to improvement of instruction.

6. The subcommittees shall meet as directed by the Council and shall make regular reports of their findings to the Council.

7. The Council shall be the only agency to speak in behalf of the total teaching staff of the school system on instructional matters.

8. There shall be a standing Special Education subcommittee of the Instructional Council. The Association shall appoint six (6) teachers to work with not more than six (6) administrators appointed by the Superintendent. This Special Education subcommittee will exercise the duties of the Instructional Council in the area of special education as approved by the Council.

9. All necessary expenses for staff and clerical assistance as determined by the Council to carry out its responsibilities shall be provided by the Board.

B. EXECUTIVE COUNCIL

A meeting scheduled monthly, or as needed, between members of administrative representatives of the Association and the Board shall be held 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 areas not clearly defined or adequately covered in the Master Agreement.

C. BOARD-ASSOCIATION ADMINISTRATIVE MEETINGS

There will be meetings between the Superintendent of Schools and the Association administration upon the request of either party.

ARTICLE VIII

EMPLOYMENT QUALIFICATION

A. APPLICATION

1. 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.

2. 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.

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

B. TEACHER HEALTH

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

2. For the protection of children and teachers, and pursuant to State law all teachers shall obtain an annual Tuberculin Skin test and/or chest x-ray prior to fifteen (15) days after the beginning of the school year or the teacher's pay check will be withheld thereafter. Such examination shall be free to any teacher who reports to the designated place and at the time scheduled by the Board.

3. 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, the length of service in Grand Rapids Board of Education employment will be the determining factor in granting the transfer.

C. TEACHER REQUEST

1. A teacher request for transfer within the K-12 unit can be made at any time during the school year using the following procedures:
 - a. Request a Change of Assignment form from the building administrator or the Personnel Director.
 - b. File the completed form with the Director of Personnel.
 - c. The Personnel Office will set a time and a date for personal interview.
 - d. Transfers may be granted after the first day of the school year only for emergencies or personality conflicts.

D. INVOLUNTARY

1. It is recognized that involuntary transfers may be necessary at any time for the following purposes:
 - a. To fill positions in under staffed schools.
 - b. Due to over staffed schools.
 - c. Due to new or revised programs requiring special skills.
 - d. Due to vacancies created by termination of employment.
 - e. Because of personality conflicts.
 - f. For the purpose of staff integration.

2. When such conditions exist and volunteers are unavailable, the qualified teacher with the least seniority shall be transferred and notified in writing.

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 and posted as a vacant position.

H. RETENTION OF SENIORITY

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

ARTICLE X

TRANSFER OF TEACHER OUT OF UNIT

A. PURPOSE

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

B. PRESENT EMPLOYEES

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

C. APPLICATION

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.

D. ANNOUNCEMENT OF VACANCIES

The Board will when possible publicize any administrative or supervisory vacancies via the Superintendent's Bulletin, or during summer months will enclose an announcement with the employees' payroll check. For all new positions the announcements will include a general statement of qualifications required.

ARTICLE XI

TEACHING CONDITIONS

A. 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 continue 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.

B. ROOM CONDITIONS

The Board shall continue to place 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.

C. SCHOOL WIDE TESTING

Teachers may be required to administer the tests of any school wide and research testing programs. Tests which are machine scorable shall be an administrative responsibility. Tests which are not machine scorable shall be scored by joint decision of teachers and administration.

D. 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.

E. SAFETY CONDITIONS

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

F. FLU SHOTS

Flu shots shall be provided at no expense to the teacher at the times and locations scheduled by the Board.

G. 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.

H. DUPLICATING MATERIAL

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

I. DEPARTMENT CHAIRMAN

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

2. Also see Memorandum of Understanding dated January 17, 1969.

J. HOURS AND ASSIGNMENTS

1. General

All teachers recognize their contractual responsibility to attend conference and/or meetings called by other teachers, the building council, and/or the administration to consider those problems related to the instructional program of their unit. Such meetings may involve a total staff or any portion thereof for such reasonable time as needed. In the event of schedule problems, the principal will assume responsibility for adjudicating the issue.

2. Elementary Schools

a. Teacher shall prepare in the building from 8:00-8:30 a.m. each school day.

b. A.M. classes 8:40-11:25 a.m. recess playground supervision **shall not be** a responsibility of the teacher.

c. P.M. classes 12:50-3:20 p.m. recess playground supervision **shall be** a responsibility of the teacher.

d. The teacher shall be in her respective classroom ten (10) minutes before her first student responsibility at the beginning of the school day and at the beginning of the p.m. session. She shall remain in her room ten (10) minutes after her last pupil responsibility.

e. Teachers shall not be required to attend physical education classes when the consultant is in charge of the class.

f. Elementary Preparations — Effective September 1969 an elementary teacher shall not be required to make more than ten (10) different daily preparations from the following subject areas: reading, math, English, spelling, handwriting, science, and social studies. For this purpose a preparation is defined as a planned structure for teaching children who are grouped together for instruction.

3. The hours in the **Middle, Junior High and Senior High Schools** shall be determined by the Board upon recommendation of the principals and their faculties through the Director of Secondary Schools and the Superintendent of Schools. The function of a classroom teacher includes scheduled instruction, and/or equivalent alternate duty, preparation, homeroom and/or equivalent alternate duty, and a responsibility for extra curricular activities. Therefore, the following minimum duty time schedule for all classroom teachers in Senior, Junior and Middle Schools shall be observed:

a. A classroom teacher shall be on duty a total of 1650 minutes per week for: Instruction and/or alternate assignment, preparation and pupil conference time.

b. A classroom teacher shall have and use a minimum of 275 minutes per week included in "a" above for preparation activities related to planning and execution of the classroom assignment.

- c. A classroom teacher shall be on duty to execute the homeroom or alternate duty as scheduled in addition to the time in "a" above.
- d. A classroom teacher shall be in his building 15 minutes before his first pupil responsibility, and in his respective room 10 minutes before his first pupil responsibility. He shall remain in his room 10 minutes after his last pupil responsibility and in the building 15 minutes after his last responsibility.
- e. Upon recommendation of the building faculty and administrator the Director of Secondary Schools shall determine the homeroom schedule. Homerooms may be eliminated or revised, when deemed educationally desirable, by the Director of Secondary Schools, upon the recommendation of the building administrator and his staff.
- f. Alternate Duties — Any teacher assigned less than 1375 minutes of teaching assignment shall accept other duties (including substitute teaching) to complete his duties as outlined in J. 3. 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.
- g. Class Preparations — 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.

4. **Non-classroom teachers** — The normal work day, for all teachers who have no classroom teaching responsibilities, shall be from 8:00 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.

5. **All 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.

K. LUNCH PERIOD

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

L. PARENT-TEACHER CONFERENCE

There shall be released time for four (4) one-half days per semester for parent-teacher conferences in all elementary grades.

M. JOB ASSIGNMENT

Teachers shall be given written notice of their individual specific area job assignment for the forthcoming school year not later than the last student attendance day of the current school year or notified that they will not have a specific assignment until August 15 of that year.

N. PLAN BOOK

All classroom teachers must have or provide a plan book which contains general plans for a week in advance and detailed plans for one (1) day in advance. Such plan book **must** be available in the building and kept on file for at least two (2) years.

O. EXTRA-CURRICULAR ASSIGNMENT

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

P. 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.

Q. ADULT HIGH SCHOOL COMPLETION PROGRAM

1. Notice of tentative teaching positions for the following year and proper procedures for application for such positions shall be made available in each high school and included in the Superintendent's Bulletin by June 1 of each school year.

2. Applications from interested persons should be directed to the Coordinator of Continuing Education not later than June 15 following such notice.

3. A list of applicants shall be established for the purpose of formulating priority to assignments. Such list shall include:

- a. Length of continuous satisfactory service in the Grand Rapids School system,
- b. Length of satisfactory experience within the Adult High School program,
- c. Specific background necessary for specific courses,
- d. An interest in working with the adult student,
- e. Any other data or information related to the course and/or assignment.

4. The priority list shall be used by the Coordinator of Continuing Education to determine his recommendation to the Superintendent for teaching assignments.

R. DRIVER EDUCATION — AFTER SCHOOL AND SUMMER

Application and assignment shall be made in accordance with the written policy as on file in the GREA and Board office dated January 14, 1969.

S. ELEMENTARY COUNSELOR PILOT PROGRAM

See Memorandum of Understanding dated January 17, 1969.

T. CLASS SIZE

1. The following is understood by the parties as realistic numbers and procedures subject to types of exceptions noted in the report of the Instruction Council, dated March 27, 1968, and including the exception because of innovative programs.

2. Elementary classes (K-6).

a. When the elementary classroom average in an inner city school exceeds twenty-four (24) in K-2 or twenty-six (26) in 3-6, in all other schools twenty-eight (28) K-2 or thirty (30) in 3-6, the building principal will initiate an appraisal with his staff on class size in all classrooms of that building. If it is recommended that the class load relief is needed, then the building principal shall forward such recommendations to the Director of Elementary Schools. This recommendation may suggest the assignment of additional professional or para professional staff or the reassignment of students.

b. Such an appraisal shall be made at the time of official enrollment (fourth Friday of the school year) and the first Friday of the second semester of the school year.

c. Students who have been tested and screened for special education programs by the Diagnostic and/or Special Education Director and who as a result of such testing qualify for such programs but cannot be placed due to lack of regular class facilities and/or qualified personnel shall be equated for membership on the following basis:

Mentally handicapped — 2 class membership

Physically handicapped — 3 class membership

d. The above does not include deficiency handicaps such as remedial reading and it does not include those students who have been returned to the regular classroom from Special Education classrooms, or who are receiving special education services as part of the regular classroom instruction.

3. All classes excluding above conditions.

a. To resolve problems of class size in all other classes the following may be implemented:

1. Whenever a teacher recognizes that needs of his students are not

- being adequately met because of class size, the teacher shall communicate with his principal in an attempt to resolve the matter.
2. If, following this attempt, the problem is not resolved, and it is recognized that additional assistance is necessary to meet the needs of the students, the teacher and the principal shall notify the appropriate director. The director shall immediately acknowledge receipt of the request.
 3. The director shall immediately attempt to resolve the alleged adverse condition. If the appropriate director is unable to resolve the issue, the teacher, the principal and/or the director shall seek assistance from and/or make a recommendation to the Assistant Superintendent of Schools and/or the Assistant Superintendent for Instruction.
 4. As soon as a decision is reached (at three above), written communication shall be sent to the teacher and principal.
 5. The decision shall be implemented as soon as possible.
 6. If the decision is not satisfactory to the teacher, he may present his problem to the Instructional Council for further deliberation and consideration.
4. Appeal.
- a. In the event of any failure to observe the above procedure, the teacher may initiate a grievance and the issue will be dealt with as a type A grievance.

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 school social workers 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

1. 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.

2. The teacher may recommend suspension and/or exclusion of such children from his classroom.

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. During the above period of such disability, said teacher shall be entitled to full applicable benefits of all teacher's rights and privileges included under this Agreement.

E. STUDENT ASSAULT ON A TEACHER

In case of an assault by a student or students on a teacher, while the teacher is acting in the line of duty, causing damage to the teacher's personal property, including clothing, the Board shall make an equitable financial settlement for such loss with the teacher involved.

F. AUTOMOBILE VANDALISM AND/OR THEFT

1. Reimbursement to teachers for validated damage to personal automobile property due to vandalism and/or theft shall be made under the following conditions:

- a. The teacher is acting in the line of duty when such loss occurs and automobile is parked in designated area as assigned by the building administrator.
- b. Such loss occurs during regular day school assignment and the teacher was acting in the line of duty.
- c. The teacher has purchased non-deductible auto comprehensive and theft insurance.
- d. The insurance carrier has paid the first claim during the duration of this Agreement under conditions 1 and 2 above.
- e. The items damaged or stolen are attachments to or are regular accessories of the automobile.
- f. The automobile was secured (windows closed, doors locked).
- g. The damage was properly reported to the police and building administrator immediately after the discovery of loss.
- h. The teacher signs the claim form stating the damage and/or loss was to the best of his knowledge done while he was acting in the line of duty and his auto was parked in the area designated as the parking area. At least two estimates from reputable local businesses shall be attached. The forms will be obtained from the building principal or the immediate supervisor.

G. 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.

H. REPRIMAND

1. 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.

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

- a. Present the teacher being reprimanded a copy of the reprimand.
- b. Give the teacher an opportunity to have an Association representative hear the reasons and/or conditions for such action.
- c. 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

COMPENSATION AND FRINGE BENEFITS

A. SCHOOL CALENDARS

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 for 1969-70 and Appendix A-1 for 1970-71.

B. SALARY SCHEDULES

1. The salaries of teachers covered by this Agreement are set forth in Appendix B, B-1, and B-2.

2. The salaries for extra-curricular activities are as set forth in Appendix C.

C. PAY PERIOD

Teachers shall be paid in twenty-six (26) equal payments per year, one (1) every two (2) weeks beginning in September. Any teacher who is terminating his services at the end of the school year and submits his resignation to the Director of Personnel prior to May 15 of that year shall be paid in full on the first payday following the conclusion of the school year.

D. EXTRA-CURRICULAR

Payments for extra-curricular assignments for a given school year shall begin with the third (3rd) pay check of that year.

E. SUBSTITUTE TEACHING

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 per hour of substitution.

F. RATE OF PAY FOR WEEKS WORKED BEYOND REGULAR SCHOOL YEAR

Any teacher requested by the administration to work, in their regular assignment, before the school year or during school year vacation periods or beyond the school year shall be compensated at the rate of two (2) per cent of their regular school year salary per one (1) full week (5 days) of work.

G. INSURANCE BENEFITS

1. Hospital Medical — Each teacher employed by the Board one-half time or more is entitled to insurance benefits as described below:

a. Carrier

1. **Present teachers** shall continue to be insured by the carrier which they presently have coverage unless they notify the Board Business office of a change on or before the last day of the open enrollment periods of the insurance companies.
2. **New teachers** shall make a choice of carriers prior to commencing employment.
3. No teacher shall change carriers during the remaining duration of this agreement.

b. Coverage

1. Hospital-Medical — Blue Cross-Blue Shield carrier

(a) The Board shall pay the full premium for the Master Medical, \$50 deductible, and Ward Service plan for any teacher who is employed and who qualify in one of the following classifications:

- (1)* Head of household with one or more children. Full premium is \$26.31 per month.
- (2)* Head of household with spouse. Full premium is \$24.59.
- (3) single subscriber — full premium is \$9.56.

(b) Life Insurance

If an employee dies while under contract with the Board, his estate shall receive a cash death benefit of \$2,000.

2. Hospital-Medical Michigan Education Association carrier

*Head of household as defined by the I.R.S. or approved by the Board

- (a) The Board shall pay a premium equal to the premium and qualifications in b.1. above in behalf of the teacher to the MEA provided the teacher selects an insurance option within the MEA plan.
- (b) Life Insurance
The Board shall contribute one dollar (\$1.00) per month to the MEA for any teacher who selects the MEA insurance carrier.
- 3. Husband and wife both employed by the Board and pursuant to their qualifications may select any of the above but shall not receive double coverage.
- 4. Any employee via payroll deduction may select other insurance benefits from the carrier (Blue Cross-Blue Shield or MEA) under which they are insured.

H. PROGRAM IMPROVEMENT

- 1. Teachers who are designated by the Superintendent to attend professional conferences and Michigan Department of Education Curriculum Committee meetings shall be reimbursed for travel, meals, lodging and registration fees.
- 2. Any teacher attending such conferences or meetings shall be granted leave with pay.
- 3. Teachers will, upon request, submit a written and/or oral report regarding such conferences or meetings.

I. TUITION REIMBURSEMENT

1. Qualifications

- a. Only full time K-12 tenure teachers holding permanent certification may qualify provided they are not eligible for tuition reimbursement from other sources.
- b. Such teachers on leave of absence **without** pay for study purposes may qualify provided the teacher is not eligible for tuition reimbursement from other sources.
- c. Teachers on leave of absence with pay shall not qualify.
- d. Course work may not interfere with the teacher's regular assignment. Exception shall only be by approval of the principal or immediate supervisor.
- e. Any teacher eligible to receive tuition reimbursement must return to Board employment prior to payment and intend to continue such employment.

2. Course Approval

- a. Request must be made in writing at least ten (10) days prior to the commencement of the course. Such request must include the course number, name and description, date, and the name of the university or college offering the course.
- b. Such courses must be college graduate credit or workshop equivalent to college graduate credit courses.
- c. The courses must be related to the teacher's regular assignment. The Administration's judgement of relevancy is final and binding and is not subject to the grievance procedure.
- d. Approval or disapproval shall be submitted to the teacher in writing.

3. Tuition Reimbursement Rates

- a. Courses taken at the University of Michigan, Michigan State University, or Western Michigan University shall be reimbursed the actual tuition rate charged.
- b. Courses taken at other institutions shall be reimbursed at the actual tuition rate charged but shall not exceed the highest current rate of the universities referred to in a. .

4. Maximum Number of Hours Per Year (September 1-August 31) for Tuition Reimbursement.

- a. Semester hours — 4 hours
- b. Term hours — 6 hours

5. Tuition Reimbursement Application Procedures:

- a. Pre-approval of course by the Superintendent or his designee. (See 2. Course Approval).
- b. Teacher must satisfactorily complete the course with a passing grade.
- c. The teacher must submit the tuition receipt to the approving party in a. for payment authorization.
- d. Business Office shall make payments according to its procedures.

6. Effective Date.

It is intended that this section (provisions for tuition reimbursement) shall become effective for courses begun on or after September 1969. The parties however recognize that the Attorney General of Michigan has issued an opinion, Number 4583 dated October 11, 1968, to the effect that a School District is not legally authorized to make such expenditures. In no event shall this provision, Article XIII, Section I, items 1-5, permit reimbursement for courses taken before it is finally determined by the courts that such expenditures are legally authorized.

ARTICLE XIV

PLACEMENT ON SALARY SCHEDULE

A. PLACEMENT

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

B. CREDIT

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

C. EXPERIENCE

Teaching experience with other school districts up to and including five (5) years will be allowed, provided such experience was within the fifteen (15) year period immediately preceding appointment, and provided further, that not more than five (5) years' credit be allowed for such teaching experience.

D. GRAND RAPIDS EXPERIENCE

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. MILITARY CREDIT

1. 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 three (3) years and the total amount of credit allowed for military service and teaching experience with other school districts shall not exceed eight (8) years:

One year of military service—one year credit

Two years of military service—two years credit

Three years of military service—three years credit

2. 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.

3. This section as revised becomes effective with new teachers to the system beginning employment on or after August 20, 1969 and shall not be retroactive to those teachers who were employed prior to the above date.

F. ADDITIONAL TRAINING

Teachers who complete additional training and who are eligible for a higher classification on the salary schedule shall submit written proof of such eligibility to the Superintendent of Schools prior to October 1 of that year. The change from one salary schedule to another shall be a horizontal step movement.

G. E.I.P. INTERNS

E.I.P. 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. INDUSTRIAL OR BUSINESS EXPERIENCE

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

A. 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.

B. 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.

C. 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.

D. 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.

E. 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.

F. PUBLIC OFFICE

1. Upon thirty (30) 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 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.

G. 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 may be required 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.

H. GREA OFFICER LEAVE

A leave of absence of up to two (2) years for one (1) teacher shall be

granted to any teacher upon application for the purpose of serving as an officer of the G.R.E.A. Upon return from such leave that teacher shall be placed in the salary schedule and on the step that he would have been placed had he taught in the system during such leave period.

I. OTHER LEAVES

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

ARTICLE XVI

LEAVES OF ABSENCE WITH PAY

A. SABBATICAL LEAVES

All teachers shall be eligible for a one (1) year re-occurring study leave after completing no less than seven (7) 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 (2) consecutive years of satisfactory service. A one (1) 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 (1) year.

B. ILLNESS OR BEREAVEMENT (Sick Days)

1. Each teacher shall be eligible to receive leave with pay subject to the limitations provided herein.

2. Each teacher shall receive sick days at the rate of ten (10) days per annum. The days shall become effective when the teacher reports for duty as authorized.

3. Unused earned sick days shall be cumulative for each individual teacher. The amount of each teacher's accumulation is unlimited.

4. 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 a teacher will equal but not exceed his regular salary for the period of absence from duty.

5. Leave time because of the illness or injury of a relative or friend shall be allowed to provide for emergency arrangements and shall not exceed two (2) working days.

6. Leave time because of **death** in the immediate family (spouse, son, daughter, brother, sister, father or mother) of a teacher shall not exceed the remaining portion of the week in which death occurs plus five (5) additional work days;

Death of other relatives shall not exceed five (5) working days;

Death of friends shall not exceed two (2) working days.

7. Any teacher absent because of personal illness, injury or on orders of a physician to remain absent from duty due to exposure to disease for more than ten (10) working days in any one year may be required by the Superintendent of Schools to provide a medical statement by a reputable physician certifying that the employee was unable to be on duty during such absence. The Superintendent of Schools, at his option, may require approval of any such medical certificate by another physician selected by him.

8. Accumulated sick leave time shall terminate upon severance or suspension of employment except when a leave of absence is granted by the Board under the Leave of Absence provisions of this Agreement.

9. Teachers who are absent both before and 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. (The holidays are Labor Day, Thanksgiving Day, day after Thanksgiving Day, and Memorial Day.)

C. LEAVES FOR OTHER PURPOSES

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

- a. 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.
- b. Court appearances when subpoenaed as a witness in school related activities.
- c. 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.
- d. Time necessary to take the Selective Service physical examination upon receiving order to do so.
- e. Attending any function when so requested by the administration.

D. PERSONAL BUSINESS LEAVES

1. The parties agree there may be personal conditions of 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:

- a. The teacher applying for this leave must be **tenure teachers**.
- b. 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.
- c. 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.
- d. 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, for religious purposes, for hunting, for 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 or holiday (exceptions: graduation exercises for the teacher, wife, son or daughter; honors convocation honoring the teacher and/or military departure of a son).

2. Maximum length of leave shall not exceed 2 days per school year.

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 for Association purposes. Application must be made with the Director of Employee Relations via 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. Type 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. Type 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 Two.

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 shall 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.

A supply of the grievance forms shall be on file with the Association building representative, the building principal, and/or the immediate supervisor.

1. Level One

a. A teacher may within five (5) 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. If the aggrieved is not satisfied with the disposition from the oral discussion and he wishes to further pursue the matter, he shall file the grievance in writing. The written grievance must be submitted to his principal or immediate supervisor within fifteen (15) working days of the occurrence of the grievance.

b. Five (5) copies of this written grievance shall be prepared by the teacher and he shall send one copy to each of the following: GREA, principal or immediate supervisor, Director of Elementary or Director of Secondary Schools, and Director of Employee Relations.

c. Within three (3) 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 (3) working days after such meeting. Copies of the answer shall be sent to the parties as in b. above.

2. Level Two

a. If the aggrieved is not satisfied with the disposition of the grievance at Level One c., or if no decision has been rendered in the time allowed, a letter shall within five (5) working days thereafter be transmitted by the teacher or his representative to the Director of Employee Relations stating his desire to pursue the grievance to Level Two. At this level, the grievance or letter must be co-signed by the aggrieved and the Association.

b. Within ten (10) working 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 fifteen (15) working days after receipt of such grievance.

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

3. Level Three

- a. If the aggrieved is not satisfied with the disposition of the grievance at Level Two he shall within five (5) working days thereafter transmit it by letter 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.

4. Level Four

- 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 (5) 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.

5. 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.

D. GRIEVANCE HEARINGS

Any teacher officially engaged in grievance hearings under the terms of this provision and during regular working hours shall not suffer loss of salary.

ARTICLE XVIII

SANCTIONS STRIKES AND PENALTIES

A. NO STRIKE

During the term of this Agreement neither the Association nor any person 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. ASSOCIATION VIOLATION OF STRIKE AND SANCTIONS

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. TEACHER PENALTY

Willful 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. ASSOCIATION PENALTY

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.

E. UNFAIR LABOR PRACTICE

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 in Section 10 of the Public Employment Relations Act.

F. CAUSE FOR DISCHARGE

Violation of any terms, sections or provisions of this agreement by any teacher or teachers shall constitute just cause for disciplinary action up to and including discharge.

ARTICLE XIX

APPOINTMENTS AND RELEASE OF TEACHERS TO AND FROM REIMBURSED EXTRA-CURRICULAR ASSIGNMENTS

A. ANNUAL APPOINTMENTS

All appointments to reimbursed extra-curricular assignments are annual appointments. Such appointments become binding to the Board and the teacher at the time the position is authorized and becomes operational at the particular school.

B. APPOINTMENT PROCEDURE

1. Each principal shall annually recommend teachers for appointment to each reimbursed extra-curricular assignment authorized for the school year.

a. Coaches

Within thirty (30) days following completion of each sport season the principal shall notify the coach in writing stating his intention as to whether he will be reappointed or placed on probation.

b. The principal shall submit his recommendation to the appropriate director. Elementary principals to the Director of Elementary Schools except for the position of Safety Sponsor which shall be submitted to the Director of Athletics and Safety. Secondary principals shall submit recommendations for athletic staff to the Director of Athletics and Safety, and all other recommendations to the Director of Secondary Schools.

c. The appropriate director (see above) shall make official appointments in behalf of the Superintendent and inform the teacher in writing stating the position, the step and salary, and the effective date of that assignment.

C. RELEASING PROCEDURE

1. The appropriate director, after showing in writing **due cause**, may release or place on probation any teacher at any time.

2. Any teacher in 1. above or 3. below being released shall be evaluated in writing by the principal. A copy of the evaluation shall be presented to the teacher. The principal may utilize in formulating his evaluation any oral and written reports from those teachers holding positions of higher authority; such as head coach, athletic director, department head, etc.

3. Any teacher, who is desirous of retaining an extra-curricular assignment and who is not being recommended to continue such assignment for the next year, shall have the privilege to:

a. Orally discuss this matter with the principal.

b. Discuss such action with the principal together with the appropriate director.

c. **Coaches** not reappointed shall have thirty (30) days after written notification for recourse which may include, at the coach's option, a hearing by a board of review. The board shall consist of three (3) administrators and three (3) coaches. This board of review shall make recommendations to the appropriate director concerning such dismissal action.

4. **The director's decision shall be final.** That decision shall be given in writing to the teacher and it shall also become part of the teacher's personnel file.

D. SATISFACTORY EVALUATIONS

Evaluations are considered satisfactory unless indicated in writing to the contrary within fifteen (15) days following the conclusion of the extra-curricular assignment.

E. CALENDAR FOR APPOINTMENTS

1. Teachers wishing to be relieved of appointment for the ensuing school year shall notify the building principal in writing prior to May 10.

2. Teachers wishing to apply for any athletic position shall submit a written application to the principal of the building in which the vacancy exists and a copy to the Director of Athletics.

3. Teachers wishing to apply for any position other than athletics shall submit a written application to the building principal.

4. Known vacancies other than athletics for the ensuing year shall be published by the principal in his building for ten (10) working days prior to May 25. The Director of Athletics shall publish all known athletic vacancies of all secondary schools in each secondary school building for a period of ten (10) working days prior to May 25. Athletic vacancies which become known during the summer shall be posted in the office of the Director of Athletics.

5. The principals shall submit recommendations for appointments for the ensuing school year by May 30 for all positions for which, in terms of known staff and known needs, he can arrive at firm recommendations.

F. CLINIC PASSES FOR COACHES

1. With the approval of the building principal and the school athletic director and provided approval is granted by the Director of Athletics, the registration fee and travel allowance for senior high coaches and athletic directors to conventions and/or clinics may be paid out of athletic funds. This is one (1) clinic or convention per coach per year.

2. Passes issued by the Board of Education for coaches and other athletic personnel attending events in an official capacity are to read (admit bearer and one (1) guest).

ARTICLE XX

MISCELLANEOUS PROVISIONS

A. INDIVIDUAL CONTRACT SUBJECT TO MASTER AGREEMENT

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. 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.

B. AGREEMENT SUPERSEDES RULES AND POLICIES

This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.

C. CONTRARY TO LAW

If any provision 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 or applications shall continue in full force and effect.

D. EQUALITY OF APPLICATION

The provisions of this Agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex, or marital status.

E. COPIES OF AGREEMENT

Copies of this Agreement shall be reproduced at the expense of the Board and one copy shall be presented to each teacher now employed or hereafter employed by the Board during the term of this Agreement.

F. ACTS OF GOD

Nothing in this Agreement shall require the Board to keep schools open in the event of severe inclement weather or when otherwise prevented by an Act of God.

ARTICLE XXI

DURATION OF CONTRACT

This Agreement shall be effective as of January 20, 1969, and shall continue in effect until August 31, 1971. 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 David E Post
Its President

BY Walter M Green
Its President

BY Robert Muth
The Secretary to the Board

BY Harlene Bergquist
Its Secretary

BY Roland Lubbinge
Its Chief Negotiator

BY David England
Its Chief Negotiator

CALENDAR 1969-70

APPENDIX A

Number of days for new teachers	Number of days for returning teachers
Instruction — 180	Instruction — 180
Non-Instruction — 10	Non-Instruction — 7
Total Days — 190	Total Days — 187

August 27, 28, 29	New teachers report for pre-school orientation
September 2, 3	All teachers report for orientation and preparation
September 4	Students registration a.m.
October 15	In-service for all teachers
November 27-28	Thanksgiving Recess
December 3	In-service for all elem. & middle school teachers
December 24-January 4	Christmas vacation
January 15	Records for junior and senior high teachers
January 16	In-service for all teachers
March 27	Classes a.m. only
March 28-April 5	Spring vacation
May 13	In-service for all elem. & middle school teachers p.m.
May 29	Holiday day
June 10, 11	Records for junior and senior high teachers
June 11	Records for elem. & middle school teachers p.m.
June 12	Records and check out for all teachers. All teachers are dismissed at 12:00 noon unless checkout is incomplete. (a.m.)

CALENDAR 1970-71

APPENDIX A-1

Number of days for returning teachers	Number of days for new teachers
Instruction — 180	Instruction — 180
Non-Instruction — 7	Non-Instruction — 10
Total Days — 187	Total Days — 190

August 26, 27, 28	New teachers report for pre-school orientation
August 31-September 1	All teachers report for orientation and preparation
September 2	Students registration a.m.
September 7	Labor Day recess
October 14	In-service for all teachers
November 26-27	Thanksgiving vacation
December 2	In-service for all elem. & middle school teachers
December 23-January 2	Christmas vacation
January 14	Records for junior and senior high teachers
January 15	In-service for all teachers
March 22-26	Spring vacation
April 9	Classes a.m. only
May 12 p.m.	In-service for all elem. & middle school teachers
May 31	Holiday
June 9, 10	Records for junior and senior high teachers
June 10 p.m.	Records for elementary and middle school teachers
June 11 a.m.	Records and check out for all teachers. All teachers are dismissed at 12:00 noon unless check out is incomplete.

APPENDIX B

Salary Schedule January 20, 1969 - August 31, 1969 (Annual Rates)

	A.B. - B.A.		M.A. - M.S.
A.			
Base	6,600	Base	7,128
1	6,798	1	7,498
2	6,996	2	7,867
3	7,326	3	8,239
4	7,689	4	8,606
5	8,052	5	8,976
6	8,415	6	9,346
7	8,778	7	9,715
8	9,141	8	10,085
9	9,504	9	10,454
10	9,867	10	10,824
11	10,329	11	11,220
E.I.P.	4,250		
Non Degree	No change		
B.	M.A. + 10 Semester Hours =	No change	(\$ 64)
B.	M.A. + 20 Semester Hours =	No change	(\$128)
B.	M.A. + 30 Semester Hours =	No change	(\$256)
B.	Ph.D. =	No change	(\$768)
C.	Extra-curricular remuneration — No change in dollars		
D.	Longevity Service & Training — No change		

APPENDIX B-1

Salary Schedules September 1, 1969 - August 31, 1970 (Annual Rates)

	Non Degree	A.B. - B.A.	M.A. - M.S.
A. Schedules			
1	6,600	7,200	7,800
2	6,800	7,400	8,100
3	7,000	7,600	8,400
4	7,200	7,900	8,700
5	7,400	8,200	9,000
6	7,600	8,500	9,400
7	7,800	8,800	9,800
8	8,000	9,100	10,200
9	8,200	9,500	10,600
10	8,400	10,000	11,100
11	8,600	10,600	11,700
12	8,800	11,300	12,400
E.I.P.	4,800		
B.	M.A. + 10 Semester Hours — \$100		
B.	M.A. + 20 Semester Hours — \$200		
B.	M.A. + 30 Semester Hours — \$300		
B.	Specialist Degree		\$400
B.	Ph.D.		\$800
C.	Longevity Service and Training — \$150 for service and \$150 for advanced training (in accordance with present Board Rules and Regulations) will be added to annual salary beginning of the 17th and 22nd year of service.		
Note:	The base salary identified in 1968-69 as "Base" shall hereafter be identified as step 1. The total number of steps remain unchanged.		

APPENDIX B-2

Salary Schedules September 1, 1970 - August 31, 1971

(Annual Rates)

A. Schedules	Non Degree	A.B. - B.A.		M.A. - M.S.	
		1st sem.	2nd sem.	1st sem.	2nd sem.
1	7,000	7,700	7,800	8,300	8,400
2	7,200	7,900	8,000	8,600	8,700
3	7,400	8,100	8,200	8,900	9,000
4	7,600	8,300	8,400	9,200	9,300
5	7,800	8,600	8,700	9,500	9,600
6	8,000	8,900	9,000	9,800	10,000
7	8,200	9,200	9,400	10,200	10,400
8	8,400	9,600	9,800	10,700	10,900
9	8,600	10,100	10,300	11,300	11,500
10	8,800	10,700	10,900	12,000	12,200
11	9,000	11,400	11,600	12,700	13,000
12	9,200	—	—	13,500	13,800

1. Plus Merit Pay Re: Board Proposal
2. Extra-curricular based on \$7,700 the full year.
3. Board has option to pay difference between 1st and 2nd semester rates on or before the last day of the school year

B.	M.A. + 10 Semester Hours	— \$100
B.	M.A. + 20 Semester Hours	— \$200
B.	M.A. + 30 Semester Hours	— \$300
B.	Specialist Degree	\$400
B.	Ph.D.	\$800

- C. Longevity Service and Training — \$150 for service and \$150 for advanced training (in accordance with present Board Rules and Regulations) will be added to annual salary beginning of the 17th and 22nd year of service.

APPENDIX C-1

- A. Each percentage listed in this appendix is a percentage of the BA minimum salary.

B. Grand Rapids Senior High Coaches' Salary Schedule

1. Position and Sport	1st year	2nd year	3rd year	4th year	5th year
Varsity Football	14%	15%	16%	18%	19%
Assistant Football	6%	7%	8%	9.5%	11%
Reserve Football	6%	7%	8%	9.5%	11%
Freshman Football	6%	7%	8%	9%	10%
Varsity Basketball	14%	15%	16%	18%	19%
Reserve Basketball	6%	7%	8%	9.5%	11%
Freshman Basketball	5%	6%	7%	8%	9%
Varsity Track	10%	11%	12%	14%	15%
Assistant Track	5%	6%	7%	8%	9%
Freshman Track	5%	6%	7%	8%	9%
Varsity Baseball	10%	11%	12%	14%	15%
Assistant Baseball	5%	6%	7%	8%	9%
Freshman Baseball	5%	6%	7%	8%	9%
Wrestling	10%	11%	12%	14%	15%
Swimming	10%	11%	12%	14%	15%
Golf	5%	6%	7%	8%	9.5%
Tennis	5%	6%	7%	8%	9.5%
Cross Country	5%	6%	7%	8%	9.5%

- 2, Coaches will be placed on the foregoing schedule based upon their experience as coaches in the Grand Rapids School System.
3. Promotion within a sport — the coach shall move to the corresponding level commensurate with his experience in that sport. *
4. The first assignment as a coach in the Grand Rapids School System will be at the first step in the above schedule.
5. Senior High w/o 9th Grade Athletic Director 20% with 9th Grade 22%

Eligibility and Insurance Manager	7%
Equipment Manager	7%
Ticket Manager	6%

* as a coach in Grand Rapids

C. Grand Rapids Junior High School w/9th Grade Coaches' Salary Schedule

1. Position and Sport	1st year	2nd year	3rd year	4th year	5th year
Football	6.0	7.0	8.0	9.0	10.0
Basketball, Baseball,					
Track	5.0	6.0	7.0	8.0	9.0
Wrestling	5.0	6.0	7.0	8.0	9.0
Girls' Basketball	3.0	3.5	4.0	4.5	5.0
Head Intramural	13.5	14.0	14.5	15.0	15.0
Assistant Intramural	6.0	6.5	7.0	7.5	8.0
Junior High School w/9th Grade Athletic Manager					12%

2. 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

D. School Day Related Activities

1. Director of senior high vocal music 4%
2. Director of senior high band and Orchestra 7%
3. Coaching of Debating with a debate class 4%
4. Coaching of Debating without a class 6%
5. Coaching of Forensics 3%
6. Senior high dramatics directors — senior play 4%
7. Other major events as recommended by teacher and principal \$100, \$125, \$150
8. Senior Class advisor 8%
9. Junior Class advisor 4%
10. Sophomore advisor 2%
11. Department head (also see memo dated Jan. 17, 1969) 6%
12. Grade level director and fused director 4%
 - (if one person has two grades) 6%
13. Junior high 9th grade class advisor 2%
 - (or activity director) 4%
14. Student Council senior high 5%
15. Student Council junior high 2%
16. Elementary Safety Sponsor 4%
17. Girls Athletic Association — Sponsor — Coach 3%
18. Stage Manager Senior High 4%
19. Stage Manager Junior High (where authorized) 2%
20. Sr. High Cheerleader Sponsor 3%
21. Jr. High Cheerleader Sponsor 2%
22. Sr. High Year Book w/o class 8%
23. Sr. High Year Book w/class 5%
24. Sr. High Newspaper w/o class 6%
25. Sr. High Newspaper w/class 3%
26. Sr. High Year Book — Newspaper w/o class 10%
27. Sr. High Year Book — Newspaper w/class 7%

E. Academic Extra Compensation

1. Special Education	8%
2. Certified Reading Consultants	8%
3. Community School Directors	8%
4. E.I.P. Consultants	5%
5. Middle School Consultants	5%
6. Helping Teachers	5%
7. Head Counselors	5%
8. Regular Counselors	3%

F. Overload Assignment

1. Teachers in the Secondary Schools with an overload assignment of more than the normal 25 hours per week shall be compensated at the rate of 12.5% per 5 hours per week per year.

G. Assignments Beyond the Work Day or Work Year

1. Curriculum Committees as approved by the Instructional Council and/or the Assistant Superintendent for Instruction — \$4.00 per hour.

2. Driver Education after school and summer and Evening High School Completion Program — \$6.50 per hour.

H. Non-teaching Related Activities

1. Bookstore Managers — Committee of four — to resolve.

2. Managers at Houseman and South Fields: \$165 base per year plus \$20 per varsity event and/or rental for spectator paying events.