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*Aug. 31, 1975*

AGREEMENT BETWEEN  
THE SCHOOL DISTRICT OF THE CITY OF  
HARPER WOODS  
AND  
THE HARPER WOODS FEDERATION OF TEACHERS  
1973-74  
1974-75

*Harper Woods*

*School District of the City of  
Harper Woods  
20225 Beaconsfield  
Harper Woods, Mich. 48236*

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AGREEMENT BETWEEN THE BOARD OF EDUCATION  
SCHOOL DISTRICT OF THE CITY OF HARPER WOODS  
AND THE HARPER WOODS FEDERATION OF TEACHERS  
1973 - 1975

P R E A M B L E

This agreement is entered into by and between the Board of Education of the School District of the City of Harper Woods, hereinafter called the Board, and the Harper Woods Federation of Teachers, AFL-CIO, hereinafter called the Union.

I. RECOGNITION, DEFINITIONS, DUES CHECKOFF, UNION SECURITY, STRIKE PROHIBITION

A. Recognition

Pursuant to and in accordance with all applicable provisions of Act 379 of Public Acts of 1965 State of Michigan and Board of Education of the School District of the City of Harper Woods (hereinafter called the Board) recognizes the Harper Woods Federation of Teachers AFL-CIO (hereinafter called the Union) as the sole and exclusive bargaining representative for all certified teaching personnel under contract; excluding; Superintendent, Administrative Director for Business, Director of Educational Services, Principals, and Assistant Principals.

B. Definitions

Whenever the term "school" is used it is to include any room or work location at or related to the Beacon Elementary, Tyrone Elementary, and Harper Woods Secondary School (formerly Harper Woods High School and Harper Woods Junior High School). Whenever the term "teacher" is used, it is to include any member or members of the bargaining unit. Whenever the term "principal" and/or "assistant principal" is used it shall refer to the administrator in Beacon, Tyrone or the Secondary School.

Whenever the "singular" is used it is to include the plural.

Whenever the "masculine" is used it is to include the feminine.

Whenever the term "professional employee" or "employee" is used it shall mean teacher.

Whenever the term "Union Building Representative" is used it is to mean the elected representative of the Union in the school or his alternate Union designee.

I. RECOGNITION, DEFINITIONS, DUES CHECKOFF, UNION SECURITY, STRIKE PROHIBITION, CONTINUED

C. Union Dues Checkoff

1. Upon filing with the Board of a written authorization form for payroll deduction, signed by the employee, the Employer agrees, during the terms of the Agreement and any extension or renewal thereof, to deduct union membership dues or service fees equal to but not to exceed, union dues, which have been levied in accordance with the Constitution and By-Laws of the Union from the pay of such employee.
2. Deductions from each paycheck shall be in the amount stipulated by the Union for the term of this Agreement, as to union dues and service fees, and shall commence with the first pay period following the opening of school. The Board agrees to forward such deductions, along with a list of employees from whom the deductions have been made, within two weeks following such deduction, to the Secretary/Treasurer of the Union.
3. The Board shall forward to the Union a list of all employees within the bargaining unit and their assigned locations at the commencement of the school year. Further, the Board shall notify the Union of any employee in the bargaining unit entering or leaving the employment of the Board. The Union agrees, at least thirty days prior to the beginning of each school year, to give written notification to the Board of the amount of Union Dues or Service Fees to be deducted in that year under such authorizations.
4. Individual authorization forms, when executed, shall be filed by the Union with the Board. Authorizations, once filed with the Board, shall continue in full force and effect until revoked by the employee on a form which shall be filed with the Board.

I. RECOGNITION, DEFINITIONS, DUES CHECKOFF, UNION SECURITY, STRIKE PROHIBITION, CONTINUED

C. Union Dues Checkoff, Continued

5. The Board agrees, in the event that it or its agents have been shown to have deducted insufficient amounts from any member of the bargaining unit, to increase the following deduction in the amount of the demonstrated insufficiency. The Union agrees, in the event that it has received monies in excess of authorized deductions, to reimburse the employ-ee(s) in the amount of the demonstrated excess.

D. Union Security

1. Membership in the Union is not compulsory. Employees covered by this contract have the right to join, not join or terminate their membership. Membership is a matter of individual choice. Neither party shall exert pressure, coerce or discriminate against an employee relative to membership.
2. As a condition of continued employment, each member of the bargaining unit shall either establish or maintain membership in the HWFT for the term of the contract or tender to the HWFT a service charge in the amount equivalent to the periodic and uniformly required union dues.
3. Each member of the bargaining unit shall execute written authorization for payroll deduction of dues or service fees within thirty (30) days after employment or execution of this agreement, whichever is later.
4. Termination of employment for failure to comply herewith shall be effective until the time necessary to find a qualified and certified replacement within the school year. Payment of the service fee, if not deducted by payroll deduction, shall be paid in full within sixty (60) days after the beginning of the school year, or within sixty (60) days after employment, whichever is later.
5. The HWFT agrees to hold the Harper Woods Board of Education harmless from any and all claims which may result from a finding of any court now or hereafter to the effect that this Union Security Clause is invalid and unenforceable and, in addition, that they will protect the Harper Woods Board of Education and hold the Board harmless from any claim that may arise from individual members covered by this contract as a result of having deducted from their wages AFT, MFT, and HWFT dues in accordance therewith, and in addition, the HWFT shall provide the Board adequate and full legal counsel so that the defense of this Article and the defense of any claims of any kind or nature resulting from deductions set forth in this Article, including claims against the Board related to termination of employment before any Commission, association, tribunal or court, shall be fully and completely defended and any judgements obtained hereunder will be fully and completely paid by the HWFT.



I. RECOGNITION, DEFINITIONS, DUES CHECKOFF, UNION SECURITY, STRIKE PROHIBITION, CONTINUED

E. Strike Prohibition

The Union will not direct, instigate, participate in, encourage, or support strike action of any type by any teacher or group of teachers during the life of this contract.

II. FAIR PRACTICES

- A. No person or persons and/or department in the Harper Woods System responsible to the Board shall discriminate against any employee on the basis of race, creed, color, national origin, sex, age, marital status or membership in, or association with the activities of the Union or any other teacher organization.
- B. The Union will admit persons to membership without discrimination on the basis of race, creed, color, national origin, sex, age, or marital status and to represent equally all employees in the bargaining unit without regard to membership or participation in, or association with the activities of any employee organization.

III. RIGHTS OF THE BOARD OF EDUCATION

It is understood and agreed that there is reserved to the Board all responsibilities, powers, rights and authority vested in it by the laws and constitution of Michigan and the United States and that all policies of the Board stated in the Policies Board of Education, Board of Education minutes, or as set forth in any manner whatsoever, or powers which heretofore have been properly exercised by it, shall remain unaffected by this AGREEMENT and in full force and effect, unless and until changed by the Board, and that any additions thereto, subtractions therefrom or revisions thereof, as the same may be made by the Board from time to time, shall become and remain unaffected by this agreement and in full force and effect unless and until changed by the Board, and further, not by way of limitation but by way of addition, that the Board reserves unto itself all rights, powers and privileges inherent in it or conferred upon it from any source whatsoever, provided further, however, that all of the foregoing being manifestly recognized and intended to convey complete power in the Board shall none the less be limited but only so limited by specific express provisions of this agreement and by Section III - Policies relating to Instructional Employees contained in Policies -Board of Education, dated April, 1960, and amendments made thereto as of the effective date of this Agreement, which said policies shall not be altered, changed or modified except by the mutual agreement of the parties hereto.

IV. RIGHTS OF THE UNION

- A. The Board shall make available to the Union, upon its reasonable written request, any and all official and/or public information, statistics and records relevant to negotiations or necessary for the proper enforcement of this agreement.

IV. RIGHTS OF THE UNION, CONTINUED

- B. The Union shall have the right to post notices of its activities and matters of Union concern on the bulletin boards provided in each school. Said notices and other Union materials may also be circulated through the existing office mail service, and may be placed in employees' mailboxes. The Union shall be held responsible for its notices.
- C. The authorized representative of the Union shall have the right to schedule Union meetings in the school before or after regular school hours, and during the lunch time of the employees involved.
- D. School rooms shall be made available for Union meetings when requests for same are properly processed through the building principal.
- E. On request the principal and/or his designated representative shall meet once a week, if necessary, with the Union representative. Additional meetings, by mutual agreement, will be scheduled if necessary. Such meetings shall be held outside of class hours, or during preparation periods.
- F. No officer, executive board member, delegate, representative or agent of any organization, other than the Union shall represent any teacher. The teacher may represent himself or be represented by his own lawyer if he so desires.
- G. Probationary teachers may be discharged upon recommendation of the Superintendent and approval of the Board. The statutory written statement and notice will be delivered to the teacher not less than sixty (60) calendar days prior to the effective date of separation or not less than sixty (60) days prior to the end of the school year. A teacher has the right prior to the effective date of discharge to have an interview with the Superintendent to review the reason for discharge.
- H. The Union President, Vice President and a designated building representative, or his/her alternate, for each building shall be permitted to use their preparation periods for Union business providing it does not interfere with any class related responsibilities. Should the designated representative be unavailable due to absence or implementing his teaching responsibility, an alternate designated by the Union may act in his absence.
- I. The Union may at any time, in writing, request and be granted a meeting with the Superintendent within five (5) days. If the issue is not resolved, upon request, the Board will grant an executive session to the Union at its next executive session, but no later than the next regularly scheduled Board meeting.
- J. The President of the Union (or his designee) will have available a copy of all regular minutes of the Board of Education on the Friday prior to the next regularly scheduled Board of Education meeting. The president of the Union or his designated representative shall whenever possible, be given written notice of any special meeting of the Board of Education. He shall receive a copy of the agenda of said meeting. The notice

#### IV. RIGHTS OF THE UNION, CONTINUED

##### J. Continued

of the special meeting may be delivered personally or forwarded by first class mail at the option of the Board. Said notice, except in the case of an emergency special meeting, shall be delivered not later than twelve (12) hours prior to the scheduled time of the special meeting. When possible verbal notification will be given regarding an emergency special meeting.

- K. Two representatives of the Union may be granted permission to use up to two of his own personal business days to participate in business activities of the Michigan Federation of Teachers and/or American Federation of Teachers. If no business days are credited at the time of the request to said teacher he may take such leave without pay.
- L. A maximum of two (2) days per school year will be provided to the Union for attendance at hearings or court proceedings relating to the implementation of the contract. Said days shall not be charged to the individual employee's (s') sick leave or result in loss of wages.

#### V. GRIEVANCE PROCEDURE

##### Section 1. Definition

(a) A grievance is a complaint by a teacher employee in the bargaining unit or by the Union in its own name based upon an event, condition or circumstance, allegedly caused by a deviation from, or misapplication of any established teacher personnel practice or policy; or that there has been a violation or misapplication of a provision of this agreement in respect to said teacher or teachers.

(b) The term "school days" shall mean working school days.

##### Section 2. Procedure for Adjustment of Grievance

###### Informal Conference

The teacher with a grievance may first discuss the matter with the principal, either directly or accompanied by the Union building representative, with the object of resolving the matter informally.

###### Step 1.

In the event the matter is not resolved informally, the grievance or complaint based upon an event, condition or circumstance allegedly caused by a deviation from, or misapplication of an established teacher personnel practice or policy, shall be submitted in writing, clearly stating the claimed basis for the grievance to the principal of the school in which said grievance arises within thirty calendar days following the act or condition which is the basis of the grievance.



V. GRIEVANCE PROCEDURE, CONTINUED

Step 1, Continued

- A. The grievance may be lodged and thereafter discussed with the principal:
- (1) by the teacher accompanied by the Union representative
  - (2) by the Union representative, if the teacher so requests
  - (3) by a teacher on his own behalf
  - (4) by the Union in the name of the Union.
- B. Within five school days after receiving the written grievance the principal shall communicate his decision on the grievance in writing to the teacher, if any, who submitted same, to the Union representative and a copy to the Superintendent.

Step 2.

Within fifteen school days after receiving the decision of the principal the teacher may, on his own or through the Union representative, appeal from the decision of the principal to the Superintendent or any designee of the Superintendent upon whom the Superintendent has conferred authority to act. This appeal shall be in writing and shall set forth specifically the grievance or complaint based upon an event, condition or circumstance allegedly caused by a deviation from, or a misapplication of an established teacher personnel practice or policy.

- A. Within five school days after receiving the appeal the Superintendent or any designee of the Superintendent upon whom the Superintendent has conferred authority to act shall investigate, meet, and confer on the grievance. All persons who participated in Step One shall have the opportunity to be heard.
- B. Within five school days after the meeting on the appeal the Superintendent or his designee shall communicate his decision in writing to the aggrieved teacher, with a copy to the principal, the Union representative and to the Board of Education.

Step 3.

- A. Within ten (10) school days after receiving the decision of the Superintendent or his designee, the Union may appeal the grievance to the Board of Education. The appeal shall be in writing and shall set forth specifically the grievance or complaint based upon an event, condition or circumstance allegedly caused by a deviation from, or misapplication of an established teacher personnel practice or policy.
- B. No later than twenty school days after receiving the appeal in writing the Board shall meet in Executive Session on the grievance. All persons listed in Step One, Part A., shall have the right to participate in this step.
- C. Within five school days after said meeting the Board shall communicate its decision in writing to the aggrieved teacher, if any, the Superintendent, the building principal, and the Union Representative.

## V. GRIEVANCE PROCEDURE, CONTINUED

### Step 4.

Within fifteen school days after receiving the decision from the Board of Education, the Union may, upon notice to the Board of Education, submit the grievance to advisory arbitration under the rules of the American Arbitration Association. The fees and expenses of the arbitrator and of the American Arbitration Association shall be shared equally by the Board and the Union.

The arbitrator's decision shall be advisory and shall not be binding upon either party. The arbitrator shall confine his opinion and set forth his conclusions on the issues properly submitted to him on any matter within the definition of a grievance as defined in Section 1.

### Section 3. Appearance and Representation

Meetings held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses, to be present preferably not during class time. When such hearings are held during school hours all teachers required to be present at the hearing pursuant to this article shall be excused without loss of pay.

### Section 4.

- A. If the grievance arises from the action of authority higher than the principal, the Union may present such grievance at Step Two of this procedure.
- B. If a grievance arises which effects the entire system the Union may submit such grievance directly to the Superintendent for action, however, this shall not eliminate any administrator from participation at the request of the Superintendent.

### Section 5.

No decision or adjustment of a grievance shall be contrary to any provision of this agreement.

### Section 6. Time Limits

- A. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limit shall permit an appeal to the next step of this procedure.
- B. Failure to appeal a decision within the specified time limit shall be deemed an acceptance of the decision.
- C. Time limits specified in this procedure may be extended in any specific instance by mutual agreement in writing.

### Section 7.

The Union on its own behalf shall have the right to appeal a decision on a grievance at any step in this procedure.

## V. GRIEVANCE PROCEDURE, CONTINUED

### Section 8.

Nothing contained in this grievance procedure shall deny to any teacher his right under Section II of Act 336 of Public Acts of 1947 as amended by Act 379 of the Public Acts of 1965 or to the Board any rights imposed upon it or granted to it by law, nor of any other legal right which each presently has provided however, that if a teacher elects to pursue any legal or statutory remedy, such election will bar any further or subsequent proceedings for relief under the provisions of this article.

### Section 9.

The following matters shall not be considered the basis of a grievance under the procedure outlined in this article:

- (a) The termination of service or failure to re-employ by the Board any probationary teacher, or,
- (b) The placing by the Board of a non-tenure teacher on a third year of probation.

### Section 10.

Official grievances filed by any teacher under the grievance procedure as outlined in this collective bargaining agreement shall not be placed in the personnel file of the teacher; nor shall such grievance become a part of any other file or record which is utilized in the promotion process; nor shall it be used in any written recommendations for job placement.

## VI. TRANSFER POLICY

- A. A transfer is a movement within the bargaining unit by a teacher from one grade level or curriculum area to another grade level or curriculum area where a teaching vacancy exists. All teachers shall remain in their present subject and grade level assignments, and the teacher will not be transferred in total teaching assignment except through the prescribed transfer policy. All instructional personnel shall be assigned by the Superintendent to those positions for which they are qualified.
- B. Any teacher desiring a transfer for the following school year must submit a written request on or before February 1st for said transfer to the Superintendent with a copy submitted to the building principal. When a vacancy occurs, the principal will hold a conference with all applicants. In the event there is a change in buildings both sending and receiving principals will confer with all applicants.
- C. Requests not approved must be resubmitted by the teacher on or before February first each year to remain active.
- D. Transfer requests shall be kept on file by the building principal, the Superintendent, and the Union president for one year and shall be kept confidential.



VI. TRANSFER POLICY, CONTINUED

- E. Priority of transfer will be on the following basis:
1. Teachers with a Master degree in the area will receive priority over those with an undergraduate major.
  2. Teachers with an undergraduate major will receive priority over those with a minor.
  3. Teachers with a minor will receive priority over those with less than a minor.
  4. If the above qualifications are equal, priority will be given to the person with the most years of service in the Harper Woods System.
- F. A teacher will be transferred in accordance with his desire before the system goes outside for new teachers if said teacher has submitted his request in writing to the Superintendent on or before February first, with a copy submitted to the building principal.
- G. Secondary teachers shall teach only in the major or minor subjects as listed on their teaching certificates.
- H. Newly created positions shall be listed as they become official and shall be announced during the school year through administrative bulletins and/or special bulletins distributed to the total teaching staff. New positions related to the bargaining unit or instruction, and not covered by the salary schedule established in this Agreement, must be negotiated for rates of pay before the positions are filled.
- I. Vacancies that occur during the school year to January 3rd may be filled by the Superintendent on a permanent basis. Vacancies that occur on or after January 3rd shall be filled by the Superintendent on an emergency basis until the conclusion of the school year at which time the position will become a vacancy.
- J. During the summer when school is not in session notices of vacancies shall be mailed to the address on record of those teachers who have a transfer request on file for such a position and who meet the qualifications for said position. A vacancy is an unoccupied position and not a newly created position. Administration will provide a notice of vacancies open and positions filled, to the teaching personnel on the second week of July, and during the second week of August. Administration will provide a notice of vacancies open and positions filled, to the Union President or his designee(s) as stipulated in writing to the Superintendent.
- K. In the case when a class or a position has been discontinued by action of the Board the teacher so affected may write a letter to the Office of the Superintendent indicating a desire to be returned to said position when and if the position is reactivated. At such time the teacher will be contacted, and, if he still so desires, will be restored to his former position.

VI-A. INVOLUNTARY ASSIGNMENT

1. An involuntary assignment at the secondary level is a teaching assignment made by a principal to a tenure teacher that is a change from his present teaching assignment to another teaching assignment in which he has a minor or less.

An involuntary assignment at the elementary level is a teaching assignment made by a principal to a tenure teacher that is a change from his present teaching assignment to another teaching assignment.

2. Teachers who will be affected by an involuntary change of assignment shall be verbally notified by the building principal prior to receiving the official notice of change.

3. No teacher will be reassigned involuntarily except as follows:

In the event that it is necessary to reassign a teacher involuntarily the following procedure shall be used:

- a. Every effort shall be made to find a volunteer.
  - b. In the event that there is no volunteer, the teacher who qualifies by certification and who has the least seniority shall be assigned to the position.
  - c. A tenure teacher receiving an involuntary change of assignment at the elementary level shall be given the opportunity to indicate a preference in placement by being notified of vacancies for which he is certified, provided these vacancies occur prior to the last student instruction day, and if in the principal's judgment the preference is in the best interest of the school, the preference may be honored.
  - d. In the case when a class at the secondary level has been deleted by action of the Board the teacher may be assigned to a class in a minor area. However, said teacher will be assigned to a class in his major area if such is available.
  - e. Under no circumstance shall a secondary teacher be assigned to more than four different daily preparations.
4. Involuntary assignments shall be made for no longer than one year.
  5. A study hall assignment is excluded from the above procedure.

VII. SCHOOL CALENDAR

The Harper Woods Public Schools School Calendar shall be negotiated each year by the Union and the Board.

HARPER WOODS PUBLIC SCHOOLS  
SCHOOL CALENDAR 1973-74

September 27, 1973 Thursday	Teachers report.
September 28, 1973 Friday	Registration and full instructional day. Official Membership Count, Fourth Friday..
November 22 & 23, 1973 Thursday & Friday	Thanksgiving Vacation. Schools closed.
November 26, 1973 Monday	Schools reopen - regular hours.
December 10 & 11, 1973 Monday & Tuesday	Parent/Teacher Conferences 6:00 P.M. - 9:00 P.M.
December 21, 1973 Friday	Schools closed at end of day for Christmas Vacation.
January 2, 1974 Wednesday	Schools reopen at regular hours.
February 7, 1974 Thursday	Secondary School students dismissed at 12:15 P.M.
February 8, 1974 Friday	Secondary School students dismissed at 12:15 P.M.
February 9, 1974 Saturday	Teacher Record Day
February 11, 1974 Monday	Second semester begins.
April 11, 1974 Thursday	School closed at end of day for Easter Recess.
April 17, 1974 Wednesday	Schools reopen at regular hours.
May 27, 1974 Monday	Schools closed for Memorial Day observance.
June 25, 1974 Tuesday	Secondary School students dismissed at 12:15 P.M.
June 26, 1974 Wednesday	Secondary School students dismissed at 12:15 P.M. Elementary Schools close at end of day.
June 27, 1974, Thursday	Teacher Record Day.
June 28, 1974, Friday	Teacher Record Day.



VII. SCHOOL CALENDAR

HARPER WOODS PUBLIC SCHOOLS  
SCHOOL CALENDAR 1974-75

September 3, 1974 Tuesday	Teachers report.
September 4, 1974 Wednesday	Registration and full instructional Day.
September 27, 1974 Friday	Official membership Count - Fourth Friday.
November 12, 1974 Tuesday	Parent/Teacher Conferences. 6-9 P.M. Elementary Schools.
November 13, 1974 Wednesday	Parent/Teacher Conferences 6-9 P.M. Secondary School.
November 19, 1974 Tuesday	Parent/Teacher Conferences. 6-9 P.M. Elementary Schools
November 20, 1974 Wednesday	Parent/Teacher Conferences. 6-9 P.M. Secondary School.
November 28 & 29, 1974 Thursday & Friday	Thanksgiving Vacation. Schools closed.
December 2, 1974 Monday	Schools reopen - regular hours.
December 20, 1974 Friday	Schools closed at end of day for Christmas vacation.
January 6, 1975 Monday	Schools reopen at regular hours.
January 23, 1975 Thursday	Secondary School students dismissed at 11:30 A.M.
January 24, 1975 Friday	Secondary School students dismissed at 11:30 A.M. Elementary Schools in session half day - A.M. only.
January 27, 1975 - Monday	Second semester begins.
March 27, 1975 Thursday	Schools closed at end of day for Easter Recess.
April 7, 1975 - Monday	Schools reopen at regular hours.
May 26, 1975 - Monday	Schools closed for Memorial Day.
June 10, 1975 Tuesday	Secondary School students dismissed at 11:30 A.M.
June 11, 1975 Wednesday	Secondary School students dismissed 11:30 A.M. Elementary Schools in session half day - A.M. only.
June 12 & 13, 1975 Thursday & Friday	Teachers complete records.

VIII. TEACHER LOAD

- A. The teaching load shall be assigned by the building principal. Teaching assignments will be made as equal as possible by the building principal.
- B. The Board will strive to establish and maintain over-all average academic class size of not more than thirty students per teacher.
- C. Teacher volunteers (secondary) for substitute work shall be determined through answers to the following:
  - (1) I will substitute during my preparation period.
  - (2) The principal may ask me to substitute in the event that all regular teacher substitutes are unavailable.
  - (3) I will not substitute more than one day per week.
- D. The exception to the above volunteer substitution policy is the necessity to fulfill the requirements as stated in the emergency leave policy.
- E. During the five (5) hours of the elementary student instructional day each elementary classroom teacher, kindergarten through sixth grade shall receive no less than 120 minutes and no more than 180 minutes preparation time per week. The preparation time is contingent upon the use of supporting staff in Art, Music and Physical Education. Should Art, Music and Physical Education be discontinued for financial or other reasons the preparation time shall be 150 minutes per week.
- F. When special teachers of Art, Music and Physical Education are absent, which provides the preparation time for the classroom teachers grade one through six, and a substitute cannot be obtained, the classroom teachers shall teach that subject and be compensated for same.
- G. When special teachers, assigned to teach in the kindergarten, which provides for kindergarten teacher preparation periods, are absent and a substitute cannot be obtained, the kindergarten teacher shall teach that subject and be compensated for same.
- H. Preparation time and special classes are to be assigned by the building principal.
- I. Recess for each class in grades kindergarten through six will not be held on the same half day when its physical education class is scheduled.
- J. During the five (5) hours of the elementary student instructional day special teachers shall receive no less than 120 minutes and no more than 180 minutes preparation time per week.

VIII. TEACHER LOAD, CONTINUED

- K. Secondary teachers shall be scheduled for five (5) assigned periods or its equivalent time plus one preparation period per day.
- L. Regularly scheduled class(es) at the secondary level shall be reviewed by the principal when enrollment for such class(es) is less than ten. During the school year the principal will contact and discuss such classes with the curriculum area chairperson and teacher(s) involved.
- M. Every reasonable effort shall be made so that no secondary teacher will be assigned more than three different daily preparations.
- N. Every reasonable effort shall be made to change student schedules by the end of the first full week of each semester. Any changes after said period of time must be discussed by the counselors and/or administrators with the teacher(s) involved before a decision changing the schedule is made.

IX. TEACHER HOURS

- A. The normal school day schedule for all staff members shall not exceed six (6) hours and fifty-five (55) minutes which includes one (1) hour for lunch for elementary teachers and one half hour for lunch for secondary teachers.  
  
On Fridays and days preceding holidays, teachers may leave ten (10) minutes prior to the close of their regularly assigned day.
- B. Under normal class scheduling teachers will report at 8:15 A.M. in both elementary and secondary schools. Teachers at the elementary schools will be at their assigned place of duty 15 minutes prior to the students' instructional day. Teachers in the secondary school will be at their assigned place of duty 5 minutes prior to the students' instructional day.
- C. Teacher hours that require adjustment due to specific program definition (e.g., Special Education and Vocational Education) must be approved by the Superintendent. Teachers working in approved adjusted programs shall report fifteen (15) minutes prior to the beginning of their instructional program.
- D. Teachers shall not be required to attend more than two extended Wednesdays per month - the extension of time shall not exceed sixty-five minutes per day.
- E. Teachers shall be free from duty at 3:10 P.M. on the Wednesdays during the weeks when Parent/Teacher conferences are scheduled per School Calendar, and a second visitation program as determined by the Board, plus other days mutually agreed upon in negotiations.



IX. TEACHER HOURS, CONTINUED

- F. On the extended duty days, teachers shall meet twice a month with members of their curricular area and/or building principals.

The building principals will discuss items for inclusion on the agenda of the staff meetings with the building representatives. The agenda will be distributed to the teaching staff prior to each faculty meeting.

- G. When a teacher is absent from duty on extended duty days, deductions from the teacher's sick leave will be according to the following:
- (a) Six-sixths (6/6) of one day when a teacher is absent the entire day.
  - (b) One-seventh (1/7) of one day per period when a teacher is absent less than one day.

X. LUNCH PERIOD

- A. All teachers are guaranteed a duty free lunch period.
- B. Secondary teachers may volunteer for lunch room supervision and shall receive compensation for same.

If there are not enough volunteers to adequately supervise the lunch program a committee of Union officers will immediately meet with administration to provide sufficient teacher supervision.

XI. PARENT TEACHER ASSOCIATION AND PARENT CLUB MEETINGS

Two Parent/Teacher visitation programs will be scheduled during the school year. All teachers are expected to be present during these programs. Teachers will be available for conferences with parents from 7:15 P.M. to 9:00 p.m. for the one program as determined by the Board of Education. At the secondary level, every effort will be made to hold said program on the Monday following the distribution of student report cards. Teachers will be excused from the programs only for personal illness or death in the family.

XII. PAY DAY

- A. In September of each year, or at the time of hiring for new personnel, each teacher in the Harper Woods School System shall sign a statement indicating whether he wishes to be paid on a twenty-one or twenty-six pay plan. Said statement shall be available to the teachers in the office of the building principal during the first week of the school year.
- B. No teacher may change his selected payment option once it has been made for the school year.

XII. PAY DAY, CONTINUED

- C. Each pay plan shall be based on a bi-weekly payment schedule.
- D. For employees, payments as scheduled on the twenty-six pay plan shall be made during the summer months and no "lump sum" payment may be made in June.
- E. For employees whose contract has been terminated in June and who are on the twenty-six pay plan, the balance of their contract will be paid in one lump sum in the twenty-first pay.
- F. If a teacher leaves the system during the school year the necessary salary adjustment shall be made by the Superintendent's office and the payroll department.
- G. The State Retirement Plan requires that all school records of the retiree be completed as of June 30th - so in this case adjustments shall be made to comply with the law.
- H. Checks issued in late June, July and August shall be mailed to the teacher address on file in the Board office.
- I. It shall be the responsibility of the teacher to provide the payroll clerk with addressed envelopes for any summer checks that are to be mailed to a different address than the one on file.
- J. Addressed envelopes are to be provided by the teacher before June 15th of each year.
- K. Payroll deductions for all taxes shall be made upon written authorization by the teacher.
- L. Economic items in this contract will be implemented as follows:
  - 1) All economic items for the 1973-74 school year, including Salary Schedule "A-1" shall be effective as of September 27, 1973.  
  
Salary Schedule "A-2" shall become effective as of February 18, 1974.
  - 2) All economic items for the 1974-75 school year, including Salary Schedule "A-3" shall become effective as of July 1, 1974.
- M. The payroll department shall indicate to the teacher, the amount withheld for Teacher Retirement once during the school year.

XIII. SICK LEAVE POLICY

The new sick leave policy in effect for the 1973-74 and 1974-75 school years will be covered by the Board for the first five days, and thereafter, Washington National becomes the carrier.

### XIII. SICK LEAVE POLICY, CONTINUED

- A. Absence from duty for any one or all of the first five days shall result in no loss of pay when the teacher is sick or quarantined or has personal business.
- B. Compensation for absence from duty due to illness beginning with the sixth day shall be reimbursed by Washington National. Remuneration shall be according to provisions and restrictions in the Accident and Sickness Disability Benefit policy as provided by the carrier. The first day hospitalization benefit as provided by the carrier, shall also be included in the policy.
- C. Absence from duty, not chargeable to the above five days, and not to exceed three days per bereavement, shall include death in the immediate family - husband, wife, son, daughter, brother, sister, or either spouse's parents.
- D. Absence from duty, not chargeable to the above five days, and not to exceed three days shall include:
  - (1) Serious illness in the immediate family, requiring necessary medical attention, to include: father, mother, husband, wife, dependent son or daughter. Brother or sister residing in the same household shall also be included.
  - (2) Absences due to pregnancy and pregnancy related illnesses or injuries.

Medical certification of illness within a seven day period is necessary for remuneration. Circumstances beyond the control of the employee to produce a statement within seven days will be reviewed by the Superintendent of Schools.

- E. A business leave contingency fund of thirty-two (32) days will be in effect for the current school year. Teachers may use two (2) business days from the fund for business leave if their first five days have been used. Teachers are required to give notice by 4:00 P.M. the previous school day.
- F. If the 1969-70 Sick Leave Policy will be reinstated at the end of the current contract and is in effect for the 1975-1976 school year, the accumulated sick leave days of each teacher, and all the days in the Central Sick Bank that were in effect at the end of the 1969-70 school year will be reinstated. Teachers, having days of absence during the life of the sick leave policy in effect during the 1970-71, 1971-72, 1972-73, 1973-74 and 1974-75 school years, will have those days deducted from their accumulated sick days in effect at the end of the 1969-70 school year.
- G. Teachers with preparation periods agree to accept assignment by the principal as substitute in the classroom vacated by a teacher because of an emergency leave.



### XIII. SICK LEAVE POLICY, CONTINUED

- H. Personal business, as defined herein, shall mean an activity that requires the teachers' presence during the school day and is of such a nature that it can not be attended to at a later time when school is not in session or at the conclusion of a work day or on week-ends. Vacation time is not to be regarded as business days. It is necessary for a teacher to be physically on duty at least one full day between business leave absences and holidays or vacation periods.
- I. Exception to Business Leave Days:
- (1) A business leave day, with pay, shall not be granted immediately prior to or at the end of any vacation period except as indicated in Section XXIII., Point F.
  - (2) Business leave days with pay, shall not be granted immediately prior to the last day of the school year.
- J. All absences must be reported every day to the office designated by the principal. For extended absences, prior notification covering the duration of the absence is acceptable.
- K. The following 1969-70 Contract Provisions shall be reinstated for the 1975-76 school year.

### ARTICLE XXXII. SICK LEAVE

- A. Sick leave shall accumulate at the rate of fourteen (14) days per year based on one day for each month of service from September through June, plus two additional days each semester. Three of the fourteen days may be used for personal business leave.
- B. An accumulative period of not to exceed one hundred and twenty days may be built up as a reserve.
- C. A teacher may draw on his anticipated sick leave days for the school year. If a teacher leaves before the end of the school year, any unearned used sick leave days shall be deducted from his final pay.
- D. Absence from duty for the following reasons within the above limitations shall result in no loss of pay.
- a. Personal illness or quarantine.
  - b. Death or serious illness in the immediate family.
- E. If a teacher's absence due to illness extends beyond ten consecutive school days, a doctor's statement certifying ability to work shall be presented by the teacher, provided however, the Board reserves the right to require that said teacher be examined at a mutually agreed hospital at Board expense to determine the ability of the teacher to return to work.

- K. The following 1969-70 Contract Provisions shall be reinstated for the 1975-76 school year, continued

ARTICLE XXXII. SICK LEAVE, CONTINUED

- F. A leave of absence because of illness may, upon written request of the teacher and written certification by a physician, be extended for a reasonable time beyond the cumulative leave allowance. No pay shall be granted for such an extension (nor shall the teacher be entitled to any increment on the salary schedule for the time lost due to an extended illness) if such extended leave involves a semester or more.
- G. Approved absences not chargeable to sick leave and not to exceed three (3) days shall include: death of father, mother, husband, wife, son, daughter, brother, or sister.
- H. Teachers absent from work because of mumps, scarlet fever, measles, or chicken pox shall be granted a maximum of three (3) sick leave days not chargeable to sick leave provided said teacher submits a report of verification of the disease from her doctor.

XXXIII. SICK LEAVE BANK

A central sick bank shall be established to provide for long term personal illness as follows:

- a. The number of days in said sick leave bank shall be established at two hundred days for the 1969-70 school year.
- b. New teachers or current non-participating teachers employed by the school district for the 1969-70 school year need to contribute two days to the sick bank if they wish to be participating members.
- c. A teacher must be absent for a minimum of ten (10) consecutive days before he is eligible for the sick bank.
- d. To be eligible to withdraw from said sick bank, the teacher must first use all of his accumulated sick days.
- e. A ten day period of accumulated days must be available from the teacher's own accumulated days at the beginning of a long term personal illness, or, if it is not available, that portion of days not accrued to ten must be covered by absence without pay.

Example One

A participating teacher with five (5) accumulated sick leave days who became ill for ten (10) or more consecutive school days will be eligible for reimbursement as follows:

1. reimbursement for his five (5) accumulated sick leave days.

- K. The following 1969-70 Contract Provisions shall be reinstated for the 1975-76 school year, continued:

XXXIII. SICK LEAVE BANK, CONTINUED

Example One, continued

2. no reimbursement for the next five (5) successive school days of absence due to personal illness.
3. reimbursement under the sick leave bank program would begin on the eleventh (11) consecutive day of absence due to illness.

Example Two

A participating teacher with no (0) accumulated sick days who becomes ill for ten (10) or more consecutive school days would be eligible for reimbursement as follows:

1. No reimbursement for the first ten (10) consecutive school days of absence for illness.
2. Reimbursement under the sick leave central bank program would begin on the eleventh (11) consecutive day of absence due to illness.

Example Three

A participating teacher with ten (10) or more accumulated sick leave days who becomes ill for ten (10) or more consecutive school days, upon using all of his accumulated sick leave days, becomes immediately eligible for reimbursement through the central sick bank.

- f. A maximum of one hundred (100) days each school year can be drawn from the central sick bank by any one participating teacher.
- g. The teacher shall submit a written statement signed by a physician stating that said teacher is unable to perform the duties of his assignment. Said physician's statement shall be submitted to the school system at intervals of twenty consecutive school days of absence. A form will be furnished from the central office on about the fifteenth day following the absence.
- h. A relapse shall be considered a part of the illness or injury with no waiting period.
- i. Absence due to pregnancy will not qualify for central sick bank participation.
- j. Whenever necessary, a sick leave committee for the Union shall be created to assist administration in making evaluations concerning questionable absences.
- k. Any teacher withdrawing from membership in the bank will not be permitted to withdraw his contributed days.



- K. The following 1969-70 Contract Provisions shall be reinstated for the 1975-76 school year, continued:

XXXIII. SICK LEAVE BANK, CONTINUED

- l. A teacher withdrawing sick leave days from the central sick bank need not replace said days.
- m. A review board of three (3) members of the teacher's union shall review each case of consecutive days of absence when said teacher has been absent for thirty (30) consecutive school days. Said board may or may not submit a recommended action to the Superintendent of Schools.

XXXIV. EMERGENCY SICK LEAVE

- A. An emergency shall be defined as a situation which is beyond the immediate control of the teacher. Emergency situations make it necessary to request an emergency leave.
- B. Teachers, when said request for emergency leave is approved by the principal, shall be granted such leave with full loss of pay for the time involved.
- C. Said time loss shall be recorded, when applicable, against the sick leave time of the teacher.
- D. Emergency leaves must be made by written request. This written request may, because of the nature of the emergency, be submitted by the teacher upon return from such leave.

XXXV. BUSINESS LEAVE

- B. The policy of allowing three days per year for business or emergency absence shall continue.
- C. Said leave days shall be deducted from the fourteen sick leave days allotted yearly.
- D. Requests for business leave days are to be submitted not later than the preceding day of leave, in writing, to the principal for approval. The letter to the principal, in advance, requesting said business or emergency leave day(s) need not state the reason for the leave - only that such leave is requested, and the date(s) for same.

K. The following 1969-70 Contract Provisions shall be reinstated for the 1975-76 school year, continued:

E. In the event that the emergency does not allow time for a written request to be formally approved the teacher shall verbally notify the principal of the emergency and submit a letter for the file on return to duty.

ARTICLE XXXV-A FRINGE BENEFITS

B. Insurance

(3) The long term disability income benefit protection program will continue in effect for the year 1969-70.

XIV. JURY DUTY LEAVE OF ABSENCE

A. An employee of the School District of the City of Harper Woods absent from duty because of jury duty, and who can not be excused from same, shall, upon written request through the offices of the building principal and superintendent be paid the difference between jury duty pay and his regular daily pay for the time served.

B. Such jury service shall have no effect on the sick leave policy schedule of the employee.

XV. WITNESS IN COURT LEAVE OF ABSENCE

A. If an employee is subpoenaed to appear in court as a witness said employee shall not be deducted in pay for time served - not more than one day - nor shall such time loss be charged against the employees sick leave time.

B. Witness in Court policy shall have no effect on the sick leave policy schedule of the employee.

XVI. MATERNITY/ADOPTION LEAVE POLICY

A. A leave of absence will be granted without pay and increment to a teacher under contract with the school district for pregnancy or adoption. In the case of adoption the child shall be no older than six months at the time the child enters the home of the adopting parents.

B. An employee who becomes pregnant shall notify the superintendent in writing by the end of the fourth month of pregnancy or when pregnancy is definitely established whichever is earlier. Said notification shall be accepted by a medical confirmation and shall state the expected date of termination of pregnancy.

C. Upon notification of the pregnancy to the superintendent, a monthly statement will be required stating that the employee is able to perform all of the normal and regular duties and functions of the teaching assignment.

XVI. MATERNITY/ADOPTION LEAVE POLICY, CONTINUED

- D. If an employee seeks to work beyond the seventh month of pregnancy a waiver of liability to make the Board of Education save-harmless from any legal claims that arise shall be required.
- E. A leave of absence shall be granted for one year. The return of an employee shall normally coincide with the beginning of a new school year. However, upon receipt of a written request, the period of the leave time may be reduced, provided a vacancy exists, and so recommended by the superintendent. At the conclusion of the leave, the teacher will be reinstated to a position for which she is certified and qualified, seniority permitting.
- F. Prior to a return to work the employee must be certified by her physician as ready and able to return to her full work assignment.
- G. A written notification of intent to return to the school system shall be submitted to the superintendent no less than seventy days prior to the end of the school year.

XVII. MILITARY LEAVE

- A. A military leave shall be granted to any teacher who is inducted into the armed forces of the United States. Upon returning from military service, he shall be assigned to a position comparable to the position held at the time of leaving. He shall be entitled to the increments indicated in the Federal law on the salary schedule during his leave of absence. The written request for return from military leave must be supported by competent proof that said person holds an honorable separation from military service. The application for reinstatement must be presented within ninety days from the date of said release or discharge.
- B. Any military service experience prior to certification and graduation with a college degree would not be counted as experience credit on the salary schedule. Military service credit is not to be interpreted as retroactive for anyone. Such service for credit becomes fully effective beginning with the 1966-67 school year.

XVIII. OTHER LEAVE OF ABSENCE

- A. Peace Corps/Vista Leave:

A leave of absence will be granted to any teacher with seven years employment in the School District of the City of Harper Woods who joins the Peace Corps/Vista as a full time participant. Such leave may not extend for more than two school years. Increment on the salary schedule shall be granted only in such cases where the experience credit approved for outside the school system is within the nine year experience credit granted for same.



XVIII. OTHER LEAVE OF ABSENCE, CONTINUED

A. Peace Corps/Vista Leave, continued

If more than three percent of the staff qualifies for said leave, priorities will be established based on the following:

- a. Seniority
- b. Number of applications from a department may limit said department to one.
- c. Prior leave.

B. Union Leave

A leave of absence, upon written request to the Superintendent, shall be granted a teacher in the local union for not less than one semester nor more than one school year without pay and without increment for the purpose of engaging in Union - Local, State, or National activities.

A request for one extension of said leave shall be approved if said request is submitted in writing on or before May first.

On return to this system the teacher shall be placed on the proper step on the salary schedule.

The teacher shall be assigned to a position that is within his certification and qualification.

C. Request for Leave of Absence not covered in other sections of the Agreement.

With the approval of the Board, a teacher who does not qualify for another type of leave permitted by this Agreement may be granted a leave of absence without pay and without increment for special reasons acceptable to the Board.

The teacher shall be assigned to a position that is within his certification and qualification.

D. Sabbatical Leave

No money is available in the budget for the 1973-74 - 1974-75 school years and none is to be made available for the 1973-74 1974-75 school years for a Sabbatical Leave.

Applications for sabbatical leave must be made at least one full semester prior to the proposed beginning of such leave. It is understood that the approval of such application is contingent upon the existence of a sabbatical leave policy in the collective bargaining agreement for the period during which such leave is to occur.

A sabbatical leave of absence may be granted to members of the professional staff of the School District of the City of Harper Woods. The granting of such leave is subject to the approval of the Board, upon recommendation of the Superintendent, when in the considered judgment of the Board the professional competence of the staff member and the general welfare of the public school will be benefitted.

XVIII OTHER LEAVE OF ABSENCE, CONTINUED

D. Sabbatical Leave

The rules and regulations of the School District of the City of Harper Woods regarding sabbatical leave continues in effect in accordance with the following Michigan Statutory Provisions and amendments thereto:

340.572 Sabbatical leave for professional improvement; term (M.S.A. 15.3572)

Sec. 572. Any board after a teacher has been employed at least 7 consecutive years by said board and at the end of each additional period of 7 or more consecutive years of employment may grant said teacher a sabbatical leave for professional improvement for not to exceed 2 semesters at any one time:

Provided, That the teacher holds a permanent or life certificate, or is engaged in teaching in a college maintained by the board. During said sabbatical leave, the teacher shall be considered to be in the employ of the said board, shall have a contract, and may be paid compensation as provided in the rules and regulations of said board:

Provided, however, That said board shall not be held liable for death or injuries sustained by any teacher while on sabbatical leave.

Credit toward retirement

Teachers on a sabbatical leave shall be allowed credit toward retirement for time spent on such leave in accordance with rules and regulations established by the boards of control of public school employees' retirement funds.

Restoration to teacher position

A teacher upon return from a sabbatical leave shall be restored to his or her teacher position or to a position of like nature, seniority, status and pay. Said teacher shall be entitled to participate in any other benefits that may be provided for by rules and regulations of the Board made pursuant to law.

Any professional employee of the School District of the City of Harper Woods who meets the qualifications shall be eligible to apply for sabbatical leave. Sabbatical leave is given to professional personnel to permit them to improve their ability to render educational service.

The number of teachers on sabbatical leave at a particular time shall not exceed three percent of the total number of teachers. Insofar as is possible a proportionate division of leaves of absence will be granted to the various groups of the professional staff.

XVIII OTHER LEAVE OF ABSENCE, CONTINUED

D. Sabbatical Leave, Continued

Restoration to teacher position, continued

If more than three percent of the staff qualifies for sabbatical leave, priorities will be established based on the following:

- a. Seniority.
- b. Number of applications from a department may limit said department to one.
- c. Prior leave.

Any professional employee who is granted a sabbatical leave must sign an agreement with the Board to return from said leave and serve at least two years, or he shall refund any compensation received from the school district while on leave. Said refund shall be on a proportional basis.

The compensation for the staff member on sabbatical leave will be one-half of the salary he would receive if on an active staff status for the period in which the leave is in effect. All fringe benefits shall continue during the sabbatical leave period.

Payment to a staff member on sabbatical leave will be made in accordance with the provisions of the Board of payment of salary to other members of the professional staff. The employee on leave will be responsible for keeping the business office notified of his address.

A term of sabbatical leave will entitle an employee to an automatic salary schedule increment earned while on sabbatical leave.

A sabbatical leave will also operate as a leave of absence without pay from all other school activities.

An employee on sabbatical leave will report to the Superintendent as follows:

1. The employee will immediately request approval from the Superintendent if it becomes necessary for him to make changes in the planned program of leave as outlined in the approved application.
2. An interim report will be filed at the mid-point of the period for which the leave is taken. This report is to contain sufficient information to enable the Superintendent to determine that the leave is being utilized in the approved manner.
3. Each employee returning from sabbatical leave will file a final written report with the Superintendent not later than sixty days after the day on which the employee



XVIII. OTHER LEAVE OF ABSENCE, CONTINUED

D. Sabbatical Leave, Continued

Restoration to teacher position, continued

3. Continued

again takes up active service. Said report is to include the name of the institution attended, course pursued, credits received, and experience gained, together with the applicants appraisal of the professional value of the activities he was engaged in while on leave and the manner in which the knowledge and experience gained may be applied to the benefit of the school system.

An employee will not be considered as having completed the requirements of the sabbatical leave until his final report has been approved by the Superintendent. When approved these final reports will be transmitted to the Board of Education.

XIX. TEACHERS' PERSONNEL FILE

- A. Each teacher shall have the right upon request to review the contents of his own personnel file maintained at his school or in the office of the Superintendent.
- B. A representative of the Union may, at the teacher's request, accompany the teacher in said review.
- C. Materials will be given to the teacher only for review.
- D. The review will be made in the presence of the administrator responsible for the safekeeping of said records.
- E. Privileged information such as Confidential Credentials and related personal references normally sought at a time of employment are specifically exempted from such review.
- F. No material derogatory to a teacher's conduct, service, character or personality shall be placed in any file unless the teacher has had the opportunity to read the material. The teacher shall acknowledge that he has read such material by affixing his signature on the copy to be filed, with the understanding that such signature merely signifies that he has read the material, and does not necessarily indicate agreement with its content.
- G. The teacher shall have the right to answer any material filed. His answer shall be attached to the file copy.
- H. The teacher shall be permitted to reproduce any material in his file excepting that indicated in "E" above.
- I. The teacher shall be permitted to add any professional evaluations to his file that he wishes.
- J. All official communications, except classroom observations, from the administration to a teacher intended for placement in the teacher's personnel file must be written on official letterhead paper.

XX. PHYSICAL EXAMINATION AND X-RAY

- A. New employees shall present a physical examination certificate indicating they are in good health before they can begin work.
- B. If the Board desires that an employee take a physical examination after the examination taken at the time of employment the employee will be requested to take such examination and said examination shall be made at a mutually agreed hospital at board expense.
- C. Act No. 290 Public Acts of 1966

The school board, or other governing body or individual, of a public, private, parochial or nursery school or day care center, shall require evidence of freedom from communicable tuberculosis as a condition of entering its employment and annually thereafter for all full and part-time personnel, or day-to-day substitutes, employed by the board, on the basis of tests conducted in accordance with section 7 and performed within nine months preceding the commencement of work.

The statement shall be filed with the employee's personnel record within 14 days after the first day of regular school sessions of each school year, and shall be available for examination by public health department personnel.

Section 7. The examination shall include a tuberculin skin test or a chest x-ray. If the tuberculin test is positive, a chest x-ray is required. If the x-ray suggests tuberculosis, a laboratory examination is required.

XXI. EXTRA-CURRICULAR

- A. Extra-compensation, in accordance with attached schedule (Appendix B-1, B-2) shall be paid to teachers who accept extra-curricular assignments in addition to a full time instructional load.
- B. Teachers applying for compensated extra-curricular assignments shall be selected using the following criteria as a guideline for the selection:
  - (1) Formal preparation in the activity.
  - (2) Previous experience involved in the management of this or any related activity.
  - (3) Ability to work with students in this or any related activity.
  - (4) Previous experience as a participant in this or any related activity.
  - (5) If the above qualifications are equal, priority will be given to the person with the most years of service in the Harper Woods School System.

XXI. EXTRA-CURRICULAR, CONTINUED

B. Continued

- (6) All applicants will be informed in writing as to who received the appointment.
- C. Teachers entitled to compensation for an extra-curricular assignment shall be recommended in writing by the principal to the Superintendent and to the Board. Compensation for extra-curricular assignments shall be included in a separate contract.
- D. There shall be a probation period of two years for all extra-curricular sponsorships.
- E. Prior to the conclusion of the school year the Principal will give written notification to all assigned teachers as to the status of the position for the ensuing year. Should there be a need to discontinue the services of a teacher for the ensuing school year the teacher will be so notified.
- F. Vacancies and new positions shall be posted by the principal in May. In those cases where a vacancy occurs during the course of the activity such vacancy will be filled on an emergency basis by the principal for the remainder of the year at which time the position will become a vacancy.
- G. All applicants shall be entitled to an interview. No one outside the system shall be given an extra-curricular assignment if a teacher within the system meets the majority of the criteria as stated in Section B, Points 1 through 4.
- H. Should it become necessary to discontinue the services of an assigned teacher who has completed the probationary period, the teacher may request and be granted an interview with the Superintendent. If the issue is not resolved, upon request, the Board will grant an executive session to the Union at its next regularly scheduled Board meeting.
- I. No teacher is to receive more than twenty-two percent (22%) of the B.A. minimum in additional payments for extra-curricular assignments per school year unless specifically approved by the Board of Education, the extra-curricular assignments relate to contracted activities all being related to student activities as shown under Extra-curricular Appendices B-1 B-2. Excluded from the Twenty-two percent (22%) is: Adult Education and all Driver Education. In the event that teacher's extra-curricular compensation will exceed twenty-two percent (22%) of the B.A. minimum, the Union is to be notified prior to the assignments.
- J. Teacher driver education instructor assignments shall be limited to teacher applicants with no more than six (6) points for moving traffic violation convictions under the State of Michigan Driving "point system", on their individual driving records.



XXI. EXTRA-CURRICULAR, CONTINUED

K. Further, that any driver education instructor whose record reflects any of the following shall be removed as an instructor:

- a. One six-point violation.
- b. Two four-point violations.
- c. Three two-point or three-point violations.

Provided further, that if removed, he shall be reinstated by the Board as a driver education instructor when his record has been reduced to six or less points.

For a six-point violation, the instructor must meet the above requirements plus have a one year probation period before reinstatement.

For a person who was removed for three two-point violations, he may be eligible the following semester if his record shows six or less points.

All violations above exclude faulty equipment violations.

L. An evaluation report for each extra-curricular activity shall be submitted to the principal by the teacher sponsor not later than one week following the completion of said activity for the school year.

M. Summer School Driver Education positions shall be open to all certified personnel each year. All teachers will be notified of such vacancies in writing.

Applicants for summer driver education positions shall be evaluated as follows:

- 1. Priority will be given to those applicants with the greatest number of semesters of service as a Driver Education instructor in the Harper Woods School System.
- 2. One session of summer school driver education instruction is equivalent to one semester of driver training service.
- 3. Applicants from outside the system will be considered for the position if no one within the system applies for the vacancy.

Compensation for Summer Driver Education instructors shall be in accordance with Appendix "C", point 5, of this agreement.

N. Extra-curricular Activities - Beacon School

<u>1973-74 - 1974-75 %</u>	<u>Activity</u>
1	Band
1	Basketball
1 1/4	Chorus (first semester only)
4	Safety Patrol
<u>TOTAL</u> <u>7 1/4</u>	

XXI. EXTRA-CURRICULAR, CONTINUED

N. Continued - Beacon School

Band will not present a Christmas Program but will present a Spring Program, and also perform on Memorial Day and at Little League Parade.

Chorus will present a Christmas Program.

Extra-curricular activities - Tyrone School

<u>1973-74 - 1974-75 %</u>	<u>Activity</u>
1	Band
1	Basketball
1 1/4	Chorus (second semester only)
4	Safety Patrol
<u>Total</u> 7 1/4	

Band will not present a Christmas Program but will present a Spring Program, and also perform on Memorial Day and at Little League Parade.

Chorus will present a Spring Program.

Elementary Total - 14 1/2

Extra-Curricular Activities, Secondary School

<u>%</u>	<u>Activities</u>
10	Varsity Football
7 1/2	Varsity Football Assistant
12	Varsity Basketball
9	Varsity Basketball Assistant
8	Varsity Baseball
9	Varsity Track
6	Varsity Track Assistant
4	Varsity Tennis
5 1/2	Cross Country
7	Athletic Director
3	G.R.A. and Intra-Murals
3	Girls Basketball
6 1/2	Girls Catalina
2 1/2	Girls Field Hockey
4	Cheerleaders
2	Lettermens Club
2	School Paper
4 1/2	Advanced Drama Class Play
5 1/2	Yearbook - full program
3 1/2	Senior Coordinator
4	Junior Coordinator
2 1/2	Sophomore Coordinator
1 1/2	Freshman Coordinator
5	Junior Varsity Baseball
6	Junior Varsity Football
7 1/2	Varsity Swimming
7	9th Grade Basketball
7	Band

XXI. EXTRA-CURRICULAR, CONTINUED

N. Continued - Secondary School

<u>%</u>	<u>ACTIVITIES</u>
2	Cheerleaders
2	Majorettes
3	7th & 8th Boys Intra-mural
3	7th & 8th Girls Intra-mural
3 1/2	7th & 8th Grade Baseball
3	Introductory Drama
2 1/2	Harper Words
	National Honor Society (expenses approved by the principal with a maximum of \$50.00)
6	7th & 8th Basketball

XXII. PROMOTIONS

- A. A promotion shall mean a change to an administrative position.
- B. During the school year notices of such vacancies shall be forwarded to all staff members by a memorandum. Such notices shall include: job description, qualifications experience required, if any, personal skills, the date the position is open and instructions for filing application.
- C. During a time when school is not in session, notice of such vacancies shall be mailed to each teacher's mailing address. Any teacher may apply for such position.
- D. In filling the vacancy the Board shall give due weight to the professional background, attainments, seniority in the school system of the applicant, and other relevant factors.
- E. The school system reserves the right to fill such vacancies from within or from outside the school system.
- F. The Board will select the applicant based on its judgment of the candidates qualifications.
- G. All applicants will be informed in writing as to the disposition of their application.

XXIII. MISCELLANEOUS

- A. Tentative teacher schedules shall be available before individual contracts are issued.
- B. The following curricular areas will have chairpersons:

HUMANITIES & FINE ARTS: Social Studies  
Communications Skills  
Art  
Music  
Foreign Language

APPLIED SCIENCES: Mathematics  
Science  
Business Education  
Vocational Education  
Health & Physical Education  
Home Economics



XXIII. MISCELLANEOUS

B. Continued

RESOURCE SERVICES:           Special Education  
                                  Guidance & Counseling  
                                  Library Media

- (1) Staff shall be organized in curricular areas as follows:
  - (a) Lower Elementary Humanities/Fine Arts & Applied Science
  - (b) Upper Elementary Humanities/Fine Arts & Applied science
  - (c) Secondary Humanities & Fine Arts
  - (d) Secondary Applied Science
  - (e) K through 12 Resource Services
- (2) Lower Elementary and Upper Elementary staff members may integrate with either of the Secondary curriculum committees for the purpose of curriculum evaluation and curriculum recommendations.
- (3) The instructional staff will individually and/or collectively establish curriculum goals in their instructional areas by the end of the first semester of the 1973-74 school year.

Each teacher will develop, implement and present twenty (20) written performance objectives in the curricular area(s) of their choice by the end of the 1973-74 school year.

- (a) Each elementary teacher will develop performance objectives in a minimum of five (5) subject areas.
- (b) Each secondary teacher will develop performance objectives distributed within their instructional assignments.

The guideline for the writing of performance objectives will be as contained in the Michigan Department of Education publication - "Developing Performance Objectives" which will be provided to each teacher by the employer.

C. Curricular area chairperson positions shall be filled in the following manner:

- (1) Administration will list the positions as they become official and shall be announced to the total teaching staff through administrative bulletins. Such bulletins shall include duties, and date the position is open, and instructions for filing applications.
- (2) All teachers in the district within their curricular area are eligible each year upon written application to apply for the curricular area chairperson position application will be made to the Superintendent.

XXIII. MISCELLANEOUS

C. Continued

(3) No later than two weeks after the ratification of this contract, teachers shall elect its curriculum area chairperson by secret ballot.

D. Duties of the Curricular Area Chairpersons will include the following:

(1) Coordinate the review of all activities of the curriculum area.

(2) Receive recommendations for presentation to the Curriculum Council.

(3) Receive all requisitions of supplies and materials for curriculum area from building principals.

(4) Receive monthly progress reports of activities and proposed agendas in that curriculum area and submit same to Curriculum Council.

(5) Attend monthly meetings of the Curriculum Council.

(6) Hold meetings at least once a month with members of the curriculum area.

(7) Prepare a recommendation of activities planned for the next school year and present same to the Curriculum Council by April 15th.

E. The board will not hold teachers responsible for losses of property by students providing the teacher has not acted in a negligent manner.

F. Deduction in pay will be made for each and every business day if a teacher misses immediately before or after a vacation period except for an emergency leave. An emergency leave is defined as a situation which is beyond the immediate control of the teacher. Action on the emergency leave is subject to the approval of the Superintendent.

G. A telephone will be made available for all secondary school staff members in the Secondary School Principal's office for use on official school business.

H. Classroom Observation of Teachers

There will be at least one formal observation of probationary teachers each semester. Each classroom observation will be followed by a conference with the building principal.

The observation will be written up in triplicate and each copy shall be signed by the teacher and principal. The teacher may respond, in writing, to the observation and it will be attached to the observation report.

XXIII. MISCELLANEOUS, CONTINUED

H. Classroom Observation of Teachers, continued

The formal observation form will be made up in two sections. Section one pertaining to the visit only. Section two will cover general observations covering the previous experiences from the date of employment.

Tenure teachers may be observed by the Principal when he deems it necessary.

I. Tax Sheltered Annuities

Tax sheltered annuity programs are available through written request by the teacher to the payroll department for same.

Annuities are available at the teacher's expense from:

Metropolitan Life Insurance Company  
Michigan Education Association

An additional tax sheltered annuity program will be reviewed by the Union and presented for adoption by the Board. Said program shall be in addition to the programs currently in effect in the school district.

J. Curriculum Studies

- a. Teachers will be paid for work on curriculum studies during the summer months if requested to so serve by the school district.
- b. Teachers will be granted released time for approved curriculum studies made during the school year. Such studies shall not require more than two meetings per month, and it is suggested they be scheduled from 2:00 P.M. to 4:00 P.M.
- c. In lieu of released time, when approved by the principal and superintendent, teachers may elect to conduct such studies lasting no longer than five o'clock p.m. and be compensated for one hour overtime at the rate equivalent to the substitute payment as stated in Appendix "C", point three (3) of this agreement.

K. Experience Credit

Full experience credit on the pay scale, up to a maximum of nine steps, will be granted for any combination of the following:

- (1) Prior teaching experience.
- (2) Military service experience - maximum of two years.
- (3) Peace Corps/Vista service - maximum of two years
- (4) Foreign exchange teaching
- (5) Jobs Corps teaching
- (6) Possession of vocational education certificate (two year maximum) and is employed with the intent to teach a vocational program will receive experience credit.



XXIII. MISCELLANEOUS, CONTINUED

K. Experience Credit, continued

The above includes existing personnel who have a vocational certificate and who would meet the above criteria.

L. Reduction in Personnel

In cases requiring a reduction of teacher work force due to a decrease of work or operating funds, the order of release of employees qualified and certified for the remaining positions available shall be:

- (1) Teachers hired after January 3rd.
- (2) First year probationary teachers according to qualification, certification and seniority.
- (3) Second year probationary teachers according to qualification, certification and seniority.
- (4) Tenure teachers according to qualifications, certification and seniority.

Before the Board makes any necessary reduction in personnel, it will first discuss with the Federation the effects of such reduction and give the Federation the opportunity to make recommendations in writing related to such reduction. Proper written notice will be given to the teacher.

Any teacher on permanent tenure whose services are terminated because of a necessary reduction in personnel shall be appointed to the first vacancy in the school district, according to seniority, for which he is certified and qualified.

M. Summer School - Special Education

In the event the school system offers a summer school program, summer school teaching positions in the Special Education Department shall be open to all personnel in that department for application each year. All teachers in the department will be notified of the vacancy in writing.

Applicants will be judged for the position according to:

1. Acceptable state certification in the area and qualifications as required for said department.
2. Priority will be given to the person with the most formal preparation in the area.
3. If the above qualifications are equal, priority will be given the applicant with the most years of teaching experience in that particular department in the Harper Woods School District.

N. Higher Education Degree Earned

When a teacher receives an M.A. or M.S. Degree or an M.A.-M.S. plus thirty hours level in the fall semester, he will receive pay at the new degree level rate for the spring semester provided he has notified the Superintendent's office

XXIII. MISCELLANEOUS, CONTINUED

N. Higher Education Degree Earned, Continued

in writing before September 20th of each year of his expectation to complete said work and that he successfully completes said course(s) and provides evidence to the school system of having done so at least one month before the beginning of the second semester.

- O. Harper Woods teachers who have been working on "voluntary duties" as listed under points 4 & 7 in Appendix "C" shall retain these duties before other volunteers are employed.

Persons outside of the bargaining unit may volunteer to perform those duties under points 6 & 8 without pay.

P. Records, Report Cards, and Emergency Lesson Plans

1. All student records including the marking of report cards shall be completed by the end of the first week of the second semester for the secondary areas and by the end of the year for elementary and secondary grades.

2. All secondary teachers will complete an emergency lesson plan file and present it to the principal not later than Friday of the first full week of school. The plan file will contain and maintain:

- a) two daily lesson plans for each subject area.
- b) teachers daily schedule.
- c) seating chart or class rolls for each period.
- d) name of student designated as - assistant - for each period.

- Q. When the School District of the City of Harper Woods is to be closed because of emergencies caused by weather conditions, proper notification will be given to radio stations prior to 7:15 A.M.

R. Student Class Attendance

Students at the Secondary level may be given a failing grade by the teacher in a class when absence extends beyond twenty percent (20%) during a given marking period. All such failures based on excessive absences are subject to the approval of the principal after consultation with the teacher. Extended illness beyond three (3) consecutive days with a verification from the attending physician is excusable and is not to be considered in determining the twenty percent.

- S. Lesson Plans may be retained by each teacher at the end of each school year with the exception of a teacher leaving the system. When the teacher leaves the system the lesson plans will be retained for reference. During the school year lesson plans are always available to the administrators. Principals may request lesson plans a maximum of four (4) times per year. For classes where lesson plan books are not appropriate, the teacher will provide a class format to the principal by the end of the third week of school.

XXIII. MISCELLANEOUS, CONTINUED

S. Continued

Record Books administered by individual teachers shall be made available to those teachers for reference upon written request. In any event, record books shall be returned to individual teachers before they are discarded, provided they are employed by the district at such time.

- T. Seniority will commence on the first date that services are rendered to the school district for which there is compensation. Leaves of absence approved by the Board of Education will not interrupt an employee's seniority status, but such status shall remain "frozen" from the commencement date to the termination date of the leave.

Resignation shall be considered to be a termination of service and the cancellation of all claims to seniority within the school district.

Seniority shall not accrue during any "lay-off" period. The Superintendent shall meet with the Union Representatives, during the second week of each school semester, to prepare and adopt an up-to-date seniority roster which roster shall by reference apply to the provisions of this contract appropriate to seniority.

XXIV. PERSONAL PROPERTY OF TEACHERS

The Board agrees to establish for each school year a fund of \$200.00 to be used for settling all claims of employees to include loss, damage, or destruction to their personal property, while on school premises, used in their work assignments for personal property of a kind normally worn, or for damage to their automobiles while on school premises as a result of vandalism. Personal property shall not include cash. If the claims for the year exceeds the fund each shall be covered on a pro-rate basis. To qualify for payment the teacher must file a report with the police department when theft or malicious destruction is involved.

XXV. FACTUAL REPORTS AND INFORMATION

1. Upon request the Board shall make available to the Union, if in the possession and under the control of the Board, agendas of its meetings, financial reports available to, or in the possession of the Board, and upon the Union's request any factual information, public records and reports.

2. Upon request the Union shall make available to the Board any information in the possession of the Union which may be relevant to the Union's demands, including information acquired by the local Union and information provided to or available to the local Union by the Michigan Federation of Teachers or the American Federation of Teachers.



## XXVI. RETIREMENT

- A. Retirement will be mandatory for all members of the staff of the School District of the City of Harper Woods, when said employees reach the age of sixty-five years.
- B. The retirement will become automatic on June 30th of the fiscal year during which the employee reaches his sixty-fifth birthday.
- C. Determination of List of Employees Reaching Retirement Age: The Superintendent of Schools shall examine annually the employment records of the school district and determine which employees, if any, shall have reached retirement age by the end of the current school year.

Notification to Employees: The Superintendent shall notify each employee subject to retirement at the end of the year by April 1st. The employee shall execute, not less than sixty days prior to the effective date of retirement, the application for placement on the pension rolls to the Michigan Public School Employees Retirement Fund. Failure by the employee to execute such application within the specified time shall cause the employee to be solely responsible for any losses in pension rights. Any dispute on the findings of the effective date of retirement shall be first reviewed by the Superintendent and a decision rendered from which the employee may appeal to the Board. The findings of the State Retirement Board or its executive secretary shall be controlling in all instances.

## XXVII. PROVISION CONTRARY TO LAW

If any provision of this Agreement shall be found to be contrary to the law, then said provision shall be deemed invalid except to the extent permitted by law, but all other provisions hereof shall continue in full force and effect.

## XXVIII. MATTERS NOT COVERED IN THIS AGREEMENT

With respect to matters not covered in this agreement, existing policy shall remain in full force and effect insofar as those policies are not in conflict with this agreement, nor with the Laws of the State of Michigan or the Laws of the United States, all as set forth in Article III. New policies which are proper subjects for collective bargaining and which would have the effect of altering any provisions of this agreement, may only be adopted after prior good faith negotiations with the Union.

## XXIX. GENERAL

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of the right and opportunity are set forth in this Agreement. Therefore, the

XXIX. GENERAL, CONTINUED

Board and the Union for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to, or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

XXX. FRINGE BENEFITS

A. Hospitalization

The Board shall bear the cost of single subscriber hospitalization with Blue Cross-Blue Shield. The teacher shall have the option to include family coverage, and in such instance, the Board will pay the cost of said family insurance. Family coverage refers to husband or wife, and children to age 19. Commencing with the 1974-75 school year the Comprehensive Hospital, MVE-1 with \$2.00 Deductible Drug Rider and M.L. Rider shall be added to the above program at Board expense.

B. Insurance

- (1) A \$3,000.00 term life insurance policy for each teacher shall be paid by the Board.
- (2) A double indemnity accidental death benefit will be included in said policy.

- C. Teachers on leave of absence from the school district may continue to benefit from the insurance protection as established in this article, if approved by the carrier, upon payment to the school district for full insurance costs that will be forwarded by the district to the insurance companies. Said arrangement will be in effect only for the period of the approved leave of absence.

XXXI. RETIREMENT PAY PLAN

- A. To be eligible for retirement pay professional personnel must be under contract with the Harper Woods School District as a tenure teacher at the maximum step of the salary schedule. Only those years served in the district will count toward the retirement program. Compensation for half year service will be granted when applicable.
- B. Payments will be made under the following schedule only to teachers age 55 and over - who are retiring from the teaching profession or are forced to retire due to disability.
- C. In the event that a teacher retires from the teaching profession before age 55, he will become eligible for retirement pay at age 55 providing he has not taught since retiring from the Harper Woods School District.

XXXI. RETIREMENT PAY PLAN, CONTINUED

D. Upon written request, payment will be made per retirement schedule of the year he retired from the Harper Woods School District.

E. Payment shall be as follows:

<u>Year</u>	<u>Payment</u>	<u>Year</u>	<u>Payment</u>	<u>Year</u>	<u>Payment</u>	<u>Year</u>	<u>Payment</u>
11	\$330.00	16	\$480.00	21	\$630.00	26	\$780.00
12	\$360.00	17	\$510.00	22	\$660.00	27	\$810.00
13	\$390.00	18	\$540.00	23	\$690.00	28	\$840.00
14	\$420.00	19	\$570.00	24	\$720.00	29	\$870.00
15	\$450.00	20	\$600.00	25	\$750.00	30	\$900.00



XXXVI. TERMINATION CLAUSE

1. This Agreement, all of its provisions and appendices, shall become effective September 27, 1973, and shall continue to be in effect until midnight, August 31, 1975, when it shall terminate. Nothing in this Agreement or its appendices shall survive said termination date. Notwithstanding the foregoing however, this agreement shall not become effective unless and until it is:
  - a. Ratified by a majority of the members of the bargaining agent voting at a meeting duly called for such purposes; and
  - b. Approved by the Board of Education of the School District of the City of Harper Woods by resolution duly adopted.
2. Upon written notice to the other party, anytime after February 1, 1975, either party may request the opening of negotiations for a new contract. Negotiation sessions held during the school year shall begin not prior to 3:30 P.M. unless changed by mutual agreement.
3. Any notices required hereinunder shall be sufficient if mailed by certified mail with return receipt requested - or hand delivered.

To the Board:  
c/o Superintendent of Schools  
20225 Beaconsfield  
Harper Woods, Michigan 48225

To the Union:  
c/o President of Union  
His home address

In witness whereof, the parties hereto have set their hands this  
of October, 1973.

BOARD OF EDUCATION

HARPER WOODS FEDERATION OF TEACHERS

John J. Bruneel

Rudolph Kamischke

Lucina J. Chirko

William Savallisch

Donald G. Lueck

Orville Leslie

Thaddeus A. Penszynski

John Wallace

Alex Dembsey

Mary Ann Solomon

Ronald K. Western

Russel J. Hofer

Dr. George Babich

Osborne H. Day

XXXVI. TERMINATION CLAUSE, CONTINUED

BOARD OF EDUCATION

Truman Guard

Anthony Kokovich

APPENDIX "A-1"

SCHOOL DISTRICT OF THE CITY OF HARPER WOODS

TEACHER SALARY SCHEDULE

EFFECTIVE SEPTEMBER 27, 1973

<u>YEAR</u>	<u>BA - BS DEGREE</u>	<u>MA - MS DEGREE</u>	<u>MA - MS PLUS 30</u>
1	\$ 8,500.00	\$ 9,400.00	\$10,100.00
2	8,950.00	9,924.60	10,638.60
3	9,400.00	10,419.30	11,133.30
4	9,924.60	10,965.00	11,679.00
5	10,414.20	11,526.00	12,240.00
6	10,965.00	12,117.60	12,831.60
7	11,515.80	12,719.40	13,433.40
8	12,117.60	13,433.40	14,147.40
9	12,719.40	14,147.40	14,861.40
10	13,897.50	14,968.50	15,682.50
11	MAXIMUM	16,218.00	16,932.00

Half year experience credit is granted when applicable and can be determined at the half way mark between steps.

REMEDIAL READING TEACHERS: \$200.00 OVER SCHEDULE  
 SPEECH CORRECTIONISTS/TYPE "C" \$300.00 OVER SCHEDULE  
 SOCIAL WORKERS/PSYCHOLOGISTS: \$400.00 OVER SCHEDULE



## SCHOOL DISTRICT OF THE CITY OF HARPER WOODS

## TEACHER SALARY SCHEDULE

EFFECTIVE FEBRUARY 18, 1974

<u>YEAR</u>	<u>BA - BS DEGREE</u>	<u>MA - MS DEGREE</u>	<u>MA - MS PLUS 30</u>
1	\$ 8,500.00	\$ 9,400.00	\$10,100.00
2	8,950.00	10,123.09	10,851.37
3	9,400.00	10,627.69	11,355.97
4	10,123.09	11,184.30	11,912.58
5	10,622.48	11,756.52	12,484.80
6	11,184.30	12,359.95	13,088.23
7	11,746.12	12,973.79	13,702.07
8	12,359.95	13,702.07	14,430.35
9	12,973.79	14,430.35	15,158.63
10	14,175.45	15,267.87	15,996.15
11	MAXIMUM	16,542.36	17,270.64

Half year experience credit is granted when applicable and can be determined at the half way mark between steps.

REMEDIAL READING TEACHERS	\$200.00 OVER SCHEDULE
SPEECH CORRECTIONISTS/TYPE "C"	\$300.00 OVER SCHEDULE
SOCIAL WORKERS/PSYCHOLOGISTS	\$400.00 OVER SCHEDULE

APPENDIX "A-3"

SCHOOL DISTRICT OF THE CITY OF HARPER WOODS

TEACHER SALARY SCHEDULE 1974 - 75

<u>YEAR</u>	<u>BA - BS DEGREE</u>	<u>MA - MS DEGREE</u>	<u>MA - MS PLUS 30</u>
1	\$ 8,882.50	\$ 9,823.00	\$10,554.50
2	9,352.75	10,578.63	11,339.68
3	9,823.00	11,105.94	11,866.98
4	10,578.63	11,687.59	12,448.65
5	11,100.50	12,285.56	13,046.62
6	11,687.59	12,916.15	13,677.20
7	12,274.69	13,557.61	14,318.66
8	12,916.15	14,318.66	15,079.71
9	13,557.61	15,079.72	15,840.77
10	14,813.35	15,954.92	16,715.98
11	MAXIMUM	17,286.77	18,047.82

Half year experience credit is granted when applicable and can be determined at the half way mark between steps.

REMEDIAL READING TEACHERS	\$200.00 OVER SCHEDULE
SPEECH CORRECTIONISTS/TYPE "C"	\$300.00 OVER SCHEDULE
SOCIAL WORKERS/PSYCHOLOGISTS	\$400.00 OVER SCHEDULE

APPENDIX "B-1"

BASE PAY

1973-74 - \$8,500.00  
 1974-75 - \$8,882.50

EXTRA-CURRICULAR  
 ELEMENTARY - 1973-74 - 1974-75

BEACON ELEMENTARY SCHOOL

<u>ACTIVITY</u>	<u>%</u>	<u>1973-74</u>	<u>1974-75</u>
Band	1	\$ 85.00	\$ 88.83
Basketball Coach	1	85.00	88.83
Chorus	1 1/4	106.25	111.03
Safety Patrol Boys	<u>4</u>	<u>340.00</u>	<u>355.30</u>
BEACON ELEMENTARY SCHOOL TOTAL	7 1/4	\$616.25	\$643.99

TYRONE ELEMENTARY SCHOOL

Band	1	\$ 85.00	\$ 88.83
Basketball Coach	1	85.00	88.83
Chorus	1 1/4	106.25	111.03
Safety Patrol Boys	<u>4</u>	<u>340.00</u>	<u>355.30</u>
TYRONE ELEMENTARY SCHOOL TOTAL	7 1/4	\$616.25	\$643.99

ELEMENTARY EXTRA-CURRICULAR  
 GRAND TOTAL                      14 1/2                      \$1,232.50                      \$1,287.98



## APPENDIX "B-2"

EXTRA-CURRICULAR  
SECONDARY - 1973-74 - 1974-75BASE PAY

1973-74 - \$8,500.00

1974-75 - \$8,882.50

<u>ACTIVITY</u>	<u>%</u>	<u>1973-74</u>	<u>1974-75</u>
Band	7	\$ 595.00	\$ 621.78
Majorettes	2	170.00	177.65
Intra-Mural, Boys	3	255.00	266.48
Intra-Mural, Girls	3	255.00	266.48
Cheerleaders	2	170.00	177.65
7th & 8th Grade Basketball	6	510.00	532.95
Introductory Drama	3	255.00	266.48
Harper Words	2 1/2	212.50	222.06
Varsity Football	10	850.00	888.25
Varsity Football, Assistant Coach	7 1/2	637.50	666.19
Junior Varsity Football	6	510.00	532.95
Varsity Basketball	12	1,020.00	1,065.90
Varsity Basketball, Asst. Coach	9	765.00	799.43
Ninth Grade Basketball	7	595.00	621.78
Varsity Baseball	8	680.00	710.60
Junior Varsity Baseball	5	425.00	444.13
Varsity Track	9	765.00	799.43
Varsity Track, Asst. Coach	6	510.00	532.95
Varsity Swimming	7 1/2	637.50	666.19
Cross Country	5 1/2	467.50	488.54
Athletic Director	7	595.00	621.78
G.R.A. & Intra Mural, Girls	3	255.00	266.48
Basketball, Girls	3	255.00	266.48
Girls Catalina	6 1/2	552.50	577.36
Field Hockey, Girls	2 1/2	212.50	222.06
Cheerleaders	4	340.00	355.30
Lettermen's Club	2	170.00	177.65
School Newspaper	2	170.00	177.65
Advanced Drama Class Play	4 1/2	382.50	399.71
Yearbook - full program	5 1/2	467.50	488.54
Senior Class Coordinator	3 1/2	297.50	310.89
Junior Class Coordinator	4	340.00	355.30
Sophomore Coordinator	2 1/2	212.50	222.06
Freshman Coordinator	1 1/2	127.50	133.24
Tennis Varsity	4	340.00	355.30
7th & 8th Baseball	3 1/2	297.50	310.89
Photography	2	170.00	177.65
SECONDARY EXTRA-CURRICULAR	182	\$15,470.00	\$16,166.21
GRAND TOTAL			

APPENDIX "C"

1. COUNSELORS

Counselors shall be on the same salary and work schedule as the classroom teacher. Counselors will be entitled to additional compensation at their current daily rate of pay for services performed prior to or extended beyond the school year.

2. MILEAGE PAY

Approved mileage requests shall be paid at a rate of ten cents per mile.

3. PAY FOR SUBSTITUTE TEACHERS WITHIN THE SYSTEM

Teachers who use their preparation period for substitute teaching shall be paid for this service at the rate of \$7.33 per fifty-five minute period in the secondary schools and \$4.00 per thirty minute period in the elementary schools.

\$8.00 per hour  
\$7.33 per fifty-five minutes  
\$4.00 per thirty minutes  
\$2.00 per fifteen minutes

4. ADULT EDUCATION TEACHER PAYMENT

Compensation to instructors for night school classes shall be \$7.00 per hour.

5. DRIVER EDUCATION PAYMENT

Compensation for instructors in Driver Education shall be \$5.75 per hour "on the road" and \$7.00 per hour in the classroom. Commencing with the 1974-75 school year compensation for instructors shall be \$7.50 per hour for instruction "on the road" and in the classroom.

6. SECONDARY LUNCHROOM PAYMENT

Teachers serving in the cafeteria during lunch period shall be paid \$3.25 per period.

7. HOMEBOUND TEACHING PAYMENT

The rates for approved homebound teaching assignments shall be \$7.20 per hour.

8. SUPERVISION AT ATHLETIC EVENTS AND OTHER SCHOOL APPROVED EVENTS

Teachers supervision of secondary athletic events shall be paid as follows:

\$10.00 per evening for: selling tickets, timers, announcers, and scorers.

\$8.00 per evening for: all other approved secondary athletic events.

\$8.00 per evening for: approved elementary & secondary school events.

APPENDIX "C"

9. CURRICULAR AREA CHAIRPERSONS

Each curricular area chairperson shall receive \$375.00 for the 1973-74 school year. Curricular area chairpersons who continue to serve during the 1974-75 school year shall receive \$400.00. Newly elected chairpersons during the 1974-75 school year shall receive \$375.00.

Authorization for Payroll Deduction Form

By \_\_\_\_\_  
Last Name First Name Middle Name

To \_\_\_\_\_  
Name of Employer Dept. or Grade Level School

Effective \_\_\_\_\_ I hereby request and authorize you to deduct from my earnings for \_\_\_\_\_ payroll period an amount sufficient to provide for the regular payment of the current rate of monthly Union dues ( ) or service fees ( ) (check one) established by Harper Woods Federation of Teachers, AFT Local 1412. The amount shall be certified by AFT Local 1412, and any change in such amount shall be so certified. The amount deducted shall be paid to the Secretary/Treasurer of AFT Local 1412. This authorization shall remain in effect unless terminated by me in writing.

\_\_\_\_\_  
Employee's signature Address City State