

8/17/93

HARRISON COMMUNITY SCHOOLS
P.O. BOX 828
HARRISON, MICHIGAN 48035

MASTER AGREEMENT

BETWEEN

HARRISON BOARD OF
EDUCATION

AND

HARRISON EDUCATION ASSOCIATION

August 22, 1990 - August 17, 1993

Harrison Community Schools

LABOR AND INDUSTRIAL
RELATIONS COLLECTION
Michigan State University

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This Agreement entered into this 22th day of August, 1990, by and between the School District of Harrison the City of Harrison, Michigan hereinafter called the "Board" and the Harrison Education Association, hereinafter called the "Association".

WITNESSETH

WHEREAS, the Board has a statutory obligation, pursuant to the Public Employment Relations Act, 379 of the Michigan Public Acts of 1965, to bargain with the Association as the representative of its teaching personnel with respect to hours wages, terms and conditions of employment, and

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement.

In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I

RECOGNITION

A. The Board hereby recognizes the Association as the exclusive and sole bargaining representatives for all teaching personnel whether under contract, on leave, on a per diem basis, employed or to be employed by the Board, excluding: Superintendent, Principals, Business Manager, and Program Directors. 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 above defined, and references to male teachers shall include female teachers.

B. The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this Agreement.

C. Except as expressly provided otherwise by the terms of this Agreement, the determination and administration of educational policy, the operation of the schools and the direction of the professional staff are vested exclusively in the Board or in the Superintendent when so delegated by the Board.

ARTICLE II

ASSOCIATION AND TEACHER RIGHTS

A. Pursuant to the Michigan Public Employment Relations Act, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation and other lawful concerted activities for mutual aid and protection. That it will not discriminate against any teacher with respect to hours wages, or any terms or conditions of employment by reason of his membership in the Association, his participation in any lawful activities of the Association or collective professional negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

B. Nothing contained herein shall be construed to deny or restrict to any teacher rights he may have under the Michigan General School Laws or other applicable laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

C. The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings, provided that when special custodial service is required, the Board will make a charge therefor. No charge shall be made for use of school rooms before the commencement of the school day nor until 6 p.m. Forty-eight hours notice will be given unless waived by building administrator. The building principal has the right to assign the room.

D. Duly authorized representatives of the Association shall be permitted to transact official Association business on school property at all reasonable times. Provided that in the opinion of the building principal and Association representative this will not interfere with normal school operations.

E. 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 at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use.

F. The Association shall have the right to post notices of its activities and matters of Association concern on teacher bulletin boards, at least one of which shall be provided in each school building. The Association may use the district mail service, district mail service does not include paying postage, and teacher mail boxes for communications to teachers. No teacher shall be prevented from wearing insignia, pins, or other identification of membership in the Association either on or off school premises. Provided such insignia, pins, etc., are not distracting to normal operation of the school.

G. The Board agrees to furnish to the Association in response to reasonable requests from time to time all available information concerning the financial resources of the district, including but not limited to: annual financial reports and audits, register of certificated personnel, tentative budgetary requirements and allocations (including county allocation board budgets), agendas and minutes of all Board meetings, treasurer's reports, census and membership data, names and addresses of all teachers, and such other information as will assist the Association in developing intelligent accurate, informed and constructive programs on behalf of the teachers and their students together with information which may be necessary for the Association to process any grievance or complaint.

H. The Association shall be given an opportunity to advise the Board with respect to any new or modified fiscal, budgetary or tax programs, construction programs or major revisions of educational policy, which are proposed or under consideration.

I. The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied in a manner which is not arbitrary, capricious or discriminatory and without regard to race, creed, religion, color, national origin, age, sex, marital status.

ARTICLE III

BOARD RIGHTS

A. The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the School Code, the laws of the State, the Constitution of the State of Michigan and/or the United States when not in conflict with the provisions of this agreement. Such rights, duties, etc. shall include, by way of illustration, the right to:

1. Manage and control its business, its equipment and its operations and to direct the working forces and affairs of the entire school system.
2. Continue its rights, policies and practices of assignment and direction of its personnel, determine the number of personnel, and schedule all the foregoing.
3. Direct the working forces, including the right to establish positions, to hire, evaluate, suspend and discharge employees, transfer employees, assign work or duties to employees, determine the size of the work force and to lay off employees, subject to the conditions of this master agreement.
4. Determine the services, supplies and equipment necessary to continue its operation and to determine all methods and means of distributing the above and establishing standards of operations, the means, methods and processes of carrying on the work.
5. Determine the policy affecting the selection of employees.
6. Take whatever actions may be necessary in situations of emergency caused by an Act of God.

B. In meeting such responsibilities, the Board acts through its administrative staff. Such responsibilities include: the establishment of educational policies; the construction, acquisition and maintenance of school buildings and equipment; the evaluation, discipline, and termination of employees; and the establishment and revision of rules and regulations governing and pertaining to work of its employees, not in conflict with this master agreement.

ARTICLE IV

AGENCY SHOP

A. The Board agrees that it shall be a condition of employment that all teachers who are presently Association members, all teachers who hereafter become Association members and all new teachers employed after the 30th day of June, shall either:

1. Sign and deliver to the Board an assignment authorizing deduction of membership dues of the Association and such authorization shall continue in effect from year to year unless revoked in writing between June 15 and September 1.

or

2. Cause to be paid to the United Profession a representation fee equivalent to the dues of the United Profession within 60 days after the commencement of employment. In event the representation fee shall not be paid, the Board, upon receiving a written and signed complaint from the Association indicating the teacher has failed to comply with this condition, shall process said complaint in accordance with the Teacher's Tenure Act, the charging party being the Association, if said teacher is a tenure teacher or in the event the teacher is a probationary teacher, the Board shall immediately notify said teacher his services shall be discontinued at the end of the then current semester unless prior to employing a replacement teacher, the Board of Education shall receive written notification from the Association and the teacher that said dues have been paid in full and said complaint is withdrawn. It is expressly understood that in the event the Board of Education shall hire a new teacher to replace a probationary teacher under the terms of this article, then and in that event neither the Association nor the teacher shall have a right to withdraw said complaint, it being recognized by the Association and any teacher employed under the terms of this contract that the Board has a reasonable right to proceed to replace a teacher against whom charges have been filed hereunder. The refusal of said teacher to contribute fairly to the cost of negotiation and administration of this and subsequent agreements is recognized as just and reasonable cause for the Board of Education.

3. The Association agrees to indemnify and save the Board and including each individual school board member, harmless against any and all claims, demands, costs, suits, or other forms of liability including back pay and all court or administrative agency costs that may arise out of or by reason of, action by the Board for the purpose of complying with this Agreement.

B. Upon written authorization from the teacher the Board shall deduct from the salary of any teacher and make appropriate remittance for annuities or other plans or programs jointly approved by the Association and the Board.

ARTICLE V

TEACHING HOURS AND CLASS LOAD

A. The daily teaching load for the high school will be five (5) hours of teaching and one (1) hour of preparation. The daily teaching load for the middle school shall be five (5) hours of teaching time and an amount of time equal to one (1) hour of preparation time. The daily teaching load for the elementary will be an amount of time that would equal five (5) student contact hours per day plus the daily average of allotted specialty class instruction. But, not to exceed twenty five (25) student contact hours per week or thirty (30) minutes a day of specialty class instruction time.

B. The teacher will be in the building thirty (30) minutes before school and at their first teaching station fifteen (15) minutes before their first class begins. Teachers shall be permitted to leave twenty (20) minutes after the close of the pupils' day.

Teachers shall remain for a sufficient period after the close of the pupils' school day and attend to those matters which properly require attention at that time, including consultation with parents when scheduled directly with the teacher, except that on days preceding holidays or vacation, and on Fridays the teachers' day shall end at the close of the pupils' day.

Teachers shall attend staff meetings or other meetings called by the administration. Two (2) days notice will be given prior to meetings scheduled by the administration. No more than thirteen (13) meetings per school year, starting no earlier than one (1) hour prior to the start of the pupils' day or ending no later than one (1) hour after the close of the pupils' day shall be scheduled, except in cases of emergency.

C. The Board shall provide a duty free lunch period for each teacher, except in emergency situations. The period shall be not less than thirty (30) minutes nor more than forty (40) minutes.

D. Elementary teachers will be provided two ten (10) minute relief periods each day. In addition, elementary teachers may use for preparation all time during which their classes are receiving instruction from various teaching specialists.

E. No departure from these norms, except in case of emergency, shall be made without prior consultation with the Association.

F. If a teacher shall teach more than the normal teaching load as set forth in this Article, he shall receive additional compensation his hourly rate for each teaching period in excess of such norms.

Example: annual salary
 number of hours
 taught per year

G. A teacher engaged during the school day in negotiating in behalf of the Association with any representative of the Board or participating in any professional grievance negotiation, including arbitration, shall be released from regular duties without loss of salary.

ARTICLE VI

SPECIAL STUDENT PROGRAM

A. The parties recognize that children having special physical, mental and emotional problems may require specialized classroom experience and that their presence in regular classrooms may interfere with the normal instructional program and place extraordinary and unfair demands upon the teacher. Special attention will be given to reducing class size where special students are placed in a regular classroom.

ARTICLE VII

TEACHING CONDITIONS

The parties recognize that optimum school facilities for both student and teacher are desirable to insure the high quality of education that is the goal of both the Association and the Board. It is also acknowledged that the primary duty and responsibility of the teacher is to teach and that the organization of the school and the school day should be directed toward insuring that the energy of the teacher is primarily utilized to this end.

A. Because the pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that pupil-teacher ratio should be lowered wherever possible to meet the following optimum standards. Aides are not to be counted in the pupil-teacher ratio. However, at no time shall the following maximums be exceeded without immediate implementation of Article VII, Section B.

1. Elementary	Optimum	Maximum
Kindergarten	20	27
Grades 1-2	20	27
Grades 3-6	22	28
Combination	20	26
2. Secondary (except Music, Band, PE)	24	28*
Music	30	40
Band	-	No Maximum
Physical Education	32	42
3. Special Education	As per the Special Education Administrative Rules	

*A secondary teacher's full schedule shall not exceed an amount equivalent to five times the stated maximum with a maximum allowable in any one class being 32, except for Physical Education and Music classes, which may be beyond the stated maximum.

B. Whenever the Board surpasses maximum class size (as defined in Article VII, Section A), The Principal and teacher shall immediately notify the Board of said infraction. The Board will pay the effected teacher \$4/pupil/day over the maximum. Such payment(s) shall begin on the third school day the infraction occurred and will continue for the duration of the infraction. Payment is to be made on the first pay period following the close of each marking period in which said infraction takes place.

C. To allow the Board an opportunity to balance class size at the start of each school year, the provisions of Article VII, Section B will not begin to apply until the first school day after the official state Fourth Friday Count.

D. The Board recognizes that appropriate texts, library reference facilities, maps and globes, laboratory equipment audio-visual equipment, art supplies, athletic equipment, current periodicals, standard rests questionnaires, and similar materials are the tools of the teaching profession. The parties will confer from time to time for the purpose of improving the selection and use of such educational tools and the Board undertakes promptly to implement all joint decisions thereon made by its representative and the Association. The Board agrees at all times to keep the schools reasonably equipped and maintained.

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

F. The Board will provide:

1. A desk for each teacher in the district with drawer space.
2. Suitable closet space for each teacher to store coats, overshoes and personal articles.
3. Adequate chalkboard space in every classroom.

4. Copies, exclusively for each teacher's use, of all texts used in each of the courses he is to teach.

5. Adequate storage space in each classroom for instructional materials.

6. Adequate attendance books, paper, pencils, pens, chalk, erasers and other such material required in daily teaching responsibility.

7. Gym uniforms for physical education teachers, laboratory coats for laboratory science teachers, shop coats for industrial education teachers. The school will provide said items and teachers will launder said items.

G. To relieve teachers of cafeteria, patrol and bus duty not less than two (2) full time aides will be engaged in each elementary school responsible to the administration. The aides will handle patrol duties, inventorying of supplies and equipment, duplication of teaching materials, collecting moneys for milk and lunch and similar non-professional responsibilities.

H. Under no conditions shall a teacher be required to drive a school bus as part of his regular assignment.

I. The Board shall make available in each school adequate lunch-area, restroom and lavatory facilities primarily for teacher use and at least one room, appropriately furnished, which shall be reserved for use as a staff lounge, in which smoking shall be permitted, with times and conditions to be determined by individual building staffs.

J. Office telephone facilities shall be made available to teachers for their emergency use, toll calls paid for by the caller.

Telephones will be made available in the teachers' lounges for local calls. Toll calls to be paid for by the caller.

K. Upon the request of the Association, coffee vending machines shall be installed in the teachers' lounge and lunchroom areas. The proceeds from all such machines shall be placed in a student scholarship fund created for that purpose. Said scholarship fund shall be administered by the Association.

L. Adequate off street parking facilities shall be provided, adequately lighted, and properly maintained exclusively for employee use.

M. Teachers will not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety or well-being, except in cases of immediate danger to the health and welfare of the students.

N. The Board agrees to relieve all teachers of playground duty and supervision of playground aides, except for those teachers who accept the duties for compensation as stated in Article XX.

O. The Board agrees to relieve all teachers of the tasks of initial enrollment. Teachers shall be required to keep attendance records for each class in accordance with school district policies.

P. It is the full responsibility of all teachers to grade report cards, but not to transfer grades and other information to CA 39 forms.

Q. Teachers will not be required to drive students home, except in cases of Driver Education students.

R. Department chairman, if selected, will not be considered as supervisory employees, unless 50 or more per cent of his time is spent in a supervisory capacity.

ARTICLE VIII

QUALIFICATIONS AND ASSIGNMENTS

A. The employment of teachers upon special certificates is to be limited to cases of absolute necessity and the Association shall be so notified in each instance at the beginning of the school term or whenever hired during the school year.

B. Since pupils are entitled to be taught by teachers who are working within their area of competence, teachers shall not be assigned except temporarily and for good cause, outside the scope of their teaching certificates or their major or minor field of study.

C. All teachers shall be given written notice of their tentative assignments for the forthcoming year no later than May 10th. In the event that changes in such assignments are proposed, all teachers affected shall be notified promptly and consulted. In no event will changes in teachers' assignments be made later than the 15th day of August preceding the commencement of the school year, unless an emergency situation requires same.

D. Any assignments in addition to the normal teaching schedule during the regular school year, including adult education courses, driver education, extra duties enumerated in Schedule B, and summer school courses, shall not be obligatory but shall be with the consent of the teacher. Preference in making such assignments will be given to tenure, probationary and then other teachers in the employ of the district.

ARTICLE IX

VACANCIES, PROMOTIONS AND TRANSFERS

A. The Board recognizes that it is desirable in making assignments to consider the interests and aspirations of its teachers. Requests by a teacher for transfer to a different class, building or position shall be made in writing, one copy of which shall be filed with the Superintendent and one copy shall be filed with the Association. The application shall set forth the reasons for transfer, the school, grade or position sought, and the applicant's academic qualifications. Such requests shall be renewed once each year to assure active consideration by the Board.

B. An involuntary transfer will be made only in a case of emergency or to prevent undue disruption of the instructional Program. The Superintendent or designated representative shall notify the affected teacher of the reasons for such transfer. If the teacher objects to such transfer for the reasons given, the dispute may be resolved through the professional grievance procedure.

C. Any teacher who shall be transferred to a supervisory or executive position and shall later return to a teacher status shall be entitled to retain such rights as he may have had under this Agreement prior to such transfer to supervisory or executive status.

D. The Board agrees to post notice of administrative vacancies on the teachers' bulletin boards fifteen (15) days prior to permanently filling those vacancies. In filling promotional vacancies to administrative positions the Board shall consider the professional qualifications, background, attainments, and other relevant factors, including service in the school district, of all applicants from within the school district, as well as applicants from outside the school district. The parties recognize, however, that the filling of vacancies at the supervisor and administrative levels and the filling of newly created supervisory and administrative positions is a prerogative of the Board, and the decision of the Board with respect to such matters shall be final.

E. The Board recognizes the desirability of filling vacancies in teaching positions from within its own teaching staff. Whenever a vacancy arises, the Superintendent shall promptly post notice on the Bulletin Board of each school building for no less than one week (except in case of emergencies with the agreement of the Association President) before the position is filled. In filling a vacancy within the teaching staff, the Board agrees to give new weight to the professional background and attainments of all applicants, the length of time each has been in the school system and other relevant factors.

ARTICLE X

ILLNESS OR DISABILITY

A. Each teacher shall be entitled to accumulate ten (10) days per year for illness or physical disability of the teacher. Unused leave shall accumulate, adding to the previously accrued sick leave with no cap on the maximum.

B. A teacher who is unable to teach because of personal illness or disability and who has exhausted all sick leave available shall be granted a leave of absence without pay for the duration of such illness or disability, up to the end of the current school year and the leave may be renewed each year upon written request by the teacher and approval of the Board.

C. Teachers may use up to ten (10) days per year of sick leave for illness or physical disability of a member of the teacher's immediate family. More days may be granted at the sole discretion of the Superintendent.

D. Any teacher who is absent because of an injury or disease compensable under the Michigan Workers Comp law shall receive from the Board the difference between any income received from any insurance provided by the Board, and his regular salary for a period of 100 working days. These days shall not be charged against sick leave.

E. A Sick Bank shall be established. Teachers will provide one (1) day per year until reaching a limit of sick bank days equal to two (2) times the number of teachers on the staff. Teachers may contribute one additional day per year with School Board approval. All personal Sick Leave days must be used before applying for Sick Bank days. Sick days may be granted from the bank until the individual is eligible for Long-Term Disability. The Sick Bank is to be administered by a four (4) member board: One (1) School Board member, one (1) Administrator, One (1) HEA Executive Board member, and one (1) teacher at large. Decisions shall be determined by majority vote. The committee may establish additional guide-lines.

ARTICLE XI

PERSONAL BUSINESS

A. At the beginning of every school year, each teacher shall be credited with three (3) days to be used for the teacher's personal business. A teacher planning to use a personal leave day or days shall notify his principal at least two (2) days in advance, except in cases of emergency. No personal days may be used before or after holiday weekends or vacation periods.

B. A teacher called for jury duty or to give testimony before any judicial or administrative tribunal shall be compensated for the difference between the teaching pay and the pay received for the performance of such obligation.

C. Each teacher shall be allowed up to five (5) days leave, without loss of compensation, for a death in the family. Family shall include spouse, father and mother of teacher or spouse, grandmother and grandfather of teacher or spouse, son or daughter of teacher or spouse, grandchildren of teacher or spouse, brother or sister of teacher or spouse; or others at the discretion of the Superintendent or his designates. Such leave will not be deducted from accumulated sick leave.

D. At the beginning of every school year the Association shall be credited with five (5) days to be used by the teachers who are officers or agents of the Association, such use to be at the discretion of the Association. Unused days shall accumulate to a maximum of ten (10) days. No more than two (2) teachers will be allowed said leave at any one time. The Association agrees to notify the building administrator no less than twenty-four (24) hours of the date for intended use of said leave.

E. Unused personal leave days shall accumulate without limit. Accumulated personal leave days shall accrue as sick day leave. On the last day of the school year teachers with three (3) personal days will be credited with two (2) sick days and teachers with two (2) personal leave days will be credited with one (1) sick day.

ARTICLE XII

UNPAID LEAVES OF ABSENCE

A. A leave of absence of up to two (2) years shall be granted to any teacher, upon application, for the purpose of participating in exchange teaching programs in other states, territories or countries; foreign or military teaching programs; the Peace Corps, Teacher's Corps or Job Corps as a full-time participant in such program; or a cultural travel or work program related to his professional responsibilities; provided said teacher states his intention to return to the school system. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule as he would have been had he taught in the district during such period.

B. A military leave of absence shall be granted to any teacher who shall be inducted or shall enlist in time of declared war for military duty in any branch of the armed forces of the United States. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule as he would have been had he taught in the district during such period.

C. A leave of absence shall be granted to any teacher upon application for the purpose of campaigning for, or serving in, a public office. A teacher returning from leave provided in this paragraph shall be placed on the step of the salary schedule from which he went on leave. The Board may grant credit for time in office. Such leaves may begin at the beginning of the school year and may not terminate before the beginning of the school year.

D. Maternity leave of up to one (1) year shall be granted. Any teacher requesting leave shall notify the school administration of the pregnancy no later than the fifth month of the condition. The teacher may continue teaching as long as she can continue her regular assigned responsibilities. Upon request the teacher will secure and furnish a physician's statement to this effect subject to review and approval by a Board appointed and paid physician. A teacher on leave under the above conditions shall not return to work earlier than 20 calendar days after termination of pregnancy, with written approval of her physician.

E. A Paternity leave of one or two semester(s) within the same school year shall be granted and begin only at the start of a semester. Any teacher requesting leave shall notify the school administration sixty (60) calendar days before the start of the leave.

F. A leave of one (1) year may be granted to a teacher who adopts a child. Such leave shall commence only at the beginning of the school year.

G. A leave of absence of up to one (1) year may be granted to a teacher for personal business. The reason for such leave request will be disclosed to the Board. Denial of this leave shall not be subject to the grievance procedure.

H. A leave of absence may be granted to further one's education. Such leave will be requested in writing stating beginning and ending date of such leave.

I. A teacher on leave under the terms of Article XII who is eligible to return at the commencement of the second semester shall apply in writing to the building principal by December 1st. A teacher returning at the commencement of the first semester shall apply in writing to the building principal by April 15th. A teacher returning from leave shall be placed on that step of the salary schedule from which he/she went on leave unless he/she has taught one-half (1/2) of the school year, in which case he/she will be placed on the following step of the salary schedule upon return.

J. Individuals on leaves of absence shall be allowed to retain membership in fringe benefit programs at one's own expense, if agreeable with insurance carriers.

K. A total of five (5) teachers from the district will be allowed leave at any one time in the cases of A-C-F-G-H combined. Final authority will be left with the Board.

L. Teachers on leave under sections C-H shall not accrue seniority.

M. If a teacher has used all personal or sick day leave available, unpaid leave days may be granted for emergency situations by the Superintendent.

ARTICLE XIII
ACADEMIC FREEDOM

A. The parties seek to educate young people in the democratic tradition, to foster a recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights, and to instill appreciation of values of individual personality. It is recognized that these democratic values can best be transmitted in an atmosphere which is free from censorship and artificial restraints upon free inquiry and learning, and in which academic freedom for teacher and student is encouraged.

B. Academic freedom shall be guaranteed to teachers, and no special limitations shall be placed upon study, investigation, presenting and interpreting facts and ideas concerning man, human society, the physical and biological world and other branches of learning subject only to accepted standards of professional educational responsibility.

C. Freedom of individual conscience, association and expression will be encouraged and fairness in procedures will be observed both to safeguard the legitimate interests of the schools and to society.

ARTICLE XIV

TEACHER EVALUATION

A. The work performance of all teachers shall be evaluated in writing. A minimum of one evaluation shall be made on each tenured teacher before March 15 of every other school year. However, evaluations may be made annually at the discretion of the Board. Each probationary teacher shall be evaluated twice each year, once each semester, as a minimum. Informal evaluations may be made when deemed advisable by the Administration.

B. Evaluations shall be conducted by the teacher's building principal or Director of Program.

C. Each observation shall be made in person. All monitoring or observation of the work of a teacher shall be conducted openly and with full knowledge of the teacher.

D. A copy of the written evaluation shall be submitted to the teacher at the time of such personal interview or within ten days thereafter, and the teacher shall have the opportunity to review the evaluation report. A personal conference between the teacher and his evaluator for the purpose of clarifying the written evaluation report will be made on request by either the teacher or evaluator. At the time of the evaluation conference, or within twenty(20) school days, or if no conference is requested within twenty (20) days of the evaluation report, a bargaining unit member may submit a response. Any written response will be attached to the evaluation report in any personnel file maintained by the District.

E. No later than March 15th of each probationary year the final written evaluation report will be furnished to the Superintendent covering each probationary teacher. A copy shall be furnished to the teacher. If the report contains any information not previously made known to and discussed with the probationary teacher, the teacher shall have a opportunity to submit additional information to the Superintendent. In the event a probationary teacher is not continued in employment, the Board will advise the teacher of the reasons therefore in writing and provide for a hearing where requested in writing.

F. Each teacher shall have the right upon request to review the contents of his own personnel file. A representative of the Association may at the teacher's request, accompany the teacher in this review.

ARTICLE XV

PROFESSIONAL BEHAVIOR

A. Teachers are expected to comply with reasonable rules, regulations, and directions from time to time adopted by the Board or its representatives which are not inconsistent with the provisions of this Agreement, provided that a teacher may reasonably refuse to carry out an order which threatens physical safety or well-being.

B. The Board recognizes that the Code of Ethics of the Education Profession is considered by the Association and its membership to define acceptable criteria of professional behavior. The Association shall deal with ethical problems in accordance with the terms of such Code of Ethics of the Education profession.

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

D. A teacher shall at all times be entitled to have present a representative of the Association when he is being reprimanded, warned or disciplined, for any infraction of rules or delinquency in professional performance. When a request for such representation is made, no action shall be taken with respect to the teacher until such representative of the Association is present.

E. No teacher shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. Any such discipline reprimand or reduction in rank, compensation or advantage, including an improper evaluation process shall be subject to the professional grievance procedure hereinafter set forth. All information forming the basis for disciplinary action will be made available to the teacher.

ARTICLE XVI

PROFESSIONAL IMPROVEMENT

A. The parties support the principle of continuing training of teachers, participation by teachers in professional organizations in the areas of their specialization, leaves for work on advanced degrees or special studies and participation in community educational projects.

B. The Board agrees to provide upon application and subject to approval of the Superintendent the necessary funds for teachers who desire to attend select professional conferences and Michigan Department of Education Curriculum Committee meetings. Travel, meals, lodging and registration fees shall be deemed appropriate expenses of the Board, as well as the cost of the substitute teacher needed to relieve the participant. A teacher attending such conferences and meetings shall be granted sufficient leave time to attend without loss of compensation.

C. At the request of the Association, or on the Board's initiative, arrangements shall be made for workshops, conferences and programs designed to improve the quality of instruction. Every effort will be made to obtain people of the highest qualification to participate in the presentation of such programs. All teachers desiring to attend shall be allowed to do so. To this end, the District agrees to budget \$1,000 per year to be used for inservice. A committee made up of equal numbers of representatives of the Association and the District will meet and plan inservice programs.

D. The Board agrees to pay a sum up to \$20.00 per year per department for dues for membership in one of the following recognized professional educational organizations of teachers in a participating curriculum subject area or grade level in whose activities a teacher may participate:

1. Michigan Business Education Association
2. Michigan Association for Childhood Education
3. Michigan Counselors Association
4. Michigan Driver Education Association
5. Michigan Council for Exceptional Children
6. Michigan Home Economics Section of the American Vocational Association

7. Michigan Association for Health, Physical Education and Recreation
8. Michigan Association for media in Education
9. Michigan Science Teachers Association
10. Michigan Council of Teachers of Mathematics
11. Reading Clinic
12. Michigan Council for the Social Studies
13. Michigan Council for Teachers of English
14. Michigan Speech Associations
15. Michigan Association of Classroom Teachers
16. Michigan Association of Childhood Development

ARTICLE XVII

ANNEXATIONS AND CONSOLIDATIONS REDUCTIONS IN PERSONNEL AND ANNEXATION AND CONSOLIDATIONS OF DISTRICTS

A. No later than thirty (30) days following the ratification of this Agreement, and by every September 30 thereafter, the Board shall prepare a seniority list. Seniority is defined as length of service within the District. "Service" within the District shall mean continuous teaching employment in the District excluding unpaid leave of absence, layoff, substitute service, and per diem teaching assignments. Seniority for part-time teaching assignments shall be pro-rated according to the percentage of time of a regular teaching assignment. In cases of more than one individual having the same length of service, seniority shall be determined by date of hire. In cases of more than one individual with equal length of service and same date of hire, seniority shall be determined by random drawing. "Continuous teaching employment" shall be subject to the provisions set forth in Article IX, paragraph C.

B. Should substantial and unforeseen changes in student population or other conditions make necessary a general reduction in the number of teachers employed by the Board, the Board will retain those teachers with permanent or continuing certificates having the most seniority in accordance with the procedure set forth in Paragraph H. The Association and Board will further use their best efforts to assist all teachers terminated for lack of work to secure employment in adjacent school districts upon terms and conditions as nearly comparable as possible.

C. Teachers shall be recalled in the inverse order of layoff provided those recalled are certified to teach in the open positions.

D. The Board shall give no less than thirty (30) calendar days notice to the teacher being laid off. Effective August 29, 1983 the Board shall give no less than forty-five (45) calendar days notice of layoff.

E. A laid off teacher shall upon application be granted priority status on the district substitute teacher list. When substitute teaching the teacher shall be granted only those rights given other substitutes.

F. A laid off teacher may continue his/her health, dental and life insurance benefits by paying monthly the normal per subscriber group rate premium for such benefits to the board subject to the terms of the carrier.

G. During a period of impending layoffs, the board agrees to grant all requests for voluntary leaves of absence without pay to teachers who make such requests provided there remains teachers who are certified to fill the positions.

H. A list of district staff positions shall be published and posted in each building with a copy to the Association prior to the implementation of any layoff.

Beginning with the first name of the seniority list, each association member shall be placed by the administration in an assignment in the following order of priority, except that those teachers who do not hold either a continuing or permanent certificate shall be placed on the seniority list immediately following the least senior teacher on the list who does hold either a continuing or permanent certificate, except that this provision shall not be applied to require the district to place a probationary teacher in a position for which a tenured teacher is certified and qualified.

- 1) Current assignment, if not available then,
- 2) Current grade/department in another building: if not available then,
- 3) Another grade/department in their current building: if not available then,
- 4) Another grade/department in another building.
- 5) If no position is available in any grade/department for which the association member is certified, in any building, the Association member will then be laid off.

I. A laid off association member shall be considered laid off until he/she is reinstated in the District or four (4) school years have passed. Refusal of an offer from the Board of a position for which the member is certified/licensed, or failure to respond within seven (7) days of the receipt of a written offer of a position made by the Board shall be deemed a resignation.

J. Notification of a recall shall be in writing with a copy to the Association. The notification shall be sent by certified mail to the association member's last known address. It shall be the responsibility of each association member to notify the Board of any change of address.

ARTICLE XVIII

CONTINUITY OF OPERATIONS

A. Both parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year and the avoidance of disputes which threaten to interfere with such operations. Since the parties are establishing a comprehensive grievance procedure under which unresolved disputes may be settled by an impartial third party, the parties have removed the basic cause of work interruptions during the period of this Agreement. The Association, any member or any persons acting under the direction of the Association will not during the period of the Agreement, directly or indirectly, engage in or assist in any strike against the Harrison Community Schools, as defined by Section 1 of the Public Employment Relations Act.

B. The Board agrees that it will not, during the period of this agreement, directly or indirectly engage in or assist in any unfair labor practice as defined by Section 10 of the Public Employment Relations Act.

C. Nothing in this Article shall require the Board to keep school open in the event of severe inclement weather or when otherwise prevented by an act of God or a labor dispute with employees outside of the bargaining unit and nothing shall require teachers to report for work in such circumstances.

ARTICLE XIX

SCHOOL CALENDAR

A. For the term of this Agreement the school calendar shall be as set forth in Schedule A. There shall be no deviation from this calendar except by mutual agreement of the Board and the Association.

B. Days when pupil instruction is not provided because of conditions not within the control of school authorities, such as severe storms, fires, epidemics, or health conditions as defined by city, county, or state health authorities, shall not be counted as days of pupil instruction and such days will be rescheduled. Except for the two allowed days that do not have to be rescheduled under state law. Teachers will receive their regular pay for days which are cancelled, and shall additionally receive 1/183 of BA/BS Step) starting on the 7th required make-up day. Make up days shall be rescheduled on weekdays at the end of the school year.

In the event the number of rescheduled instructional days results in the last day of instruction falling on a Monday, the parties shall meet prior to May 1 to discuss scheduling alternatives.

If Act 239 (Section 101-3) of 1984 requiring the makeup of cancelled days is repealed by the Legislature and or declare illegal by the courts so that the District does not have to make up cancelled days, the provisions of this contract providing for the makeup of cancelled days shall be null and void.

If the act is amended in any way other than to repeal the makeup of cancelled days, and/or if a court rules on the Act so as to modify it but not repeal the makeup of cancelled days, the parties shall meet to review the changes in the Act and provide needed adjustments.

ARTICLE XX

PROFESSIONAL COMPENSATION

A. The basic salaries of teachers covered by this Agreement are set forth in Schedule B which is attached to and incorporated during the term of this Agreement.

B. All teachers newly employed shall be given full credit on the Salary Schedule set forth in Schedule B for full years of outside reaching experience in any school district in the State of Michigan and other teaching experience for which credit is allowed.

C. The teacher will be paid an additional thirty (30) dollars for every hour earned after educational requirements have been met for permanent certification. This money shall be paid upon presentation of permanent certification credits to the office of the Superintendent and paid only once for each credit earned. Payments will be made as follows:

Between the 2nd and 4th Monday
in August, December and May

Payments will be made only during the school year in which they were completed.

D. The Salary Schedule is based upon the regular school calendar as set forth in Schedule A and the normal teaching load as defined in this Agreement. For classroom assignments in excess of the regular school calendar and the normal teaching load, teachers will be compensated at their hourly rate.

E. A teacher's hourly rate is to be determined by dividing his basic salary for the year by the number of hours he teaches per day times the number of days for which he is assigned students.

F. Teachers involved in extra duty assignments set forth in Schedules B.1 and 2 which are attached to and incorporated in this shall be compensated in accordance with the provisions thereof.

All teachers shall be compensated in accordance with the provisions of this Article and the annexed Schedules without deviation.

G. Teachers required by the Board in the course of their work to drive personal automobiles from one school building to another shall receive a car allowance of twenty (20) cents per mile.

The same allowance shall be given for use of personal cars for field trips and other business of the district. The Board shall provide liability insurance protection for the teachers when their personal automobiles are used as provided in this section.

H. Special education teachers on staff in special education as of the 1986-87 school year will be paid on either the schedule of the Clare-Gladwin Intermediate School District, or the schedule of the Harrison School District, depending on which schedule is higher.

I. Teachers shall be paid their salaries in twenty (20) equal installments, but such teacher may, at their option, elect to be paid in twenty-six (26) equal installments. The teachers who elect to be paid in twenty-six (26) equal installments, may further elect to be paid, in a lump sum, on the last payday in June the balance of their salary that would otherwise be paid during the months of July and August. Paychecks will be issued in envelopes.

ARTICLE XXI

SPECIAL TEACHING ASSIGNMENTS

A. Assignments for Adult Education and Summer School programs, excluding Driver Education will be made by the Board on the basis of preference to teachers possessing teaching certificates, regularly employed in the district during the normal school year. No teacher shall be required to work a split shift or to teach less than three hours in any Summer School program. Teachers shall be compensated by teaching in any such program at an hourly rate of \$12.00 per hour in 1990-1991, \$13.00 per hour in 1991-1992, \$14.00 per hour in 1992-1993.

B. The Board agrees at all times to maintain a list of certified substitute teachers. All teachers shall be informed of a telephone number they must call before 7:00 a.m. to report unavailability for work. Anyone calling after that time may lose a day's pay. Once a teacher has reported unavailability, it shall be the responsibility of the administration to arrange for a substitute teacher. However, a teacher shall be responsible for providing appropriate lesson plans, instructions and seating charts for the substitute teacher.

C. If additional programs are offered for which allocations can not meet the hourly rate as stated in paragraph A, negotiations will be reopened by request of either party.

ARTICLE XXII

RETIREMENT INCENTIVE

A. In recognition of services to the school district, a payment of \$1,000 will be paid upon retirement provided the teacher shall have been employed in the school district for at least ten (10) years. Beginning upon completion of the 1991-1992 school year, at retirement with twenty(20) or more years service to the Harrison Community School District; unused sick days will be paid at \$50.00 per day. Maximum payment is \$6500.00.

ARTICLE XXIII

STUDENT DISCIPLINE AND TEACHER PROTECTION

A. Since the teacher's authority and effectiveness in his classroom are undermined when students discover that there is insufficient administrative backing and support of the teacher, the Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. The Board further recognizes that the teacher may not fairly be expected to assume the role or warden or custodian for emotionally disturbed students nor to be charged with responsibility for psychotherapy. Whenever it appears that a particular pupil requires the attention of special counselors, special workers, law enforcement personnel, physicians or other professional persons, the Board will take reasonable steps to relieve the teacher of responsibilities with respect to such pupil.

B. It is recognized that discipline problems are less likely to occur in classes which are well taught and where a high level of student interest is maintained. It is likewise recognized that when discipline problems occur, they may most constructively be dealt with by encouragement, praise and emphasis upon the child's desirable characteristics. A teacher may use such force as is necessary to protect himself from attack or to prevent injury to another student.

C. A teacher may exclude a pupil from one class period when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. In such cases, the teacher will notify the office immediately and will furnish the principal, as promptly as his teaching obligations will allow, full particulars of the incident in writing and signed by the teacher involved.

D. Suspension of students from school may be imposed only by the Superintendent or his designated representative. School authorities will endeavor to achieve correction of student misbehavior through counseling and interviews with the child and his parents when warranted. Transfer of the student to another teacher or other measures, short of suspension, will first be exhausted. When a teacher has one or more pupils in class who constitute serious behavioral problems appropriate recognition may be given by way of reduced class size, greater or more frequent relief periods, or additional compensation as agreed between the Board and the Association.

E. Any case of assault upon a teacher shall be promptly reported to the Board or its designated representatives. The Board will provide legal counsel to advise the teacher of his rights and obligations with respect to such assault and shall render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities.

F. Time lost by a teacher in connection with any incident mentioned in this Article shall not be charged against the teacher.

G. The Board will reimburse teachers for any loss, damage or destruction of clothing or personal property of the teacher while on duty in the school or on the school premises, where the damages can be proven to be circumstances not normal to a teaching situation. The Board shall not be responsible for loss or damage of property which is incidental to the teaching situation.

H. No formal action shall be taken upon any complaint by a parent of a student directed toward a teacher, nor shall any notice thereof be included in said teacher's personnel file unless such matter is promptly reported in writing to the teacher concerned. If any question of breach of professional ethics is involved, the Association shall be notified.

I. Teachers shall be expected to exercise reasonable care with respect to the safety of pupils and the property of pupils and the school district, but shall not be responsible for any such property when such loss or damage is not the fault of the teacher.

ARTICLE XXIV

INSURANCE PROTECTION

A. The Board shall provide each teacher with the following insurance plan:

1. Michigan Education Special Services Association insurance program as follows:

(a) Super-Med II MESSA Care Rider protection for the teacher's entire family.

(b) Long Term Disability Insurance, Plan II as proposed to the H.E.A., June 7, 1974.

(c) Group life insurance protection in the amount of \$20,000.

(d) MESSA-Delta Dental Insurance Plan 75-60-60/adult orthodontic rider with C.O.B.

(e) MESSA-Vision VSPII

B. In lieu of selecting health insurance protection, a teacher shall receive an amount not to exceed the Super Med II/MESSA Care Rider single subscriber rate to be applied to MESSA/MEALS/MEFSA options. In the event that the district is assessed any fines, penalties, or costs by any State or Federal agency as a result of the determination that any options selected under this provision are taxable, then the Association shall indemnify and hold harmless the district and the Board members for any and all such fines, penalties or costs.

C. All coverage as listed in Article XXIV, A., 1.a-e, will be fully paid by the Board for the period July 1, 1990 through June 30, 1991. Effective July 1, 1991 through June 30, 1992 the Board shall pay the premium for SuperMed I not to exceed the premium of SuperMed II during 1990-1991. Effective July 1, 1992 through June 30, 1993 the Board shall pay an increase in premium not to exceed an additional ten(10) percent. The Board shall pay an increase in premium not to exceed an additional ten(10) percent for the months July and August 1993.

D. The Board shall make payment of insurance premiums for each teacher to assure insurance coverage for the full twelve-month period commencing September 1, and ending August 31.

E. There will be an open enrollment period extending for thirty (30) days from the beginning of the school year or from the beginning of employment for new teachers to select and enroll in their insurance program. No changes will be permitted in the individuals insurance program unless there is a change in the family or dependents of the teacher.

ARTICLE XXV

PROFESSIONAL GRIEVANCE PROCEDURE

A. A "grievance" is a claim based upon an event or condition which affects the welfare or conditions of employment of a teacher or a group of teachers and/or arising from the language of this Agreement or an alleged breach thereof. It is expressly understood that a claim based upon an event or condition which does not affect the welfare or conditions of employment of a member of the unit described in Article I will not constitute a grievance.

B. A teacher with a grievance will first discuss it with his principal or immediate superior, either directly or through the Association's School Representative whose name will be furnished by the Association to the principal, with the objective of resolving the matter informally.

C. If the matter is not resolved within ten (10) school days of the date of the informal meeting, the grievant may invoke the formal grievance procedure on the form set forth in annexed Schedule C, signed by the grievant and a representative of the Association, which form shall be available for the Association representative in each building. A copy of the grievance form shall be delivered to the principal or supervisor. If the grievance involves more than one school building, it may be filed with the Superintendent or a representative designated by him.

D. Within three (3) school days of receipt of the grievance, the principal or supervisor shall meet with the Association in an effort to resolve the grievance. The principal or supervisor shall indicate his disposition of the grievance in writing within three days of such meetings, and shall furnish a copy thereof to the Association.

E. If the Association is not satisfied with the disposition of the grievance, or if no disposition has been made within three school days of such meeting (or six school days from the date of filing, whichever shall be later) the grievance shall be transmitted to the Superintendent. Within five school days the Superintendent or his designee shall meet with the Association on the grievance and shall indicate his disposition of the grievance in writing within three school days of such meeting, and shall furnish a copy thereof to the Association.

F. If the Association is not satisfied with the disposition of the grievance by the Superintendent or his designee, or if no disposition has been made within six school days of such meeting, (or six school days from the date of filing) the grievance shall be transmitted to the Board by filing a written copy thereof with the President or other designee of the Board within six(6) school days of the Superintendents disposition.

The Board, no later than its next regular meeting or two calendar weeks, whichever shall be later, may hold a hearing on the grievance, review such grievance in executive session, or give such other consideration as it shall deem appropriate. Disposition of the grievance in writing by the Board shall be made no later than seven days thereafter. A copy of such disposition shall be furnished to the Association.

G. If the Board of Education, the aggrieved teacher and the Association shall be unable to resolve any grievance, and it shall involve, "an alleged violation of a specific article and Section of this agreement", it may within ten (10) days after the decision of the Board of Education be appealed to arbitration. Such appeal shall be in writing and shall be delivered to the Board of Education within said ten day period, and if not so delivered, the grievance shall be abandoned. If the parties are unable to agree upon an arbitrator, he shall be appointed under the rules of the American Arbitration Association.

The arbitrator so selected will confer with the parties and hold hearings promptly and will issue his decision not later than twenty (20) days from the date of the close of the hearing. The arbitrator's decision shall be in writing and will set forth his findings of fact, reasoning, and conclusions on the issues submitted.

The arbitrator shall have no power to alter, modify, and add to, or subtract from the provisions of this agreement.

His authority shall be limited to deciding whether a specific article and section of this agreement has been violated and shall be subject to, in all cases, the rights, responsibilities and authority of the parties under the Michigan General School Laws or any other national, state, county, district or local laws. The arbitrator shall not usurp the functions of the Board of Education or the proper exercise of its judgment and discretion under law and this agreement.

The loser of an Arbitration shall pay the Arbitrator's Fee. Each party shall bear his own expense in connection therewith.

Both parties agree to be bound by the award of the arbitrator.

H. If any teacher for whom a grievance is sustained shall be found to have been unjustly discharged, he shall be reinstated with full reimbursement of all professional compensation lost. If he shall have been found to have been improperly deprived of any professional compensation or advantage, the same of its equivalent in money shall be paid to him.

I. The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 1st of any year and strict adherence to the time limits may result in hardship to any party, the Board shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.

J. If an individual teacher has a personal complaint which he desires to discuss with a supervisor, he is free to do so without recourse to the grievance procedure. However, no grievance shall be adjusted without prior notification to the Association and opportunity for an Association representative to be present, nor shall any adjustment of a grievance be inconsistent with the terms of this Agreement. In the administration of the grievance procedure, the interests of the teachers shall be the sole responsibility of the Association.

K. If a teacher does not file a grievance in writing with the principal or other designated board representative within thirty (30) school days after the occurrence, then the grievance shall be considered as waived.

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

(a) The termination of services of or failure to re-employ any probationary teacher:

(b) The placing of a non-tenure teacher on a third year of probation:

(c) Any matter subject to the procedures specified in the Teachers Tenure Act (Act 4 of Public Acts, Extra Session of 1937 of Michigan, as amended).

M. Nothing contained herein will deprive any teacher of any legal right which he presently has, provided 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 the Article.

ARTICLE XXVI

NEGOTIATION PROCEDURES

A. It is contemplated that terms and conditions of employment provided in this agreement shall remain in effect until altered by mutual agreement in writing between the parties. Nevertheless, because of the social nature of the public education process, it is likewise recognized that matters may from time to time arise which have not been negotiated between them. It is in the public interest that mutual discussion of such matters be provided. The parties accordingly undertake to cooperate in arranging meetings, selecting representatives for discussion, furnishing necessary information and otherwise constructively considering and resolving any such matters.

B. No later than April 1 prior to expiration of this Agreement either party may request that negotiations will be undertaken for an agreement for succeeding year(s).

C. Neither party in any negotiations shall have any control over the selection of the negotiating or bargaining representatives of the other party and each party may select its representatives from within or outside the school district. While no final agreement shall be executed without ratification by the Association and the Board of Education, the parties mutually pledge that their representative will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations.

D. If the parties fail to reach an agreement in any such negotiations, either party may invoke the mediation machinery of the State Labor Mediation Board or take any other lawful measures it may deem appropriate.

ARTICLE XXVII

MISCELLANEOUS PROVISIONS

A. This Agreement shall constitute the full and complete commitment between both parties and may be altered, changed, added to, deleted from or modified only through the mutual consent of the parties in a written and signed amendment to this Agreement.

B. Any individual contract between the Board and an individual teacher, heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement and any individual contract hereafter executed shall be expressly made subject to and consistent with the terms of this or subsequent agreements to be executed by the parties. If an individual contract contains language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

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

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

E. Copies of this Agreement shall be duplicated at the expense of the Board and presented to all teachers now employed, hereafter employed, or considered for employment by the Board.

F. Before September 30 of each school year, each teacher shall show evidence of a Tuberculosis free condition.

ARTICLE XXVIII

DURATION OF AGREEMENT

This Agreement shall be effective as of August 22, 1990. and shall continue in effect until the 17th day of August, 1993. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

EDUCATION ASSOCIATION

BOARD OF EDUCATION

By _____
Its' President

By _____
Its' President

By _____
Its' Secretary

By _____
Its' Secretary

By _____
Chairman, Negotiating Committee

By _____
Member

By _____
Negotiating Committeeman

By _____
Member

By _____
Negotiating Committeeman

By _____
Member

By _____
Negotiating Committeeman

By _____
Member

By _____
Negotiating Committeeman

By _____
Member

Dated this _____ day of _____, 1990

SCHEDULE A
 * * * * *
 1990-91 Calendar
 * * * * *

August 27	Teacher Orientation
August 28	First Student Day
September 3	Labor Day - No School
October 22	Inservice-No School
November 2	End of 1st Marking Period
November 7	Parent-Teacher Conferences-No School
November 15	Deer Season Opening- No School
November 22-23	Thanksgiving Recess - No School
December 21	Last day prior to Christmas Recess
January 2	School resumes
January 18	End of 1st Semester
March 22	End of 3rd Marking Period
March 22	Last day prior to Spring Recess
April 1	School resumes
May 27	Memorial Day - No School
May 31	Last Student Day (Teachers may checkout after student day until 5:00 p.m.)
June 3	Teacher Record Day (Attendance not required if properly checked out.)

180 student days/183 teacher days all three years of the Agreement. 1991-92 & 1992-93 to be negotiated.

Required make-up days will be scheduled commencing June 03 and continuing June 04, 05, 06, 07 and 10.

Additional make-up days in excess of six, as per calendar, may be rescheduled on weekdays at the end of the school year.

SCHEDULE B

TEACHERS' SALARY SCHEDULE

- 1990-91 -- 5.00% added to all steps in all lanes of 1989-90 schedule.
- 1991-92 -- 5.50% added to all steps in all lanes of 1990-91 schedule.
- 1992-93 -- 5.50% added to all steps in all lanes of 1991-92 schedule.

In each year of the Agreement (1990-1993), each teacher will receive the appropriate step advancements and lane changes.

SCHEDULE B

Teachers' Salary Schedule 1990-1991

<u>Experience</u>	<u>BA/BS</u>	<u>BA/BS + 30</u>	<u>MA/MS</u>	<u>BA/BS + 50</u>	<u>MA/MS + 20</u>
0	\$19,041	\$19,993	\$20,946	\$21,897	\$22,851
1	\$20,090	\$21,093	\$22,097	\$23,101	\$24,104
2	\$21,134	\$22,193	\$23,250	\$24,308	\$25,364
3	\$22,183	\$23,294	\$24,403	\$25,510	\$26,622
4	\$23,228	\$24,390	\$25,553	\$26,713	\$27,876
5	\$24,277	\$25,492	\$26,707	\$27,918	\$29,134
6	\$25,325	\$26,592	\$27,858	\$29,123	\$30,388
7	\$26,372	\$27,692	\$29,009	\$30,422	\$31,648
8	\$27,420	\$28,791	\$30,162	\$31,533	\$32,904
9	\$28,466	\$29,890	\$31,313	\$32,738	\$34,161
10	\$29,513	\$30,993	\$32,465	\$33,937	\$35,417
11	\$30,063	\$31,989	\$33,515	\$35,036	\$36,559
15	\$30,063	\$32,537	\$34,062	\$35,587	\$37,109
20	\$30,063	\$33,088	\$34,611	\$36,136	\$37,658

The Board will be involved in the planning of the BA/BS + 30 and BA/BS + 50 programs.

SCHEDULE B

Teachers' Salary Schedule 1991-1992

<u>Experience</u>	<u>BA/BS</u>	<u>BA/BS + 30</u>	<u>MA/MS</u>	<u>BA/BS + 50</u>	<u>MA/MS + 20</u>
0	\$20,088	\$21,093	\$22,099	\$23,101	\$24,108
1	\$21,195	\$22,254	\$23,313	\$24,372	\$25,430
2	\$22,297	\$23,413	\$24,529	\$25,644	\$26,759
3	\$23,403	\$24,575	\$25,745	\$26,913	\$28,086
4	\$24,506	\$25,732	\$26,958	\$28,182	\$29,410
5	\$25,612	\$26,894	\$28,176	\$29,454	\$30,737
6	\$26,718	\$28,055	\$29,390	\$30,725	\$32,059
7	\$27,822	\$29,215	\$30,605	\$32,095	\$33,389
8	\$28,928	\$30,375	\$31,821	\$33,267	\$34,714
9	\$30,031	\$31,534	\$33,035	\$34,539	\$36,040
10	\$31,137	\$32,697	\$34,251	\$35,804	\$37,364
11	\$31,716	\$33,749	\$35,358	\$36,963	\$38,570
15	\$31,716	\$34,327	\$35,935	\$37,544	\$39,150
20	\$31,716	\$34,907	\$36,515	\$38,123	\$39,729

The Board will be involved in the planning of the BA/BS + 30 and BA/BS + 50 programs.

SCHEDULE B

Teachers' Salary Schedule 1992-1993

<u>Experience</u>	<u>BA/BS</u>	<u>BA/BS + 30</u>	<u>MA/MS</u>	<u>BA/BS + 50</u>	<u>MA/MS + 20</u>
0	\$21,193	\$22,253	\$23,314	\$24,372	\$25,434
1	\$22,360	\$23,478	\$24,595	\$25,712	\$26,828
2	\$23,523	\$24,701	\$25,878	\$27,055	\$28,231
3	\$24,691	\$25,927	\$27,161	\$28,393	\$29,631
4	\$25,853	\$27,147	\$28,441	\$29,732	\$31,027
5	\$27,021	\$28,373	\$29,725	\$31,074	\$32,427
6	\$28,187	\$29,598	\$31,006	\$32,414	\$33,823
7	\$29,352	\$30,821	\$32,288	\$33,860	\$35,225
8	\$30,519	\$32,045	\$33,571	\$35,097	\$36,623
9	\$31,683	\$33,269	\$34,852	\$36,438	\$38,022
10	\$32,849	\$34,496	\$36,134	\$37,773	\$39,419
11	\$33,460	\$35,605	\$37,303	\$38,996	\$40,691
15	\$33,460	\$36,215	\$37,912	\$39,609	\$41,303
20	\$33,460	\$36,827	\$38,523	\$40,220	\$41,915

The Board will be involved in the planning of the BA/BS + 30 and BA/BS + 50 programs.

SCHEDULE B-2

Compensation - Athletics

	<u>Percent of Salary</u>
Basketball	
Head - Boys	10%
Head - Girls	10%
Junior Varsity - Boys	7%
Junior Varsity - Girls	7%
Freshman & Scouting	6%
8th Grade & Scouting (1 team/Boys or Girls)	3%
8th Grade & Scouting (2 teams/Boys or Girls)	4%
7th Grade & Scouting (1 team/Boys or Girls)	3%
7th Grade & Scouting (2 teams/Boys or Girls)	4%
Football	
Head	10%
Assistant	7%
Head Junior Varsity & Scouting	7%
Assistant Junior Varsity & Scouting	6%
Baseball	
Varsity	7%
Junior Varsity	5%
Softball	
Varsity	7%
Junior Varsity	5%
Track - Boys	7%
7th & 8th Grade Boys Track	3%
Track - Girls	7%
7th & 8th Grade Girls Track	3%
Cross Country	5%

Schedule B-2 (Continued)

Golf		5% + Membership
Skiing		7%
Cheerleader Coach	<u>1st Yr.</u>	<u>3rd Yr</u>
Varsity Football & Basketball	5%	7%
J.V. Football & Basketball	5%	7%
Freshman Boys & Girls Basketball	5%	7%
Middle School (7th & 8th Grades)	3%	4%

Compensation for coaching assignments shall be determined by applying the per cent factor to BA-BS base of Schedule B. Persons assigned to coaching positions at the time of inception of the agreement shall be exempt.

Scouting shall be scheduled under the direction of the Athletic Director. No more than five(5) scouting assignments shall be made per season for each scout with reasonable notice being given prior to assignment. Mileage for scouting trips required by the Board shall be reimbursed at the rate of 20 cents per mile.

SCHEDULE C
PROFESSIONAL GRIEVANCE REPORT

School District: _____ Grievance Number: _____

School: _____ Date of Violation: _____

Date of Grievance: _____

Subject to provisions of the professional negotiations agreement between the Board and the Association, I hereby authorize the representative or representatives of the Association recognized by the Board as my collective bargaining representative to process this request or claim arising there from in this or any other stage of the professional grievance procedure, including arbitration, or to adjust or settle the same.

STATEMENT OF THE GRIEVANCE:

REMEDY REQUESTED:

Approved for Processing:

Date: _____ Signature of Grievant (use reverse side for additional signature if more than one grievant)

Principal's Disposition:

Date: _____
Signature of Principal

Association's Disposition: Satisfactory ___ Unsatisfactory___

Date: _____

Superintendent's Disposition:

Date: _____
Signature of Superintendent

Association's Disposition: Satisfactory ___ Unsatisfactory___

Date: _____

STATEMENT OF THE GRANTING

School District of _____
City of _____

The undersigned hereby certifies that the above named school district is a duly organized and existing school district under the laws of the State of _____ and is entitled to the benefits of the provisions of the _____ Act of _____.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the _____ at _____ this _____ day of _____ 19____.

Superintendent of Schools

Approved and attested:

County Clerk

County Clerk



County Clerk

County Clerk

County Clerk

County Clerk

County Clerk

County Clerk

County Clerk

