

June 30, 1971

Hemlock

THE TEACHER'S MASTER CONTRACT

FOR

JULY 1, 1969 - JUNE 30, 1971

HEMLOCK PUBLIC SCHOOL BOARD OF EDUCATION

AND

HEMLOCK EDUCATION ASSOCIATION

LABOR AND INDUSTRIAL

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CONTRACT BETWEEN HEMLOCK SCHOOL BOARD OF EDUCATION
AND THE
HEMLOCK EDUCATION ASSOCIATION

PREAMBLE

This Agreement is made and entered into this 28th day of August, 1969, by and between the Board of Education, Hemlock Public School, Hemlock, Michigan hereinafter called the "Board", and the Hemlock Public School Education Association, hereinafter called the "Association"

Article I

RECOGNITION

The Board hereby recognizes the Association as the exclusive bargaining representative for all probation and on per diem appointment, classroom teachers, school librarians, department chairmen, counselors, summer school teachers, drivers education teachers, but excluding executive personnel, office and clerical employees, cooks, bus drivers, teacher aids, and custodians, the term teacher when used hereinafter in this agreement, shall refer to all employees represented by the Association in the bargaining or negotiating unit as defined above.

Article II

TEACHER RIGHTS

- A The Board shall make available to the Association upon a written request (1) such information in such form as it may have concerning its financial resources or personnel, annual financial reports and its register of certified teachers, final budgets and budget transfers, agendas and minutes of Board meetings (but not executive meetings, except to the extent they pertain to programs, or grievances, or discussions in which the Association is involved). treasurer's reports, names and addresses of all personnel, and (2) such other information as can be made available at reasonable time and expense and as will assist the Association in collective negotiations, or in carrying out the provisions of the agreement including the processing of any grievance or complaint hereunder.
- B The Association shall be allotted two consecutive hours on the first day of new teacher orientation scheduled by the Board for presentation and discussion of items of mutual interest to the Association and the new teachers.
- C The Association shall have the right to use school facilities and equipment, including typewriters, mimeographing machines, other duplicating equipment, calculating machines and all type of audio visual equipment, when such equipment is not otherwise in use. Association use of school business equipment will be permitted provided that:

1. Request is made and use arranged for in advance.
2. The use is strictly to service the legitimate business of the Association, such as the duplication of records, notices, correspondence.
3. The purpose is for internal business of the Association and is not for public distribution.

- D Notin contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted without intervention of the Association, if the adjustment is not inconsistent with the terms of this agreement, provided that the Association has been given opportunity to be present at such adjustment.
- E Nothing contained herein shall be construed to deny or restrict to any teacher rights he may have under the Michigan General School Laws or applicable civil service laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.
- F Building keys shall be allocated to teachers upon their written request and in accordance with prudent building security requirements.
- G The Association shall have the right to post notices of its activities and matters of Association concern on Association bulletin boards, one of which shall be provided in each school building.
- H The Association may use the district's inter-school mail service and teacher mail boxes for communications to its members provided distribution of Association mail does not require the Board of Education to expend additional money or allocate additional personnel time to perform such service.
- I Copies, exclusively for the teacher's use, of all texts used in each of the courses he is to teach, shall be furnished by the Board.

Article III

BOARD RIGHTS

- A Subject to the provisions of this agreement, the Board on its own behalf and on the behalf of the electors of this district, reserves unto itself full rights authority and discretion in the discharge of their duties and responsibilities to control, supervise and manage the Hemlock Public School System and its professional staff under the laws and the Constitutions of the State of Michigan and the United States.
- B The exercise of the foregoing rights, authority and discretion shall be limited only by the terms of this agreement and then only

to the extent such terms hereof are in conformance with the constitution and laws of the State of Michigan and the Constitution and laws of the United States.

- C The parties agree that this contract incorporates their full and complete understanding and that any prior oral agreements or practices will be recognized in the future unless committed to writing and signed by the parties as supplement to this agreement.

Article IV

AGENCY SHOP

It is recognized that because of religious conviction or otherwise, some teachers may object to joining any organization engaged in collective bargaining. At the same time, it is recognized that the proper negotiation and administration of collective bargaining agreements entail expense to the Association. To this end, in the event a teacher shall not join the Association and execute an authorization for dues deduction in accordance with this Article, such teacher shall, as a condition of continued employment by the Board, cause to be paid to the Association a sum equivalent to the due of the Hemlock Education Association. In the event that such sum shall remain unpaid for a period of sixty days following the date the same is due and after sixty days written notice thereof has been given to the teacher by the Association, the Board agrees that in order to effectuate the purposes of the Public Employment Relations Act and this Agreement, the services of such teacher shall be discontinued. The refusal of the teacher to contribute fairly to the costs of negotiation and administration of this and subsequent agreements as herein required is recognized by the parties as reasonable and just cause for termination of employment.

Article V

DUES CHECK OFF

- A The Board agrees that as early as practicable after date of this agreement, payroll deduction for the payment of Association dues shall be made from the pay of the members in good standing of the Association, and who are employed in occupations listed under the Recognition Clause of this Agreement.
- B The Association shall present the Board with a certified check-off list along with proper authorization for check off and shall be fully responsible for the validity and correctness of the list and agrees to reimburse the Board for any deduction made and paid over to the Association which may later be held to have not been authorized by the individual involved or which may constitute any illegal deduction.
- C The Association shall indemnify the Board and hold it harmless against any loss or claims for damages resulting from the payment to the Association of any sums deducted under this article,

and in the event any actions or claims are commenced against the Board to recover from it any sums deducted under this Article, the Association shall intervene and defend against such action or claim.

Article VI

SCHOOL HOURS

- A Teachers day shall conclude only after students leave their rooms, and no earlier than 3:15 P. M.
- B Any teacher shall make arrangements with his immediate supervisor to leave early during the school day.
- C Each teacher shall be required to participate in staff meetings which shall be limited to 10 per school year, except in case of emergency and excluding pre-school conferences. In no case shall a meeting last longer than one and one-half hours. Each teacher recognizes attendance as an obligation of his employment and shall attend unless excused by his building principal.
- D Teachers teaching in more than one building shall be required to attend meetings scheduled in the building in which the majority of his teaching time is spent.
- E Absences of up to a half day (until 12 noon for secondary and before the start of the afternoon session for elementary teachers) caused by accidents or weather conditions or other Acts of God making transportation extremely hazardous in the opinion of the Board, taking age, sex, health, and locality into consideration, will be excused, and not treated as deduction from sick leave credits or pay, provided the teacher has notified his building principal as soon as possible.

Article VII

LEAVES OF ABSENCE

- A Procedures
 1. Leaves of absence may be authorized by the Board of Education upon the recommendation of the Superintendent.
 2. No leave of absence shall be granted for a period longer than one year except by specific action of the Board of Education.
 3. Written application for such leave shall be made by the faculty person, addressed to the Superintendent of Schools, who shall upon receipt of same, make such investigation as may be necessary to determine to the best of his ability if the granting of such leave would serve not only the interests of the faculty person but also of the school district.

- 4 Such leave of absence shall be without compensation from this school district, except as may be determined otherwise by the Board of Education.
- 5 Leave of absence may be denied or abrogated by the Board of Education upon evidence of violation of the Agreement.
- 6 A person on leave of absence may return upon the expiration of the leave when there is a position available for which he is qualified. Application to return from a leave of absence shall be filed with the Superintendent of Schools not later than March 15 preceding the September in which he wishes to return, or not later than November 1 if he wishes to return at the beginning of the second semester of any school year.
- 7 No guarantee will be made to persons granted leave that they will be reinstated in the original position, but assurance will be made that they will be granted first consideration for a comparable or the same position as was held when leave was granted.
- 8 In computing service to determine the faculty person's position on the salary schedule at the expiration of the leave, time spent on leave shall not be counted as active service in the school district, except that the Superintendent of Schools may at his discretion allow part or all of such time for the following leaves:
 - a. Professional study
 - b. Temporary teaching assignments outside the district.
 - c. Travel

B Types: of Leaves of Absence

1. Maternity Leave

- a. The Board of Education may grant a leave of absence for maternity, without pay, to any regular faculty person who has been employed in the district for two (2) or more consecutive years, upon written request for such leave.
- b. Such leave of absence shall be for such period of time as is necessary.
- c. If the leave of absence is for less than one calendar year, prior to re-employment, a physician's statement must be submitted to the effect that the teacher is capable of performing her duties on a regular basis.

- d. The application for leave should be filed immediately after pregnancy is determined, and the faculty person shall terminate her work not later than the end of the fifth month of pregnancy, unless the Board of Education shall permit her to work in the school system for a longer period.

2. Health and Hardship Leave.

- a. Faculty personnel may be granted a leave of absence because of personal illness, accident, or other grave emergency, and for rest and recuperation.
- b. Whenever a leave of absence is granted as described the faculty person shall give acceptable medical evidence of recovered health or such other evidence as may be required by the Superintendent before being permitted to return to his duties in this school system.

3. Professional Study.

- a. Faculty personnel who have been employed under contract for three (3) or more consecutive years, upon request, may be granted a leave of absence for one year for professional study, provided such leave does not in any way impair the program of the school.

4. Travel.

- a. Faculty personnel who have been employed under contract for three (3) or more consecutive years, upon written request, may be granted, without pay, a leave of absence for travel provided such leave does not in any way impair the program of the school.

5. Emergency.

An annual total of three days shall be granted upon approval of the Superintendent.

Article VIII

REPORTING ABSENCE

- A. Each teacher shall notify his Principal, Director, or Department Head, as appropriate, of his absence on a sick leave day as soon as possible to provide adequate time to cover his assignment with a substitute or other arrangement. Substitution will not be done by any teacher under contract with the Hemlock Board unless said teacher be under part-time contract or if an emergency arises.

Article IX

SICK LEAVE

A General Provisions

1. Sick leave is a form of insurance and not a form of compensation. The purpose of sick leave shall be to protect faculty personnel and pupils when faculty personnel become ill.
2. Faculty personnel shall be credited with ten (10) days of sick leave on the opening day of school each year, and any sick leave days not used in one year shall be accumulated to a total of seventy days during the school year 1969-70 and 80 days during the school year 1970-71.
3. Any teacher having exceeded his accumulated sick leave days may request additional days.
4. Sick leave days earned prior to a leave of absence shall be held in reserve pending the return of faculty personnel from such leave.
5. Faculty personnel who leave employment of the school district, except on leave of absence, shall forfeit all of their unused days of sick leave, and days so forfeited shall not be restored if the faculty member should later re-enter the service of the school district.
6. Absence from duty for the following reasons shall be considered sick leave deductible from the accumulative sick leave:

a. Personal Illness

- (1) For absence resulting from personal illness or injury and not exceeding two (2) consecutive days, approval of the principal shall suffice.
- (2) Satisfactory medical affidavit to the effect that the absence was caused by illness may be required for illness of more than two (2) days.
- (3) Faculty personnel who have been absent because of personal illness for more than two weeks, before returning to duty, may be required to submit satisfactory medical evidence of ability to perform their duties. This evidence may be either a signed statement from their personal physician or a signed statement by a physician designated by the Superintendent.

b. Quarantine

- (1) In case of quarantine because of exposure to contagious disease which could be communicated to other personnel

or pupils, the approval of a physician must be presented for the entire period of absence.

C. Illness in the Immediate Family*

- (1) For absence because of illness or injury within the immediate family and not exceeding three (3) days, approval of the principal shall suffice.
- (2) Verification of this illness and proof of the need for the absence of the staff member may be required for absence of more than three (3) days.

d. Death in the Immediate Family*

- (1) Faculty personnel shall be allowed five (5) days of absence, and any additional days approved by the Superintendent, without loss of pay in the event of death of a member of the immediate family.
- (2) Faculty personnel shall be allowed, one (1) day of absence, and any additional days approved by the Superintendent, without loss of pay to attend the funeral of an aunt, uncle, nephew, niece, sister-in-law, brother-in-law, or the spouse of his child.

7. A teacher who is absent from duty as the result of personal injury caused by an accident, disease, or assault upon him arising out of, and in the course of, his employment, may have the option on drawing workmen's compensation solely, or workmen's compensation plus sick leave (payment not to exceed his regular daily rate.) In the event he chooses the latter the days sick leave drawn will be chargeable to his sick leave accumulation.

8. Illness in the immediate family. The immediate family shall be defined as spouse or dependents residing within the employee's household.

a. Three days total granted annually and charged against sick leave.

b. Two additional days total annually granted with the substitute teacher's salary (25.00) deducted from the employee's pay for each of the two days.

B The terms of the sick leave agreement are nil and void to an Association member who is unable to report to work as a result of injury sustained while in the employment of another employer.

*Immediate family shall include: Mother, father, husband, wife, child step-child, adopted child, sister, brother, grandparents, grandchild, father-in-law, mother-in-law, or any relative who is a permanent resident in the employee's home.

Article X

OTHER AUTHORIZED

ABSENCES FROM DUTY

A Death of Faculty Personnel

1. At the discretion of the Superintendent, the school shall be closed in the case of the death of faculty personnel.
2. Other members of the faculty may be allowed to attend the funeral services if satisfactory arrangements can be made to discharge their teaching responsibilities and if such absence is approved by the Principal.
3. The Principal shall be responsible for all matters concerning the school in connection with the death of a faculty personnel, including: student collections, memorials, remembrances, flower arrangements, and the disposition of personal effects.

B Personal Leave Days.

1. Each teacher shall be entitled, each year during his regular employment period, to be absent without loss of pay or other benefits from scheduled work for 1 day, in increments of full or half days only. A teacher planning to use a personal leave day shall notify his building principal in writing, three days in advance. Teachers shall not be asked to explain the reason for any request for a personal leave day, except for a day immediately before or after a holiday or vacation period in which event reasonable restrictions may be imposed.

C. Jury Duty

1. Faculty personnel shall be allowed to be absent when called for jury duty. Such absences shall be allowed without loss of pay, except that any compensation for such jury shall be deducted from his regular salary payment.

D Other Absences

1. Absence from duty shall be authorized by the Building Principal except in those instances where the Board of Education policy or administrative regulations expressly reserve this authority to the Superintendent.
2. Absence for reasons not covered in this agreement or any exceptions to this Agreement may be authorized by the Superintendent.

Article XI

THE GRIEVANCE PROCEDURE

A Definition

A 'grievance' is a claim based upon an event or condition which affects the conditions or circumstances under which a teacher works allegedly caused by misinterpretation or inequitable application of established law, policy, or the terms of this agreement.

The primary purpose of the procedure set forth in this Section is to secure, at the lowest level possible, equitable solutions to the problems of the parties.

Nothing contained herein shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration.

B Structure

1. There shall be one or more Association representatives for each building to be selected in a manner determined by the Association.
2. The Association shall establish a broadly representative Grievance Committee and an Appeal Committee. No member of the grievance committee shall be a member of the appeal committee. In the event any representative or members of these committees is a party in interest to any grievance brought, he shall disqualify himself and shall be replaced by the Association.
3. The building principal shall be the representative when the particular grievance arises in one building.
4. The Board hereby designates as its representative the Superintendent when the particular grievance arises in more than one building.

C Procedure

In the event a grievance is filed on or after the first day of June, it shall be resolved prior to the beginning of the next school year. In this case, the term "days" shall mean calendar days.

1. Level one

The teacher with an alleged grievance shall first discuss the matter with his Association representative. If the Association representative concurs that a grievance exists, move to level two. If the Association representative does not feel a grievance exists, the grievant may appeal the Association representatives decision to the appeal committee. The appeal committee shall

render its decision within five (5) days as to whether a grievance exists and may be taken to level two or does not exist and may be only continued to level two at the grievant's own initiative without Association support.

2. Level Two

The teacher with a grievance shall discuss the matter with his principal, either individually or with his association representative, with the objective of resolving the matter informally. The Principal shall make his decision known within three days.

3. Level Three

In the event the grievance is not satisfactorily settled or resolved at level two within three days, the grievant or the Association representative shall file the grievance in writing with the Grievance Committee within **five** days after the decision at level two. The Committee shall within five days make a judgement on the decision. If the Committee decides that the decision at level two is the best in the interests of the educational system, it shall so notify the teacher and the Association representative. If the Committee decides that the decision at level two is not satisfactory, it shall refer such grievance in writing to the Superintendent of schools.

The Superintendent of schools shall designate three persons, who may include himself to represent the administration. The Chairman of the Grievance Committee shall designate three persons, who may include himself as an Ad Hoc committee to represent the Association. Within ten days after receipt of the written grievance by the superintendent, these two representative groups shall meet to consider the problem and to arrive at an equitable solution of the grievance within five days.

4. Level four

If the grievance is not resolved by the Superintendent or his representatives and the Ad Hoc Committee within five days of its consideration by them it shall be referred for consideration by the Board of Education's Review Committee. This committee shall be composed solely of members of the Board of Education. Within ten days after written receipt or referral by the Board, its Review Committee shall meet with the Ad Hoc Committee for the purpose of discussing the matter and disposing of it in a mutually satisfactory manner.

5. Level Five

Labor Mediation Board

D. **Rights to Representation**

Any party in interest may be represented at all meetings and hearings at all steps and stages of the grievance procedures by another teacher or another person. Provided, however, that any teacher may in no event be represented by an officer, agent, or other representative of any organization other than the Association. Provided further when a teacher is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance processing, except where the grievance involves only questions of fact peculiar to the individual grievant.

E. **Miscellaneous**

1. During the pendency of any proceedings and until a final determination has been reached, all proceedings shall be private and any preliminary disposition will not be made public without the agreement of all parties.
2. There shall be no reprisals of any kind by administrative personnel taken against any party in interest or his Association representative, any member of the Committees, or any other participant in the procedure set forth herein by reason of such participation.
3. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
4. Forms for all grievances, serving, taking appeals, making reports and other recommendations, and other necessary documents shall be given appropriate distribution by the Superintendent so as to facilitate operation of the procedures set forth herein.

Article XII

PHYSICAL EXAMINATION

- A The Board shall provide toward an annual physical examination of each teacher to the extent of \$15.00.
- B A chest X-Ray shall be taken annually by each teacher.

Article XIII

PROFESSIONAL COMPENSATION

- A Annual salaries shall be computed according to Schedules A - B attached hereto.
- B Hourly rates shall be paid for a teacher's service as stated in Schedule C attached hereto. These wages shall be paid bi-weekly and, at the time of payment, the Board shall be no more than one week in arrears.
- C The Board agrees to implement the MVS Blue-Cross Blue Shield protection to all teachers desiring such protection effective October 15, 1969, The Board agrees to pay 75% for family cost for semi-private coverage for the 1969-1970 school year, and 100% during the 1970-1971 school year.
- D Teachers required to drive personal automobiles in the course of their employment shall be reimbursed at a rate equal to that received by public employees of the State of Michigan. Should the State of Michigan increase the rate of reimbursement during the course of the contract year, such increases would be immediately effective in all reimbursements made to teachers. School owned vehicles should be used when possible.
- E A teacher who is engaged during the school day in negotiating procedures in behalf of the Association with any representative of the Board or who participates in any professional grievance procedures which are scheduled by the Board or Administration shall be released from regular duties without any pay loss or penalties.
- F A teacher, upon request, may be released from his regular duties without loss of pay to participate in workshops, programs, or conferences oriented solely to improving professional competency. Such time is subject, however, to the discretion of each principal as to scheduling feasibility. All teachers will make requests to attend these meetings on forms provided by the Administration.

Payroll Procedures as follows:

1. Payroll checks will be issued bi-weekly on Fridays with a maximum of 26 pay days per contract year to all teachers, except as elsewhere provided.
2. Upon written application filed no later than April 1, any teacher may request that full payment of salary be made during the last

pay period in June.

3. Should a regular pay date fall during a period when school is not in session, teachers shall receive the pay due on that date on the last day prior to recess if sufficient funds are available in the general fund.
 4. All authorizations for payroll deductions will be made on one form, and shall be available for:
 - a. Association Dues
 - b. Saginaw County Employees Credit Union
 - c. Tax Sheltered or Deferred Annuities
 5. Any teacher who is terminating his service pay, prior to the end of his contractual period, upon written application, filed no later than ten (10) days prior to his termination date, request total payment of his salary due. Such payment shall be made on the first regular pay date following the termination date.
 6. All teachers who are hired for less than full-time, shall receive all salary and other benefits on a prorated basis.
- H Retirement shall be mandatory when the teacher reaches an age of sixty-two years, subject to review annually by the Board of Education upon the recommendation of the Superintendent.

Article XIV

SALARY PROVISIONS

- A Salary increment granted in consideration of hours worked beyond the normal school day and special responsibility of the position computation shall be as a percentage of said teacher's salary.
- B All teachers contracting over and above performed duties shall receive per class hour for the 1970 summer session and hourly rate equal to 1/10 of 1% of the bachelor base teacher' salary schedule for the 1969-70 school year.
- C ~~General Conditions~~ If a new teaching position is established, the Board will negotiate with the Association over the appropriate salary for such position.
- D Teachers on half days or half years will be granted a half step on the schedule. Teachers employed at less than half-time shall accumulate experience to one year and then advance one full step on the schedule.
- E The Board will grant extra pay to those who are selected by the Superintendent of Schools and who agree to perform the following

co-curricular assignments beyond the routine school day.

<u>Athletics</u> <u>Schedule A</u>	<u>Amount</u>
Baseball, Head	\$525.00
Baseball, Ass't	250.00
Basketball, Head	800.00
Basketball, JV	525.00
Basketball, 9th	300.00
Basketball, 8th	300.00
Basketball, 7th	300.00
Football, Head	800.00
Football, Ass't Varsity	525.00
Football, JV Head	525.00
Football, Ass't JV	300.00
Track, Head	525.00
Track, Ass't	250.00
Golf	300.00
Wrestling, Head	300.00
Cross Country	300.00
9th Grade Football	300.00

Miscellaneous

Play Director, Senior Class	\$200.00
Play Director, Junior Class	200.00
Year Book	350.00
Cheerleader Advisor, High School	150.00
Cheerleader Advisor, Middle School	100.00
GAA	250.00
Drama Club	150.00
National Honor Society	150.00
Senior Advisor	200.00
Junior Advisor	200.00
Sophomore Advisor	100.00
Freshman Advisor	100.00
Band	600.00
FHA	300.00
Varsity Club	50.00
Patrol Advisor	50.00
Student Council Advisor, Middle School	50.00
Student Council Advisor, High School	50.00
FFA	300.00
Miscellaneous	50.00

F 1969 -1970 Teacher Salary Schedule B

Step	Bachelors	Masters
1	\$ 7,000.00	\$ 7,400.00
2	7,250.00	7,600.00
3	7,500.00	7,900.00
4	7,800.00	8,200.00
5	8,100.00	8,500.00
6	8,400.00	8,800.00
7	8,700.00	9,100.00
8	9,000.00	9,400.00
9	9,350.00	9,800.00
10	9,700.00	10,200.00
11	10,100.00	10,600.00
12	10,500.00	11,200.00

Article XV

WAIVER CLAUSE

During the 1969-1970 school year the following items will be reopened for discussion and agreement for the second year; salary, coaches, extra curricular salaries, and previous employment credit.

Article XVI

TERMINATION

This Agreement shall become effective August 28, 1969, and remain in effect until June 30, 1971.

At least sixty (60) days prior to the expiration of this Agreement the parties will begin negotiations for a new agreement covering only those items mentioned in the Waiver Clause.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their authorized representatives as of the 28 day of August, 1969.

HEMLOCK PUBLIC SCHOOL
BOARD OF EDUCATION

HEMLOCK EDUCATION ASSOCIATION

President: Mr. Edwin Goodman

Secretary:

Secretary: Mr. Richard Campbell

Co-Chairman, Professional Neg. Comm.

MEMORANDUM OF UNDERSTANDING

This memorandum of understanding is entered into between the Hemlock Public School Board of Education and the Hemlock Education Association effective the 28th day of August 1969 and will remain in effect until the 30th day of June.

In view of the fact that the parties mutually agree that some subjects are more appropriately handled as professional obligations of the teaching profession and do not constitute desirable matters under a collective bargaining agreement this understanding has been arrived at by the parties.

REVIEW COMMITTEE

- A The Board recognizes the fact that during negotiations many problems were deferred as the parties did not have the necessary experience to write all the language necessary which would clearly cover the existing problems. In view of this fact, the Board agrees to have a minimum of one (1) monthly meeting during the school year with the Hemlock Education Association negotiating committee to discuss any and all problems which are proper subjects of collective bargaining in an attempt to ascertain the proper data for future negotiations between the parties.
- B A Professional Study Committee consisting of three (3) members selected by the Board and three (3) members selected by the Association shall be established. This shall be a continuing committee which shall meet on a regular basis to consider problems of mutual concern.

SCHOOL WORKING CONDITIONS

- A All teachers shall be entitled to a duty-free, uninterrupted lunch period. This shall be a minimum of 45 minutes.
- B To provide a procedure whereby elementary classroom teachers and special elementary teachers shall be provided with 200 minutes per week released preparation time.
- C To provide for an Elementary music teacher.

Date:

Hemlock Public School
Board of Education

Hemlock Education Association

Edwin Goodman, President

John Luebker, Secretary

Richard Campbell, Secretary

John W. Malone, Chairman, Professional
Neg. Comm.