

7-1-73 to 6-30-75

PROFESSIONAL AGREEMENT

Between

HAMILTON COMMUNITY SCHOOLS

BOARD OF EDUCATION

Hamilton, Michigan

and

HAMILTON EDUCATION ASSOCIATION

MEA - NEA

1973 - 1974

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Hamilton, Mich. 49419*

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## TABLE OF CONTENTS

		<u>Page</u>
	Guidelines for Negotiations	
Article I	Recognition	1
Article II	Board and Administration Rights	2
Article III	Teacher Rights	2
Article IV	Teacher Evaluation	3
Article V	Teacher Responsibility	4
Article VI	Teaching Loads and Assignments	4
Article VII	Appointments to Vacancies or New Positions Within the School System	6
Article VIII	Leave	6
Article IX	Retirement	9
Article X	Grievance Procedure	9
Article XI	Professional Education Problems Committee	11
Article XII	Personnel Policy	11
	Additional Features	13
	Salary Schedule	14
	Extra Duty Schedule	15
Article XIII	Duration of Agreement	16



## GUIDELINES FOR NEGOTIATIONS

It is hereby agreed between the Hamilton Community Schools Board of Education and the Hamilton Education Association that the following guidelines and rules will be adhered to in future professional negotiations. They are as follows:

1. Meetings will take place on Monday nights at 7:30 p.m., the dates of regular and special Board meetings being excepted. Meetings will terminate by mutual agreement of both parties.
2. Meetings may be cancelled by mutual agreement between the negotiating units upon 24-hour notice. Emergency situations will not require 24-hour notice. The Superintendent will serve as liaison for these cancellations.
3. Each unit may ask for a caucus on matters being negotiated. The maximum time for caucus shall be fifteen (15) minutes.
4. Each unit will have an appointed spokesman to which all questions will be directed unless the spokesman recognizes another member of the unit to speak.
5. Each unit will have power to make tentative agreements. These agreements will be initialled by each spokesman after their completion.
6. There should be no outside publicity or leakage of information to the press or individual groups. The possibility of an exception in bringing information back to the represented groups is recognized, but these cases should be very infrequent. The final document will be submitted to each group for final ratification. Upon final ratification outside publicity is permissible.
7. The agenda for each meeting will be set up at the end of the previous meeting by mutual agreement.
8. Each unit may bring resource people to meetings by notifying the other unit twenty-four (24) hours prior to that meeting.
9. Each unit must have fifty per cent (50%) of its members present to constitute a quorum. If a quorum does not exist, the meeting is automatically cancelled.
10. Each unit will be entitled to information held by the School District or Teachers Association that it believes is pertinent to negotiations.

## A G R E E M E N T

This two year Agreement entered into this first day of July, 1973, by and between the Board of Education of the Hamilton Community Schools, hereinafter called the "Board" and the Hamilton Education Association, hereinafter called the "Association".

### WITNESSETH

WHEREAS the Board and the Association recognize and declare that providing a quality education for the children of the Hamilton Community School District is their mutual aim and that the character of such education depends predominantly upon the quality and morale of the teaching service, and

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

WHEREAS the Board has a statutory obligation, pursuant to Act 379 of the Michigan Public Acts of 1965, to bargain with the Association as to wages, terms and conditions of employment, and

WHEREAS the parties, following extended and deliberate professional negotiations, have reached certain understandings which they desire to memorialize,

IT IS HEREBY AGREED as follows:

### ARTICLE I

#### RECOGNITION

A. The Board recognizes the Association as the exclusive bargaining representative of all certificated classroom teachers, teaching principals, librarians and counselors employed, or to be employed, (whether or not assigned to a public school building) but excluding substitute teachers, the Superintendent, Principals, Assistant Principals, other supervisory, administrative and executive personnel, and the administrative duties of the teaching principals.

B. The Board agrees to negotiate with no other teachers organization than the Association with respect to teachers in the bargaining unit for the duration of this Agreement.

C. The Board recognizes that the proper negotiation and administration of this Agreement entails expense by the Association, including the Michigan Education Association and the National Education Association, which is appropriately shared by all teachers who are beneficiaries of this Agreement. To this end, all teachers shall deliver to the Board an authorization for:

1. Deduction of membership dues and assessments of the Association (including the National and Michigan Education Associations), or
2. Deduction of fees equivalent to the dues and assessments of the Association (including NEA and MEA) which shall be paid to the Hamilton Education Association Student Loan Fund.

3. Part-time teachers shall join the United Profession (LOCAL, MEA, NEA) at the full rate or at the rate established by MEA, NEA or pay a contribution of one-half (1/2) of such dues to the Hamilton Education Association Student Loan Fund.

This provision of this Agreement shall be binding to all teachers.

The Board recognizes the interest and value of the involvement of the Association in the recruitment and hiring of new academic personnel. Only qualified persons shall be considered for employment. The administration shall consult with the president of the Association in these matters.

## ARTICLE II

### BOARD AND ADMINISTRATION RIGHTS

The Association hereby acknowledges that the Board, as officially constituted under the laws of the State of Michigan, is responsible for the establishment of policies designed to govern and maintain this school system; and that it is the Association's intention to aid and assist the Board in the performance of these legal responsibilities within the limits of the authority vested in it by law.

## ARTICLE III

### TEACHER RIGHTS

A. Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that every teacher of the system shall have the right to freely organize, join, and support the Association for the purpose of engaging in collective bargaining or negotiation. As a duly elected body exercising governmental power under the laws of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage, deprive or coerce any teacher in the enjoyment of any rights conferred by Act 379 or other laws of Michigan or the Constitutions of the State of Michigan and the United States. The Board will not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association, his participation in any activities in the Association, or collective professional negotiations with the Board.

B. The Association and its members shall have the right to use school building facilities when available and according to school board policy. Bulletin boards specifically reserved for teachers shall be made available to the Association and its members.

C. The Board agrees to furnish to the Association upon request all information which is available to the public and concerns the financial resources of the district, tentative budgetary requirements and allocations, and such other information which the Board has available as will assist the Association in developing intelligent, accurate, informed and constructive programs in behalf of the teachers and their students. The Board agrees to furnish information which may be necessary for the Association to process any grievance or complaint.



D. A teacher engaged in any professional grievance negotiation with a representative of the Board during the school day, on behalf of the Association, shall be released from regular duties without loss of salary. Any teacher engaged in negotiations or arbitration requested by the Board, which will involve the teacher during the school day, will be released from regular duties without loss of pay.

E. The Board shall provide time when the teacher is released from classroom duties for regularly scheduled Parent-Teacher Conferences. Any scheduling of Parent-Teacher Conferences beyond the teaching day shall be mutually agreed upon by the Administration and Association representatives.

F. The Board accepts the idea of a curriculum council with representation of the Board and Association teachers. Funds are to be available according to the study of the council needs.

G. The profession recognizes the beginning first-year teacher has many unique problems in becoming adept in his profession and should not be required to accept extra duties or sponsorships. Such teachers shall have adequate supervision and support. Beginning teachers should have reasonable class loads.

#### ARTICLE IV

##### TEACHER EVALUATION

A. All teachers and Association recognize the right, duty and responsibility of Principals and Supervisors to make periodic evaluations of the performance of teachers. All monitoring and observation of the performance of the teacher in connection with such evaluation shall be conducted openly and with the full knowledge of the teacher.

B. Each teacher, upon request, shall have the right to review the contents of his own personnel file maintained by the School system. The review will be made in the presence of the administrator responsible for the safekeeping of the file. Privileged information such as confidential credentials and letters of reference from universities, individuals, or previous employers, are specifically exempted from such review. The administrator shall remove such credentials and confidential reports from the file prior to a review of the file by the teacher.

C. All communications, including evaluations by Hamilton Community School administrators, commendations and complaints directed toward the teacher which are included in the personnel file must be countersigned promptly by the teacher and shall be made available to the teacher upon request.

The dismissal of a tenure teacher shall include a hearing of administrators together with the Association or its designated representative to make the final decision.

D. In regard to probationary teachers, at least two (2) written evaluations will be made each school year by the principal or immediate supervisor and a copy of each evaluation will be presented to the probationary teacher. In the event that a probationary teacher is denied tenure, or is served with a notice of dismissal in accordance with the Michigan Teacher Tenure Law, such dismissal or denial, shall be subject to the Professional Grievance Procedure hereinafter set forth through Level Four but shall not be arbitrable.

## ARTICLE V

### TEACHER RESPONSIBILITY

A. The normal school day will consist of a six and one-half (6-1/2) hour day, including lunch period, plus an amount of time equal to one hour spent either before or after the normal school day, of which a maximum of five and one-half (5-1/2) hours in elementary and five (5) hours in secondary will be spent at a teaching post.

B. On Fridays and days before holidays, teachers shall be permitted to leave after the school busses leave their school.

C. The Board shall endeavor to provide all teachers a 30 minute duty-free, uninterrupted lunch period each day.

D. Elementary teachers shall have two hours of duty-free, uninterrupted planning time during each week of regular teaching duties.

E. The Board recognizes the principle of a standard forty (40) hour workweek and will, so far as possible, set work schedules and make professional assignments which can reasonably be completed within such standard workweek. The Board will not require teachers regularly to work in excess of such standard workweek within or outside of any school building, except for those contracting extra duties for extra pay.

F. The Association shall be advised of the date or dates of the Board meetings when the school calendar is to be discussed and the Association shall be invited to submit its views on the calendar to the Board at said meeting or meetings.

G. A total of no more than two (2) after school meetings of no longer than one (1) hour each shall be called by building principals or co-ordinator per month.

H. The Association recognizes that abuses of sick leave or other leaves, chronic tardiness or absence, willful deficiencies in professional performance, or other violations of discipline by a teacher reflect adversely upon the teaching profession and create undesirable conditions in the school building. Alleged breaches of discipline or the Code of Ethics of the Education Profession shall be promptly reported to the offending teacher and to the Association. The Association shall use its best efforts to correct breaches of professional behavior by any teacher and, in appropriate cases, shall institute proceedings against the offending teacher.

## ARTICLE VI

### TEACHING LOADS AND ASSIGNMENTS

A. The parties recognize that the availability of optimum school facilities for both student and teacher is desirable to insure the high quality of education that is the goal of both teacher and Board. It is also acknowledged that the primary duty and responsibility of the teacher is to teach and that the organization of the school and the school day should be directed at insuring that the energy of the teacher is primarily utilized to this end. It is further agreed that the following policy on class size is not the final word in this matter, but

only represents a point of departure for continued study. Every effort will be made by the Board to stay within the prescribed limits of this proposed maximum class size, which is as follows:

ELEMENTARY - Kindergarten	-	27	students
1st Grade		24	"
2nd Grade		25	"
3rd Grade		26	"
4th Grade		27	"
5th Grade		28	"
6th Grade		28	"

In elementary schools where split classes may be present, the maximum size should not exceed twenty-three (23) pupils per "classroom."

SECONDARY - Total pupil load - 135 for normal school day.  
(except in areas of Band, Vocal Music,  
Physical Education and Typing)

Classes in excess of these limits may be proper subjects of the prescribed Professional Education Problems Committee (Article XII, Section G).

B. The Board shall make available in each school with eight (8) or more classrooms adequate lunch rooms, rest room and lavatory facilities exclusively for staff use and at least one (1) room, appropriately furnished, which shall be reserved for use as a faculty lounge.

C. Teachers who desire a change in grade or subject assignment or who desire to transfer to another building shall file a written statement of such desire with the Superintendent as soon as practicable, and under normal circumstances, not later than February 1. Such statement shall indicate the grade or subject to which the teacher desires to be assigned or the school or schools to which the teacher desires to be transferred.

D. Teachers shall be notified in writing of any change in their tentative programs for the coming school year, including the schools to which they will be assigned, the grades or subjects that they will be teaching, and any unusual or special classes to which they will be assigned. The notice will be given as soon as practicable, and under normal circumstances, not later than the end of the school year.

E. It is recognized that changes in grade and subject assignment may become necessary and that the changes may prove to be beneficial to the teacher, the students, and the school system. In determining the assignments and transfers, the convenience and wishes of the individual teachers will be honored to the extent that these considerations do not conflict with the instructional requirements and best interests of the school system and the pupils. An involuntary transfer or assignment shall be made only after a meeting with the teacher, the superintendent or his designee and an association representative (if requested by the teacher), at which time the teacher shall be notified of the reason for the assignment or transfer.



F. No teacher shall arbitrarily be assigned a subject for which he is not qualified to teach except where the teacher gives his written permission for said assignment. No teacher shall have his assignment transferred after the notification without his written consent.

G. In arranging schedules for teachers who are assigned to more than one school, an effort will be made to limit the amount of inter-school travel. Teachers who are assigned to more than one school in any one school day shall receive ten cents (10¢) per mile for all inter-school travel.

## ARTICLE VII

### APPOINTMENTS TO VACANCIES OR NEW POSITIONS WITHIN THE SCHOOL SYSTEM

A. Whenever, during the school year, a vacancy occurs in an administrative position, a teaching position, or a new position is created within the Hamilton Community School system, and said position is to be filled on a permanent basis, the administration shall give written notice thereof to the President of the Association or his designee, and the Association will provide for appropriate posting of said notice in every school building within three (3) school days of receipt of notice. The Administration agrees to give the Hamilton Community School's faculty members five (5) school days in which to present written applications for the position to the Superintendent. The position shall then be filled by the Administration from all applications received, on the basis of fitness for the position as determined by the Administration. The applicants shall be notified in writing within three (3) school days after the position has been filled.

B. If such a vacancy in a position or a new position as described in Section A above occurs at the end of the school year and is to be filled for the following school year, this shall be made known to the Association in like manner, as soon as the Administration is aware of the vacancy or position to be filled. If this notification occurs long enough before the last day of the school year, posting will be done by the Association and applications received by the Superintendent and considered in filling the position, and applicants notified in the same manner as in Section A above.

## ARTICLE VIII

### LEAVE

#### A. Personal Illness or Injury Leave

Teachers who are absent from duty because of personal illness or injury shall be paid their full salary for the period of such absence, not to exceed a total of ten (10) working days in any one year, except where additional leave time has been accumulated. The ten (10) days of annual leave shall be credited to the teacher on the first day he reports for duty each school year.

At the beginning of every school year, teachers with one or more years teaching experience shall be credited with the number of days of sick leave not used during the prior school year. The maximum number of days so accumulated shall be one hundred and fifty (150).

Not later than October of each school year, each teacher previously employed will receive a statement of leave days accumulated to that date.

An experienced teacher hired into the system shall receive three-tenths of his accumulated sick days up to a total of 24.

B. Bereavement or Approved Emergency Leave. Absence without loss of salary for up to a total of five (5) working days in any school year shall be allowed for bereavement or emergency leave.

The Principal or Supervisor shall have discretion to grant emergency leave for emergencies which are not specifically covered under the terms above. Each day of any absence under this paragraph shall be charged against the teacher's sick leave days.

C. Maternity Leave. The Board shall grant to any teacher a leave of absence up to 18 months for the purpose of child birth. Such leave shall commence when the teacher is no longer able to adequately perform the duties to which she is regularly assigned. In case any dispute as to whether a teacher is able to adequately perform the duties to which she is regularly assigned, the physician who has treated the teacher through her pregnancy shall make the final and binding determination. The teacher shall be entitled to return from such leave at any time within 18 months if a position becomes available for which she is qualified.

D. Military Leave. Any teacher who is called into the armed forces of the United States, or who is activated as a member of the reserve forces, or who enlists in anticipation of induction, or who enlists during a period of time when this country is actively engaged in an open hostility involving active acts of warfare, shall be granted leave of absence without pay for the period of such absence. Full credit on the salary schedule for each calendar year or major portion thereof spent in such military service will be granted to those so leaving Hamilton Community School service and returning thereto, provided that rights under this paragraph will terminate upon any voluntary extension of such military service.

Leave of absence with pay not chargeable against the teacher's allowance shall be granted for time necessary to take the Selective Service physical examination.

E. Professional Leave. Leave of absence with pay not chargeable against the teacher's allowance shall be granted two (2) days per year, accumulative to five (5) days for approved visitation at other schools, for counseling and/or enrollment, advancement, or for attending educational conferences or conventions including association meetings.

Starting with the 1973-74 school year a suggested amount equal to one-half day's base pay for all members of the bargaining unit will be included in a budget account identified as "Inservice Training Account." In each following year, an amount computed on this formula will be added to an amount equal to the final net balance remaining in the account at the end of the preceding year and deposited in the account.

Expenditures of funds in this account will be approved by an "Inservice Education Committee." The IEC shall be composed of 2 persons appointed by the school board and 3 teachers appointed by the Hamilton Education Association. The Association appointees shall be so distributed as to provide Elementary, Junior High, and High School level representation. Final approval of expenditures of funds must be obtained from the Hamilton School Board. The Committee shall adopt procedures and rules for operation.

The purpose of the committee shall be to determine the amount of money to be given upon requests by members of the professional staff for funds in connection with programs or activities that will result in a significant contribution to the educational program of the Hamilton Community School System. It may include items such as:

1. Inservice Training Programs for Teachers.
2. Inservice Program development activities of teachers (time teachers spend developing programs of significant educational improvement to the district ).
3. Educational conference and workshop attendance by teachers.
4. Visitation of other instructional programs by teachers.

F. Graduate Leave. Leave of absence without pay shall be granted upon application, providing a suitable replacement can be found, for the following purposes:

Study, research or special teaching assignment involving probable advantage to the school system.

G. Personal Leave. Two (2) personal days shall be granted upon permission of the Administration. These days shall not be taken the day immediately prior to or immediately following any holiday and/or vacation. Such leave must be applied for five (5) days in advance. In case of emergencies, the Administration may waive such advance notice. The substitute rate of pay plus five dollars (\$5) will be deducted from the teacher's pay check. These days provide for personal leave days for emergencies beyond the control of the teacher that cannot be carried out on other than school time. These days shall not be deducted from sick days.

H. Jury Duty. Teachers summoned to serve on Jury duty shall be paid 1/185 of their contractual salary less the amount received for jury duty for each day served. If a teacher is not picked to serve on the jury for any day he will then report to school to resume his normal classroom duties.



## ARTICLE IX

### RETIREMENT

The Board shall set the retirement age for teachers at sixty-five (65) years of age. The Board may feel free to continue to hire teachers who have attained retirement age, provided that prior to the beginning of each school year a medical examination shall be made certifying the teacher to be in sufficient good health to perform his or her duties, and that no condition exists which may be harmful to the students. Said examination shall be paid for by the Board.

## ARTICLE X

### GRIEVANCE PROCEDURE

#### A. Definitions

1. A "grievance" is a claim by any teacher, group of teachers or The Association that there has been a violation or misinterpretation of any provision of this Agreement or any existing Board Policy.
2. An "aggrieved person" is the teacher or teachers having a grievance.

#### B. Purpose

1. The purpose of the grievance procedure is to secure, at the lowest possible administrative level, proper solutions to grievances. Both parties agree that grievance proceedings shall be kept as informal and confidential as appropriate at all levels of the procedure.
2. Nothing herein shall prohibit any aggrieved person from discussing his grievance informally with any member of the Administration.

#### C. Procedure

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level are maximums, and every effort should be made to expedite the process. However, the time limits may be extended by mutual agreement of the parties.
2. Grievances shall be resolved as follows:

##### Level One

An aggrieved person shall first discuss his grievance with his principal or Supervisor, either by himself or in the company of the Association's Representative, with the objective of resolving the grievance informally.

##### Level Two

If the aggrieved person is not satisfied with the disposition made at Level One or if no disposition is made within five (5) school days after such discussion, he may file the grievance in writing with his building Principal, with a copy to the Chairman of the Association's Professional Negotiations Committee. The Principal shall within five (5) school days after receiving the grievance give the aggrieved person his written answer, with a copy to the Professional Negotiations Chairman.

### Level Three

- A. If requested in writing by the aggrieved teacher, the Professional Negotiations Committee shall review the grievance and the answer, and if it desires, it shall refer the matter in writing to the Superintendent or his designated representative.
- B. If the written grievance is not referred to the Superintendent within thirty (30) days after the event or condition occurred upon which it is based, the grievance shall be considered waived.
- C. The Superintendent or his representative shall within ten (10) days after receipt of the grievance from the Professional Negotiations Committee meet with the aggrieved person and such other persons as the Superintendent designates to consider the grievance. Within four (4) school days after such meeting the Superintendent or his representative shall give to the aggrieved person and the Professional Negotiations Committee a written disposition of the grievance if settlement was agreed upon or, if not, his answer to the grievance.

### Level Four

If requested by the aggrieved person, the Professional Negotiations Committee shall review the Superintendent's answer and, after such review, may within ten (10) days after the answer is given refer the grievance in writing to the Board. Within fifteen (15) school days after such referral, a committee of the Board shall meet with the aggrieved person and such others as it deems advisable for the purpose of resolving the grievance. The Board shall by official action make its answer to the grievance.

### Level Five

In the event the grievance is not satisfactorily resolved at Level Four, or if no decision is reached within the five (5) day period, the State Labor Mediation Board shall be notified and their mediation procedures invoked.

3. Nothing contained herein shall prevent any aggrieved person from presenting a grievance and having it adjusted without intervention or representation by the Association if the adjustment is not inconsistent with the terms of this Agreement. The aggrieved person may be represented at all stages of the grievance procedure by any person of his own choosing, except that he may not be represented by a representative or officer of any teacher organization other than the Association. When a teacher is not represented by the Association, the Association shall have the right on its request to have its representative present to state its views at all stages of the grievance procedure.
4. Forms for filing and processing grievances shall be made available by the Board.

## ARTICLE XI

### PROFESSIONAL EDUCATION PROBLEMS COMMITTEE

A. The parties hereby agree to establish a permanent Professional Education Problems Committee (PEPC). This committee shall be composed of four Association members. This committee shall serve in an advisory capacity whose purpose shall be to facilitate the handling of problems either by Administration or teachers in the following areas:

1. Evaluation of teachers
2. Development of curriculum
3. In-Service training
4. Parent-Teacher Club
5. Teacher complaints
6. Discipline
7. Public relations
8. Teacher rights or responsibilities
9. Changes or amendments to school policy during the school year
10. Teacher class size
11. Any other areas which may arise

B. This committee shall meet with the Administration or their representatives as need arises.

## ARTICLE XII

### PERSONNEL POLICY

A. Teachers may, but will not be required to, take tickets or supervise at any athletic event.

B. The Administration will notify the teacher involved one (1) day in advance of a desired observation by a college student. If the teacher gives his verbal consent, the observation will take place as desired. Every teacher can be expected at his/her convenience to allow for such observation.

C. The Association wishes to have in existence an established policy pertaining to grievances of parents concerning school employees. Both sides of an issue should be investigated before it is brought to the attention of the entire School Board. For this reason the following policy will be used for parent-teacher grievances.

1. The teacher should be made aware of any disagreements a parent might have with the teacher before it is openly discussed.
2. The parent will contact the teacher involved to arrange a conference regarding the disagreement.
3. If the parent and teacher cannot solve their disagreement at a conference, the building administrator will be consulted.
4. If the disagreement cannot be solved after consultation with Administration, the matter will be brought to the attention of the School Board.



D. Copies of this Agreement shall be prepared at the expense of the Board and presented to all teachers now or hereafter employed by the Board.

E. This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. All individual contracts shall be subject to the terms of this Agreement, and if any individual contract is inconsistent herewith, the terms of this agreement shall govern.

F. If any provision of this Agreement or any application of the Agreement to any teacher or group of teachers shall be found contrary to law, then such provision 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.

G. It shall be understood that this Agreement and the Teacher's Handbooks of Hamilton Community Schools shall be considered as School Policy, and shall include all procedures and policies for operation of school system for the year. Changes or additions to this School Policy, other than that written into this Agreement, made during the year shall be made only after discussion with and reaction from Professional Education Problems Committee and it shall be through this committee that teachers may petition for changes in that policy. Any such changes or additions made during the year shall be made known to all teachers prior to enactment of said change.

H. It shall be the Board's intent to continue its effort in writing job descriptions for all compensated duties and responsibilities engaged in by school employees other than regular classroom teaching responsibilities. At this time all such said job descriptions are included in Teacher's Handbook.

### ADDITIONAL FEATURES

1. Teachers with eight or more years of experience shall be given eight years credit when entering the Hamilton School system.
2. Upon retirement (meeting the requirements of the Michigan Public School Employees Retirement Board conditions for retirement) or 20 years of teaching in the Hamilton School System, or death, the teacher (or his survivor) shall receive payment in the amount of one-half the accumulated sick leave days (120 days maximum) times the daily rate paid a substitute teacher at the time of retirement.
3. Elementary half-time teachers shall receive half pay plus \$100.
4. High School part-time teachers will receive 2 points per class, 1 point per conference. Normal load is 5 classes and 1 conference. Example: 3 classes would receive 6/11 of base salary.
5. Teachers shall have their choice of pay periods:
  - A. Paid in 26 equal installments (pay day every other Friday)
  - B. Paid in 20 equal installments (pay day every other Friday for ten months)
6. Any teacher engaged in extra duty has the choice of the following options:
  - A. Have the extra duty pay added to regular salary and paid in equal installments.
  - B. Receive extra duty pay in a lump sum on December 1 (providing the duty is completed).
  - C. Receive extra duty pay in a lump sum at the end of the school year.
  - D. Each coach shall have the option of lump sum pay on the first pay period after their assignment is completed.
7. There shall be payroll deductions for Hamilton Education Association, Michigan Education Association and National Education Association dues, Allegan County School Employees Credit Union, M. E. A. Group Insurance, and United States Savings Bonds.
8. The Board shall provide without cost to the employee, the comprehensive MEA or equal health care package for a full 12 month period for the employee's entire family. Additional programs available through MESSA or similar carrier shall be available at the employee's expense through payroll deduction. Employees not wishing health care protection may apply the equivalent of an individual employee's insurance premium toward the selective option package available through MESSA or similar carrier health care package. The carrier will be mutually agreed upon by the teachers and the school board.
9. The Board accepts the establishment of a Sick-Leave Bank, administered by the Association and the Superintendent.
10. The athletic director shall receive at least one hour of released time.
11. Married couples teaching in the Hamilton School System will be considered as individuals in respect to fringe benefits.

Revised 8/2/73

Step	Vrs. Exp.	I BA	Ind	II BA+15	Ind	III MA	Ind	IV MA+10	Ind	V MA+20	Ind	VI MA+30	Ind
1	0	8,400	1.00	8,652	1.03	8,988	1.07	9,324	1.11	9,492	1.13	9,660	1.15
2	1	8,736	1.04	8,988	1.07	9,408	1.12	9,744	1.16	9,912	1.18	10,080	1.20
3	2	9,072	1.08	9,408	1.12	9,828	1.17	10,164	1.21	10,332	1.23	10,500	1.25
4	3	9,408	1.12	9,828	1.17	10,248	1.22	10,584	1.26	10,752	1.28	10,920	1.30
5	4	9,828	1.17	10,248	1.22	10,668	1.27	11,004	1.31	11,172	1.33	11,340	1.35
6	5	10,248	1.22	10,668	1.27	11,088	1.32	11,424	1.36	11,592	1.38	11,760	1.40
7	6	10,584	1.26	11,088	1.32	11,592	1.38	11,844	1.41	12,012	1.43	12,180	1.45
8	7	11,004	1.31	11,508	1.37	12,096	1.44	12,264	1.46	12,432	1.48	12,600	1.50
9	8	11,424	1.36	11,928	1.42	12,600	1.50	12,768	1.52	12,936	1.54	13,104	1.56
10	9	11,844	1.41	12,348	1.47	13,104	1.56	13,272	1.58	13,440	1.60	13,608	1.62
11	10	12,264	1.46	12,852	1.53	13,608	1.62	13,776	1.64	13,944	1.66	14,112	1.68
12	11	12,684	1.51	13,356	1.59	14,112	1.68	14,280	1.70	14,448	1.72	14,616	1.74
13	16	13,020	1.55	13,692	1.63	14,448	1.72	14,616	1.74	14,784	1.76	14,952	1.78
14	20	13,356	1.59	14,028	1.67	14,784	1.76	14,952	1.78	15,120	1.80	15,288	1.82
15	24	13,692	1.63	14,364	1.71	15,120	1.80	15,288	1.82	15,456	1.84	15,624	1.86



## EXTRA DUTY SCHEDULE

	<u>Percent of Base</u>
High School Annual Sponsor	5%
Student Council - High School	3%
- Junior High	2%
Debate Advisor	4½%
Senior Class Sponsor (s)	4%
Junior Class Sponsor (s)	3%
Sophomore Class Sponsor (s)	2%
Freshman Class Sponsor (s)	1%
Junior and Senior Play Directors	4% per play
Special Education	\$500
Remedial Reading	\$500
Director of Guidance	6%
High School Band	10%
Junior High Band	8%
Summer Band	\$150
Girl's Tennis	4%
Girl's Basketball - Varsity	6%
Girl's Basketball - Junior Varsity	4%
Girl's Softball	4%
Girl's Volleyball - Varsity	3%
Girl's Volleyball - Junior Varsity	2%
Athletic Sisters	2.5%
Cheerleading Sponsor - Sr. High	3.5%
- Jr. High	1.5%
Varsity Football	13%
Assistant Varsity Football	8.5%
Junior Varsity Football	8.5%
Assistant Junior Varsity	7.5%
Freshman Football	7.5%
Assistant Freshman Football	6.0%
Varsity Basketball	13%
Junior Varsity Basketball	8.5%
Freshman Basketball	7.5%
8th Grade Basketball	6.0%
7th Grade Basketball	6.0%
Varsity Baseball	8.5%
Junior Varsity Baseball	6%
Head Track	8.5%
Assistant Varsity Track & Jr. High	6.0%
Tennis	8.5%
Cross Country	6.0%
Golf	6.0%
Wrestling	13%
Assistant Wrestling	8.5%
Athletic Director	14%

ARTICLE XIII

DURATION OF AGREEMENT

This Agreement shall become effective July 1, 1973 and remain in effect until June 30, 1975, with the exception of salaries and fringe benefits which shall be renegotiable for the 1974-75 school year.

HAMILTON COMMUNITY SCHOOLS  
BOARD OF EDUCATION

/s/ Jarvis Zoet \_\_\_\_\_, President

/s/ Jerald Sternberg \_\_\_\_\_

/s/ Junius Kooiker \_\_\_\_\_

/s/ Gene Lynema \_\_\_\_\_

HAMILTON EDUCATION ASSOCIATION

/s/ Larry Whitcomb \_\_\_\_\_, President

/s/ Larry Custer \_\_\_\_\_

/s/ Mary Pott \_\_\_\_\_

/s/ Thelma Deters \_\_\_\_\_

/s/ Thomas Rosine \_\_\_\_\_