

8/31/94

**AGREEMENT  
BETWEEN THE**

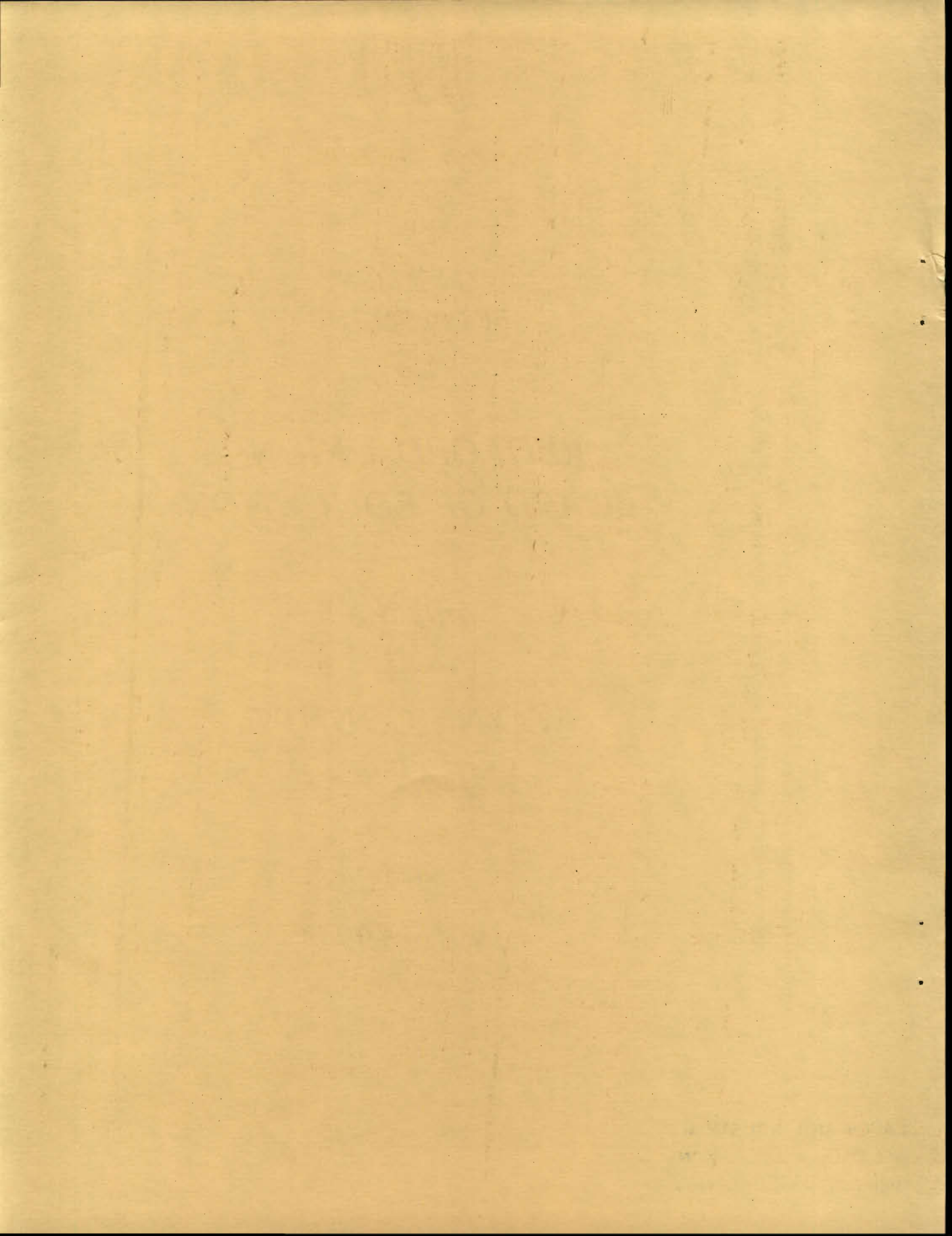
**REDFORD UNION  
BOARD OF EDUCATION**

*and the*

**WAYNE COUNTY  
MEA/NEA**

**1991 - 1994**

*Redford Union Schools*



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This Agreement entered into this first day of September, 1991, by and between the Board of Education of the Redford Union School District No. 1, hereinafter called the "Employer" and the Wayne County MEA/NEA, hereinafter called the "Union," which shall designate the Wayne County MEA/NEA in its representative capacity for the employees of the Redford Union School District No. 1 in the bargaining unit recognized in Article I.

### WITNESSETH

WHEREAS, the Board and Union recognize and declare that providing a quality education for the children of the Redford Union Schools is their mutual aim and that the character of such education depends predominately upon the quality and morale of the teaching service, and

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

WHEREAS, the Board has a statutory obligation, pursuant to Act 379 of the Michigan Public Acts of 1965 and the election held by the State Labor Mediation Board to bargain with the Union as the representative of its teaching personnel with respect to hours, wages, terms, and conditions of employment, and

WHEREAS, the parties, following extended and deliberate professional negotiations, have reached certain understandings,

NOW, THEREFORE, in consideration of the following mutual covenants, it is hereby agreed as follows:

### ARTICLE I: RECOGNITION

- A. The Board hereby recognizes the Union as the exclusive and sole bargaining agent as defined in Section 11 of Act 336, Public Acts of 1947, as amended, for all personnel who are within the appropriate bargaining unit, described and defined as:

All certified personnel under contract or on approved leave of absence, excluding substitute personnel, all supervisory, administrative and executive personnel such as: superintendent, assistant superintendents, principals, assistant principals, directors, supervisors, vocational education coordinators, coordinators of emotionally impaired, and all other employees.

- B. The terms "Teacher" or "Employee" singular or plural, when used hereinafter in this Agreement, shall refer to all employees represented by the Union in the bargaining unit as defined above, and references to one gender shall include the other gender.

- C. The Employer agrees not to negotiate with or recognize any teachers' organization other than the Union for the duration of this Agreement.
- D. All teachers shall have signed an individual contract to which the terms and conditions of the Agreement are hereby incorporated by reference. To the extent that the provisions of any individual contract and this Agreement may be inconsistent, the provisions of this Agreement shall be controlling.

## **ARTICLE II: BOARD AND ADMINISTRATION RIGHTS**

It is recognized that Michigan law makes the Board legally responsible for the operation of the Redford Union School system in all respects. In meeting such responsibilities the Board acts through its administrative staff. Such responsibilities include, without being limited to, the establishment of educational policies, the construction or acquisition and the maintenance of school buildings and equipment, the hiring, transfer, assignment, supervision, promotion, and termination of the services of staff members and the establishment and revision of rules pertaining to the work and conduct of staff members. Michigan law gives the Board authority necessary to discharge all of its responsibilities. The Board and administrative staff shall be free to exercise all such rights and authority to the extent permitted by law, provided, however, that no actions shall violate any of the express terms of this Agreement.

## **ARTICLE III: TEACHERS RIGHTS**

- A. Pursuant to the Michigan Public Employment Relations Act, the Board hereby agrees that every teacher as herein defined shall have the right to freely organize, join and support the Union for the purpose of engaging in collective bargaining or negotiation and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under law of the State of Michigan, the Board undertakes that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by the Act, or other laws of Michigan of the Constitutions of Michigan and the United States; that it will not discriminate against any teacher with respect to his/her hours, wages, or other terms or conditions of employment by reason of his/her membership in the Union, his/her participation in any activities of the Union, or in order to encourage or discourage membership in the Union, contrary to the provisions of the Act as amended.
- B. The provisions of this Agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex, or marital status.
- C. It is the policy of the Board and the Union that members have the right to join organizations of their own choice including organizations of classroom teachers seeking improvement of teaching conditions, but excluding willful and knowing membership in an organization advocating the overthrow of the United States Government.

#### **ARTICLE IV: RIGHTS OF THE UNION**

- A.** The Board agrees to rent office space to the local Union if space is available. Further, the Board agrees to allow the local Union to have a telephone installed in its office facility at Union expense. The local Union agrees to furnish and maintain this facility and its contents at its own expense.
- B.** The Union shall have the right to use school building facilities for meetings, subject to prior request and approval of the building administrator, and for other Union activities by applying for such space in the same fashion as other groups, and the Union shall be considered under the same policy as all other applicants for its use.
- C.** At least one bulletin board shall be reserved in an accessible place in each school for the exclusive use of the Union.
- D.** The Union through its building representatives shall have the right to place materials in the mailboxes of teachers. The Union agrees to identify properly and to stamp all materials not otherwise identified as originating from the RUEA, the MEA, or the NEA. The Board shall not be responsible for this material in any manner.
- E.** The Union shall have the right to reasonable use of interschool communications. The Board shall not be responsible for any material or the loss thereof.
- F.** The Board agrees to make available to the Union, upon request, information concerning the financial resources of the district, tentative budgetary requirements and such other information as will assist the Union in developing constructive program proposals. It is understood that when the information and statistics requested are not readily available, the Union will assume the responsibility of doing the necessary research from data supplied by the Board. The Union, at its own expense, shall have the option of retaining a CPA firm to examine the financial condition of the district.
- G.** Whoever shall be duly designated by the membership as its President shall be relieved of up to one period per day if he/she is a secondary teacher, and an equivalent time if he/she is an elementary teacher. The Association agrees to remit promptly to the Board of Education, upon request, a sum up to 50% of up to 1/5 of the Association President's yearly salary as reimbursement for this release.

The Association shall be granted the opportunity to purchase, at the present substitute rate, up to sixty (60) leave days per school year for professional activities. A teacher shall be authorized to use such Association business leave provided he/she submits written notice to the Superintendent at least by 4:30 p.m. of the day prior to the proposed use, which notice shall bear the approval of the Association President.

The Association will not authorize more than fifteen (15) absences for any one teacher in the course of the school year and the Association will not authorize more than nine (9) teachers on any one day.

- H. The principal shall recognize the elected Association representative as the official representative of the Association in the school. The principal shall meet at reasonable intervals with the Association representatives, or upon request of either party, to discuss school problems and policies as they relate to established Board policies and procedures and this Agreement.
- I. Any employee who is elected president of the WC/MEA/NEA may be granted a leave of absence for up to one year, without pay.

#### **ARTICLE V: TEACHER RESPONSIBILITIES**

A high degree of professionalism and educational service requires the cooperative efforts of all concerned. Responsibilities of the teachers in such an enterprise shall include among others:

- A. Each teacher shall strive for excellence in teaching and shall take advantage of opportunities for improving his/her teaching skills and his/her relationships with the students and staff, and to cooperate professionally to develop and maintain a quality instructional program. The latter would include, for example, such activities as committee participation in research and development of the educational programs.
- B. Education is a cooperative process with teacher, parents, and community agencies working together for the benefit of the child. For this reason, such gatherings as open houses, parent-teacher meetings, and certain other activities are scheduled. While there is no set requirement for attendance at parent-teacher association meetings and other like meetings in which the public is involved, teachers recognize that they are the school's representatives and that during the course of the year the meetings should be attended by a sufficient number of staff members to demonstrate the sincere professional interest that the school has in community affairs.
- C. All teachers employed by the Board for regular teaching assignments shall have a valid teaching certificate, license, permit and/or authorization issued by the State of Michigan Department of Education. Each teacher shall have the responsibility for securing and maintaining full State certification.
- D. Proof of a tuberculin chest X-ray or Mantoux test must be filed with the Personnel Office at least once every three (3) years. Failure to file such statement by the start of the anniversary date shall result in suspension without pay.

Except when not feasible, school nurses will be made available prior to the close of the school year to administer the Mantoux test to teachers who will bear the expense.

- E. Teachers should notify the district as soon as possible of their intent to terminate employment.



- F. In cases of emergency, to insure the safety of the children within the building, teachers are expected to remain on duty until dismissal by the principal.
- G. Teachers will be available for parent or student conferences whenever such requests are reasonable. Whenever possible conferences will be pre-arranged with the teacher.
- H. Teachers are encouraged to continue to volunteer services in supervising student related activities which enhance the effectiveness of the total school program and for which there is no remuneration. Such activities may be initiated and sustained only with administrative approval but are necessarily dependent upon student interest and the effective leadership of qualified teachers in the attainment of their goals.
- I. Teachers are expected to be in class on time, to maintain control of their classes, and to be aware that their prime concern is for the educational growth and development, safety, and well being of the students in their charge.

The teachers' responsibility to the student is not limited to the classroom but extends to corridors. The teachers' professional responsibility may also extend to after school activities, field trips, and other such functions if in attendance.

- J. Teachers are expected to be aware of the contents of the teacher handbook and to follow the procedures that have been established by each individual school except as limited by this Agreement. Any future revisions in individual building handbooks shall be designed by the principal in conjunction with a committee of his/her staff members. While the final decisions remain with the principal, whenever problems arise concerning the implementation of this section, teachers shall be entitled to a conference with the Superintendent.
- K. No teacher shall be required to supervise a student teacher.

#### **ARTICLE VI: PROFESSIONAL COMPENSATION**

- A. The salaries covered by this Agreement are set forth in Schedule A which is attached to and incorporated in this Agreement.
- B. All noncontractual compensatory assignments shall be compensated according to the provisions of the extra pay schedule as set forth in Schedules B, C, and D, which are attached to and incorporated in this Agreement.

#### **ARTICLE VII: CLASS SIZE**

- A. The Board agrees to maintain a total teacher-pupil ratio not to exceed 1/31 in each building in the district within the limitations and availability of personnel, facilities, and funds. (this is a building, not an individual class average.) The Board will, in

addition to the building ratio of 1/31, maintain a class maximum of thirty-five (35) for academic classes. A building-teacher ratio shall not limit the different types of grouping for instructional or experimental programs in which the teacher has agreed to participate. These provisions will be effective upon completion of the first six (6) days of the school year for year-long courses and upon completion of the first six (6) weeks of the semester for semester-long courses.

- B. Within a particular building efforts will be made to distribute students equally among the teachers assigned to that subject area within a given hour. State reimbursed special education classes shall be limited in accordance with the rules and regulations of the Department of Education for these programs. At the elementary level each kindergarten student shall be counted as one-half student. Special teachers for art, music, physical education, special education teachers, librarians, and other professionals at the elementary level who do not contribute to the reduction of class size shall not be included in computing the building ratio.
- C. At the secondary level, counselors, librarians and special education teachers who do not contribute to the reduction of class size shall not be included in computing the building ratio.
- D. If the maximum must be exceeded in a given class, the Board and the Union will meet to mutually resolve the situation. If no other solution can be found, then the teacher will be reimbursed at the rate of \$300 per annum per student over the maximum of a pro-rata basis.

## **ARTICLE VIII: TEACHING HOURS AND RESPONSIBILITIES**

### **A. HOURS**

1. The secondary teachers' normal teaching day shall begin ten (10) minutes before the first tardy bell and end fifteen (15) minutes after the last bell.
2. The elementary teachers' normal teaching day shall begin fifteen (15) minutes before the first bell and end fifteen (15) minutes after the dismissal bell.
3. Special education teachers who are regularly assigned full time to a building shall have the same working hours as other teacher personnel in that building. Special education teachers, except those who work additional time and thereby receive extra compensation under Schedule C, shall observe the same working hours as other teacher personnel in the building they are serving.
4. When it become necessary to make changes in the student day, the time on duty before and after the bells will be adjusted accordingly. In no instance will the normal teaching work day exceed that of the 1975-76 school year.

**B. DAILY ASSIGNMENTS**

1. Teachers in the junior or senior high schools shall be assigned five (5) or six (6) periods of instruction not to exceed three hundred (300) minutes per day. In addition, each teacher shall be entitled to one preparation period per day equivalent in time to one teaching period and it shall be included within the framework of the total school day. The above time schedule does not include lunch periods, passing periods and time spent before and after the student day.
2. The normal teaching load in the elementary schools shall not exceed five (5) hours and fifty (50) minutes. The above does not include a lunch period or any period of time before the first bell or after the dismissal bell. Of the above time, elementary teachers shall be scheduled for forty-five (45) minutes of preparation per day or its equivalent time per week. Such preparation time shall be provided in blocks of at least fifteen (15) minutes. It is recognized that at the elementary level there is a need for student recess periods as circumstances may require subject to the principal's approval.
3. Teachers who are required in the course of their employment to travel between buildings shall be provided sufficient time for travel in excess of their preparation time.

**C. LUNCH HOUR**

1. Every teacher at the senior high shall have a duty-free lunch period of not less than thirty-five (35) minutes (including passing periods).
2. Every teacher at the junior high shall have a duty-free lunch period of not less than thirty (30) minutes (including passing periods).
3. Every teacher at the elementary school shall have a duty-free lunch period of not less than forty (40) minutes (including passing time), except on stay-in days when the duty-free lunch period will be no less than twenty-five (25) minutes (including passing time). On stay-in days, teachers who are on duty during the lunch period may leave as soon as the building is cleared.

**D. EXTRA DUTY ASSIGNMENTS**

1. Teachers may be assigned no more than one (1) extra duty assignment without compensation. Whenever possible these assignments will be distributed to all teachers during the first week of school in September in an equitable and uniform fashion. In no case will a teacher be given less than two (2) weeks notice of an extra duty assignment. When an evening open house is scheduled which teachers are required to attend, this shall constitute

the above extra-duty assignment. Compensation for extra duty assignments in excess of the above will be given in accordance with D-3 of this Article and Schedule D.

- E. When feasible, all system-wide curriculum meetings should be held on released time.
- F. On Friday afternoons, speech correctionists are assigned to the Special Services office for coordination work.

G. MEETINGS

1. The Union, the Administration, and the Board recognize that teachers' meetings, departmental meetings and grade level meetings, which teachers must attend, are essential to the functioning of the school. However, all parties agree that the number of such meetings should be held to a minimum.
2. Each building, by October 1, will establish a specific day for regularly scheduled monthly teachers' meetings. (These meetings will usually not exceed one (1) hour.)
3. Building administrators shall publish an agenda of regularly scheduled monthly faculty meetings at least one (1) school day prior to each such meeting. Other items may be presented and discussed by either party as needed. Principals have the option of disallowing the discussion of any item of a confidential or personal nature.
4. Teachers within each building shall have the right to place items on the building agenda up to two (2) school days prior to the building meeting. Principals have the option of disallowing the placement of any item of a confidential or personal nature on the agenda.
5. Special meetings may be called to handle emergency situations.

- H. Except for the minimum number of teachers necessary to supervise school programs and to insure pupil health and safety, teachers shall be relieved of cafeteria, patrol, and bus duties. In addition:

1. Lay persons may be utilized as aides on playgrounds and in lunchrooms.
2. Efforts will be made to relieve secondary teachers of the duties of selling books, supplies, and equipment.
3. Teachers shall be given proper and adequate notice of all non-classroom duties required of them during the school day.
4. Whenever teachers are utilized in supervising the lunchroom, the following considerations will be observed:

- a. Whenever possible, teachers will be assigned to lunchroom duty as part of their regular teaching day on a voluntary basis.
- b. Teachers may be assigned to lunchroom duty as part of their regular teaching day.

#### **ARTICLE IX: TEACHER FILES**

- A. Official teacher personnel files shall be maintained in the administrative offices of the district. The personnel files of each teacher shall contain copies of all evaluation reports and recommendations.
- B. Upon appropriate request by the teacher, he/she shall be permitted to examine his/her file and shall be permitted to reproduce any materials in the file. Pre-employment evaluations and recommendations and credentials may be removed from the teacher's file prior to the examination. The teacher may request that a representative of the Union accompany him/her any time he/she reviews his/her file. Review of the file shall be made in the presence of the administrator responsible for the safekeeping of the files.
- C. No material may be included in a teacher's personnel file without first notifying the teacher of the inclusion, allowing the teacher to review said material, and at the teacher's option, submitting a written comment concerning such material, to be attached to and considered with the included material. The teacher shall acknowledge that he/she has read such material by affixing his/her signature on the actual copy to be filed, with the understanding that such signature merely signifies that he/she read the material to be filed.
- D. Complaints which may form the basis of any disciplinary action taken by the Board and/or its agents against any teacher shall be brought to the affected teacher's attention within ten (10) days after the completion of a prompt investigation.

#### **ARTICLE X: EVALUATION**

- A. Probationary teachers shall be observed in the performance of their work assignment (classroom teaching or other school activities) for the purpose of evaluation at least two (2) times during the year, the first coming during the first semester and the second coming before April 1.

A teaching coach shall be assigned by the principal to every probationary teacher upon entrance of the teacher into the system. It shall be the duty of the teaching coach to assist and counsel the probationary teacher in acclimating to the teaching

profession and the school system. The teaching coach shall not be required to evaluate the probationary teacher. Recommendations as to demotion, retention, or change of professional status shall be an administrative function.

Tenure teachers shall be evaluated at least once every three (3) years.

- B. Within thirty (30) days of the commencement of employment or the beginning of the school year, the administration will explain the evaluation process to teachers, provide a copy of the evaluation form, and answer teachers' questions thereon.
- C. A pre-visitation conference may be held between the teacher and the observing administrator so that the administrator can be apprised of the teacher's objectives, methods, and materials planned for the teaching/learning situation to be evaluated. All classroom visitations for evaluation purposes shall be concluded by the second Friday of May. The total evaluation process must be completed by the third Friday of May.
- D. A post-visitation conference shall be scheduled between the evaluator and the teacher within five (5) days whenever feasible after the observation. If the administrator finds that the teacher had not met the expected levels of performance, the deficient areas shall be identified and the types of assistance that may be given by the administrator and other staff members may also be included.
- E. All evaluations shall be in triplicate and signed by the evaluator and the teacher. The teacher shall return two (2) copies showing the evaluation has been read. In the event the teacher feels the evaluation was incomplete or unjust, he/she may put objections in writing and have them attached to the evaluation report.
- F. No later than sixty (60) days before the end of the teacher's 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 any teacher is dissatisfied with his or her evaluation, the teacher shall be entitled to a conference with the Superintendent.

- G. Any probationary teacher whose services are terminated or who is required to serve a third probationary year shall be so notified in writing prior to sixty (60) days before the end of the current school year. Such written notice shall state the reasons for termination or additional probation.
- H. All monitoring or observation of the work performance of the teacher shall be conducted openly and with full knowledge of the teacher.

## **ARTICLE XI: ASSIGNMENTS, VACANCIES, AND TRANSFERS**

### **A. ASSIGNMENTS**

1. Pupils are entitled to be taught by teachers who are working in their area of competence. Teaching assignments at all levels shall be made in accordance with the standards prescribed by the State Certification Code. In addition, teaching assignments at the high school shall be made in accordance with the standards prescribed by the North Central Association. Within these limits, teachers shall be assigned where there is need for their service. All teachers shall be subject to assignments by the Superintendent of Schools, subject to approval by the Board. As changes in North Central requirements occur, teachers will be notified and given eighteen (18) months to comply with the new standards.
2. The following principles concerning secondary teachers' programs should be followed:
  - a. The number of consecutive teaching assignments shall be kept at a minimum.
  - b. Normally the number of different rooms in which assignments occur shall not exceed three (3); however, this may be waived when a teacher must, of necessity, travel between two or more buildings or when the teacher's classes involve special equipment.
  - c. The maximum number of different class preparations at the senior high school shall be kept at three (3) unless the teacher involved desires more. Realizing that the junior high school has a different programs which is organized according to different educational precepts, the maximum number of different class preparations for block time teachers shall be two (2) block time classes and one (1) additional assignment. The maximum number of different class preparations of other junior high teachers shall be kept at three (3) unless the teacher involved desires more. Situations may arise whereby the provisions of this item limit a teacher to less than a full teaching load. In such instances, the Board shall consult with the Association to seek a solution to the problem.
  - d. Where possible, teachers of science, math, history, English, and languages should be given priority in the selection of study hall supervisors where study halls are held.
3. Teachers may, within their building, submit preference sheets for the purpose of scheduling for the forthcoming school year. Such preference sheets shall be in writing and submitted no later than January 31 and shall include preference of:

- a. Subject to be taught.
- b. Grades of subject to be taught.
- c. Any special or unusual classes or assignments that he/she will be required to teach or supervise.
- d. The session to which the teacher is assigned if the school operates on more than one session.
- e. All non-teaching duties he/she is to perform for which there is no compensatory allowance.

Preference sheets for this purpose shall be available at the school office and these requests shall be honored whenever feasible; provided, however, if there is a vacancy as defined in B hereof, the provisions of B hereof shall be the method to be followed. Such preference sheets shall not constitute formal or informal applications for transfer or applications for posted positions.

4. All teachers shall be given written notice of their tentative teaching assignments for the forthcoming year no later than the first Monday of June. Every teacher shall be given said notice which shall designate building, grade level, and/or subject where applicable.
5. In the event that one or more of the following changes in assignment is proposed after the notice of assignment is given by the first Monday in June, such changes shall be based on criteria outlined in this Article. Every teacher affected shall be notified promptly and shall have the right to meet with the building principal regarding the change.
  - a. Reassignment to a different building.
  - b. In the elementary, assignment to a different grade.
  - c. In the secondary, reassignment of class loads in which more than one additional preparation will be required. (Total preparation not to exceed three [3].)
  - d. In the secondary, reassignment to another department.

After August 25, until the succeeding June assignments, no involuntary change of assignment as defined above shall be made without the consent of the teacher except in cases of emergency or to prevent undue disruptions of the instructional program or for changes in staff requirements or for changes in student distribution. The administration shall notify the affected teacher in



writing of reasons for such changes. The terms and conditions of transfer shall be superseded by the provisions of Article XIX, relating to seniority in the event of a staff reduction.

**B. VACANCIES AND TRANSFERS FOR REGULAR TEACHING POSITIONS**

1. "The Board declares its support of the policy of filling teacher vacancies by giving first consideration to candidates from within the system. Among the factors the Superintendent shall consider in filling transfer requests shall be seniority as defined in Article XVIII, State certification standards and written evaluations. However, in no event shall a teacher with less seniority be retained in a position when a teacher with the required certification and greater seniority is on layoff."
2. Vacancies shall be defined as all newly created additional teaching positions within the bargaining unit and all teaching positions which are to be filled and were vacated by reasons of death, resignation, leaves in which the position is not held open, and reassignment to administrative position, different building, or different program. At the elementary level, said positions will be posted by building and grade; and at the secondary level by building and department.
3. Vacancies occurring after September 1 and prior to April 1 will be filled on a temporary basis with contractual teachers and will be posted as of April 1 in accordance with the following paragraph.
4. For the ten (10) working days following April 1 of each school year, the Board shall post in each school building and administrative office, notice of all known vacancies which need to be filled for the following school year, including those filled on a temporary basis during the current school year. A copy of said notice shall be provided to the Union. Teachers may submit applications for any posted position to the Personnel Office until the fifteenth (15th) working day following April 1. Vacancies which develop between April 1 and the end of the school year will be posted and teachers may apply within five (5) working days of the date set forth in the posted notice.
5. In order to be eligible for vacancies which occur from the end of the school year until September 1, teachers must have on file in the Superintendent's office a transfer request indicating those positions the teacher would be interested in applying for should an opening occur. A request for transfer shall be continuous until the first day of school in the forthcoming school year unless the request is withdrawn in writing or a transfer request is met. When a teacher makes more than one (1) transfer request, unmet requests will remain active only by resubmission of a request for the unmet transfer.

Requests for transfer shall be considered only for vacancies which occur during the summer months when school is not in session.

6. Any teacher who is eligible for tenure status for the forthcoming school year may apply for a vacancy and/or request a transfer. The Board shall judge all applications and/or requests on the basis of the criteria established in Section B-1 above.
7. An applicant who does not receive the desired position(s) shall, upon request, be given written reasons for not having been selected.

**C. NON-CONTRACTUAL COMPENSATORY ASSIGNMENTS**

1. The Board agrees to make available to each teacher a position preference form in June on which he/she may indicate those Schedule B, C, and/or D appointments he/she would be interested in applying for should an opening occur.
2. A list of vacancies and qualifications should be posted in all buildings concerned as soon as the vacancy is known. In no case shall it be posted any later than twenty (20) school days after it is known. No position shall be filled until ten (10) calendar days after notice thereof has been posted. In cases of emergency, the posting of vacancies will be waived, and the Union so notified.
3. Written application must be made to the Superintendent through the principal of the building.
4. Consideration will be given first to candidates within the building in which the vacancy occurs. In the event candidates are not available within the building, candidates from other buildings will be considered next.
5. Job descriptions shall be a matter for administrative decision. They are to be put in writing, reviewed every two years and made available to the total staff.
6. All applicants will be notified of the filling of vacancies within a week after the decision has been reached.
7. An applicant for assignment who does not receive the desired assignment shall, upon request, be given written reasons for not having been selected.
8. When a teacher transfers or is transferred from a building any non-contractual compensatory assignments are forfeited. Any such vacancies will be posted and the transferee may apply and be considered as outlined herein.
9. When qualified candidates are available, existing vacancies shall be filled by Friday of the first week of school.

10. In cases in which changes become necessary, a reasonable attempt will be made as soon after the change becomes apparent to the administrator to notify the teachers who will be affected by the change.
11. In cases where a teacher is removed from a Schedule B assignment, he/she shall be given, upon request, written reasons for his/her dismissal.
12. In the event that an opening occurs during the summer recess, notice shall be mailed to the address on file of those teachers who indicated an interest in the position. The teacher may then apply for the position if he/she so desires.
13. Any assignments which are in addition to the normal teaching schedule during the regular school year and which are included as extra duties enumerated in Schedule B shall not be obligatory but shall be with the consent of the teacher.

**D. ADMINISTRATIVE VACANCIES**

1. Vacancies involving administrative contractual positions shall be filled only after being posted for a minimum of fourteen (14) calendar days. Qualifications for the various administrative positions within the system shall be established by the Board, put in writing, reviewed every other year, and made available to interested teachers.
2. The Superintendent, in writing, shall give all candidates for an administrative position the name of the person selected to fill such vacancy.
3. In filling administrative vacancies, consideration shall be given first to candidates within the system.
4. The Board agrees to make available to each teacher a position preference form in June on which he/she may indicate those administrative positions he/she would be interested in applying for should an opening occur.
5. In the event that an opening occurs during the summer recess, notice shall be mailed to the address on file of those teachers who indicated an interest in the position. The teacher may then apply for the position if he/she so desires.

- E.** Whenever a vacancy cannot be filled internally by an employee presently on staff or on layoff and must be posted for outside applications, the Board agrees to include among the interviewees teachers on layoff from school districts represented by the Wayne County MEA/NEA provided they meet the posted prerequisites, have their applications on file within the posting period and the applicant agrees to appear at the time designated by the administration. The Employer shall notify the Union of all vacancies.

## **ARTICLE XII: MEMBERSHIP, FEES, AND PAYROLL DEDUCTIONS**

- A.** All teachers, as conditions of employment, shall either:
1. Join the Union, Local Association, Michigan Education Association and the National Education Association and pay their dues and assessments or execute a dues authorization form provided by the Union, or
  2. Cause to be paid to the Union a representation fee.
- B.** In the event a teacher's dues or representation fee shall remain unpaid for a period of sixty (60) days following commencement of employment of the teacher, the Board agrees that in order to effectuate the purpose of this Agreement, the services of such teacher shall be terminated no later than the end of the semester in which employment commenced. For the proper administration of this Article, the Association shall provide the Board with the names of those teachers who have joined or contributed a representation fee by means other than through a payroll deduction plan and the Association shall notify the Board in writing of any teacher failing to comply with this Article. The refusal of said teacher to contribute such dues or fees is recognized by the parties as reasonable and just cause for termination of employment. Teachers on sabbatical leave shall be subject to the terms of this paragraph while teachers on other leaves or teachers on layoff shall not be subject to the terms of this paragraph.
- C.** **DUES AND ASSESSMENTS**
1. Teachers may, within ten (10) days of their commencement of employment sign and deliver to the Board a dues and assessment authorization form which shall authorize deduction of membership dues and assessments of the Union, the Local Association, the Michigan Education Association and the National Education Association or deduction of a representation fee. Such authorization shall continue in effect from year to year unless a request or revocation is submitted to the Board and the Association signed by the teacher and received between August 1 and August 31, preceding the designated school year for which revocation is to take effect.
  2. The Union shall, on or before August 25 of each school year, give written notice to the Board of the dollar amount of dues and assessments of the Union including the National Education Association and the Michigan Education Association, which dues and assessments are to be deducted in the coming school year under all payroll deduction authorizations. The total for these deductions shall not be subject to change during the school year.
- D.** The deductions authorized above shall be made in twenty (20) equal amounts whenever possible from each paycheck beginning the second pay period in September through June of each year provided, however, that when a paycheck(s) is/are not

issued to a teacher, the Board shall make up the deduction in subsequent check(s). The Board agrees to promptly remit to the Association all monies so deducted, accompanied by a list of teachers from whom the deductions have been made. The Board shall notify the Association of any changes in said list due to teachers entering the program or leaving the system. The Association agrees to reimburse any teacher from whose pay dues and assessments or representation fees were deducted those sums in excess of the total amount due to the Association at that time provided the Association actually received the excessive amount.

**E. DEDUCTIONS**

1. The Employer will make all deductions required by law from all paychecks. Voluntary deductions will be made from regular two week pays upon signed authorization (i.e., Wayne Out-County Teachers Credit Union, Redford Township Community Credit Union, United Fund, insurance premiums, tax deferred annuities, Association dues, etc.) and other programs jointly agreed to by the Union and the Board. No voluntary deductions will be made from a one week pay.
2. Each teacher may elect to enroll in one tax sheltered annuity plan agreement. This agreement may include one fixed annuity plan and one variable annuity plan with the same company. Those plans in effect during the 1973-74 school year shall continue to be offered for those previously enrolled. Teachers enrolling in an annuity plan must choose from the eight (8) plans previously selected by the Association.

F. In any case or proceeding brought against the Board at any time before any court or tribunal in which an employee or employees, or any person or organization on their behalf, contest any action taken or not taken by the Board in order to comply with the provisions of this Article, the Association agrees to reimburse the Board, promptly upon demand, for all reasonable legal fees and all expenses of suit incurred by the Board in defending itself in such action, and also for any and all damages for which the Board may be adjudged liable in such action. The Association further agrees that if it shall fail to reimburse the Board promptly upon demand for the aforesaid fees, expenses and damages, the Board shall be entitled, in addition to any other legal remedies, to apply against such indebtedness of the Association to the Board, until paid in full, all service charges, membership fees and dues collected by the Board on behalf of the Association pursuant to the provisions of this Article.

G. Be the end of the second week of school, teachers may exercise the option of having their salary distributed over twelve (12) months. If the above option is exercised by the teacher, the summer reserve deduction is computed at 15% of the teacher's bi-weekly gross pay and deductions will be made from nineteen (19) two-week pays. The total amount of the summer reserve deduction will be distributed in five (5) bi-weekly checks during the summer. Upon agreement of the payroll office, teachers may specify an amount other than the 15% to be deducted for the summer reserve.

- H. On paydays, paychecks will be made available to teachers by the end of the school day.
- I. The per diem rate for teachers is based on one hundred and ninety-five (195) days.

### **ARTICLE XIII: RESIGNATION, DISCHARGE, AND DEMOTION**

- A. The procedures, regulations, and penalties of the Michigan Teacher Tenure Act (Act 4, Public Acts of the Extra Session of 137, as amended; Regular Session of 1964) and the Michigan School Code shall govern all subjects of this Article.
- B. A teacher leaving the district shall submit written notice of resignation to the Board as soon as practicable, and in no event later than July 1, except by the consent of the Board.
- C. No teacher shall be disciplined, discharged, or demoted without just cause.

### **ARTICLE XIV: PROTECTION OF TEACHERS**

- A. The Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline. Whenever it appears that a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians, or other professional persons, the Board will take reasonable steps to assist the teacher with respect to such pupils.
- B. No polygraph or lie detector device shall be used in any investigation of any teachers.
- C. Teachers will be expected to provide normal care of instructional school equipment; however, they will not be required to do major repair or replacement work on equipment or property. Teachers shall not be held responsible for loss of school or children's property when reasonable care has been taken.

#### **D. ASSAULT**

- 1. Principals shall report to the Superintendent all cases of assault suffered by teachers in connection with their employment in which injuries have been suffered or in which there appears to have been malicious intent. If requested by the teacher, such assaults against teachers shall be reported to the police by the principal.
- 2. Upon request of the teacher to the Superintendent, the school district's attorney shall in any such reported assault case:
  - a. inform the teacher of his/her rights under the law in connection with the assault,

- b. assist the teacher by acting as liaison between the teacher, the police, and the courts.
  3. The Board agrees to pay up to \$75 for the cleaning or damage to clothing incurred by reason of assault upon a teacher while in the performance of his/her duties. Bills should be submitted to the Director of Business and Finance within ten (10) days of the occurrence.
  4. The above provision does not apply to civil suits for damages.
- E. Workers' Compensation Insurance shall be carried to include teachers who have been duly appointed by the principal or supervisor as advisors or chaperones of any school sponsored activity, and who are specifically charged by the principal or supervisor to be present at such activity whether on or off the school premises, and who are injured while in the course of performing such duties.

#### **ARTICLE XV: STUDENT DISCIPLINE**

- A. A copy of the Student Code of Conduct will be placed in each teacher's handbook.
- B. Each teacher bears the primary responsibility for maintaining proper control and discipline in the classroom. However, a teacher may remove from his/her class a child who is causing a serious disruption and/or violating Board policies and refer him/her to the administration. At the earliest opportunity, the teacher shall confer with the principal to provide the necessary information concerning the problem.
- C. Recognizing that the final disposition of any such case rests with the principal, one of the following courses of action will be taken, and it will be communicated to the concerned teacher.
  1. The child will be returned to class with the understanding that he/she will correct his/her behavior.
  2. Depending on the seriousness of the infraction, the child will be returned to class while his/her case is being referred to one of the special services.
  3. The child's schedule will be readjusted.
  4. The child will be suspended from class or school by the principal.
  5. The child will be excluded by the Board of Education under the provisions of the law.
- D. A continuous record of student discipline cases will be maintained.

- E. There will be in each building a form that will provide for communication between teachers and administrators concerning the problems of discipline.
- F. There will be included in each teacher's handbook a written standard operating procedure for each building concerning student discipline.

## **ARTICLE XVI: PROFESSIONAL GRIEVANCE PROCEDURE**

### **A. DEFINITIONS**

- 1. A grievance is a written complaint by a teacher, group of teachers, or the Association concerning a violation, misinterpretation or misapplication of any provision of this agreement or by any existing rule, order or regulation of the Board not covered by the Michigan Teacher Tenure Act.
- 2. For the purpose of the professional grievance procedures, school days are defined as teacher attendance days.

### **B. GENERAL PRINCIPLES (OF GRIEVANCE PROCEDURES)**

- 1. The primary purpose of the procedure set forth in this Article is to secure at the lowest level possible equitable solutions to the problems of teachers. Both parties agree that the proceedings under this Article shall be kept as confidential as may be appropriate.
- 2. The Board designates as its representative for the grievance procedure purposes, the principal of each building, the director of special education or the Superintendent of Schools or his/her designated representative.
- 3. It shall be the policy of the Board to assure every teacher an opportunity to have the unobstructed use of this grievance procedure without fear of reprisal or without prejudice in any manner to his/her professional status.
- 4. Nothing contained in this grievance procedure shall be construed to deny any teacher his/her constitutional rights or his/her rights under the laws of the State of Michigan.
- 5. No employee shall have to meet with any administrative officer at any stage of the formal grievance procedure without representation from the Union.
- 6. All grievances must be filed by June 30 of the school year in which they occur. In the event a grievance is filed on or after the first of June, the grievance, if unresolved, will be held over until the opening of the next school year.
- 7. The failure of an aggrieved person to proceed to the next step of the grievance procedure within the time limits set forth shall be deemed to be an



acceptance of the decision previously rendered and shall constitute a waiver of any future appeal concerning the particular grievance.

8. The failure of an administrator to communicate his/her decision to the teacher within the specified time limits shall permit the teacher to proceed to the next step. **In cases of necessary absence by either party, time limits of this grievance procedure may be extended in writing by mutual consent.**
9. It shall be the general practice to process grievance procedures during times which do not interfere with assigned duties. When by mutual agreement it becomes necessary for parties to the grievance procedure, including the representative of the aggrieved party who is employed by the Board to be involved during school hours, they shall be released with no loss of compensation or leave time.
10. The costs of any arbitration under this Article shall be shared equally by the Board and the Association.
11. Any grievance shall be recorded on the special grievance form, a sample of which is hereinafter set forth in Appendix A. The original and responses shall be passed between the duly appointed administrative officer and the aggrieved person at each step of the grievance procedure. The original copy with all attached responses shall be placed on file in the central office.
12. Efforts will be made to deliver all grievances and responses to the appropriate party by hand with the time of delivery noted on the form. If the teacher or the appropriate administrator is not available to receive the grievance or responses, the grievance or responses may be delivered to either the Superintendent or to the Association building representative, whichever is appropriate.

### C. PROCEDURES

1. Informal Procedure  
The parties acknowledge that it is usually most desirable for an employee and his/her supervisor to resolve problems through free and informal communications. Therefore, if an individual teacher has a personal complaint which he/she desires to discuss with a principal, he/she is free to do so without recourse to the grievance procedure. The parties shall make arrangements for such informal processing upon request, and the exhaustion of such informal procedures is urged as a condition precedent to invoking the formal grievance procedure.
2. Formal Procedure  
In the event the matter is not resolved informally, the Union may file a formal grievance, the processing of which shall be accomplished through the

Union under its jurisdiction. The Union assumes the responsibility for processing the formal grievance for teachers.

A formal grievance shall not be adjusted without prior notification to the Union and for an opportunity for a Union representative to be present; nor shall any adjustment of a formal grievance be inconsistent with the terms of this Agreement.

a. **Step One**

A grievance must be stated in writing on a copy of the grievance form as set forth in Appendix A and submitted to the principal or appropriate administrative officer within thirty (30) working days following the teacher's knowledge or awareness of the incident or condition which is the basis of the grievance. Within five (5) work days of the receipt of the grievance, the principal or appropriate supervisor shall meet with the grievant and the representative of the Union in an effort to resolve the grievance. (However, both parties by mutual consent may waive further discussion on Step 1 and move the grievance to Step 2.) The principal or supervisor shall indicate the disposition of the grievance in writing within five (5) school days of such meeting and shall furnish a copy thereof to the Union.

b. **Step Two**

If the grievant and the Union are not satisfied with the disposition of the grievance, the grievance may be transmitted to the Superintendent or his/her designee by filing a written notice within ten (10) work days following the receipt of the principal's written disposition. The Superintendent or his/her designee shall meet with the Association in an effort to resolve the grievance and indicate his/her disposition thereof in writing within ten (10) work days of the described notice and shall furnish a written copy of the disposition to the Union.

c. **Step Three**

If the Union is not satisfied with the disposition made by the Superintendent or his/her designee, the grievance, at the option of the Union may be submitted to arbitration before an impartial arbitrator. The Union exercises its right of arbitration by giving the Superintendent or his/her designee written notice of its intention to arbitrate within twenty (20) work days of receipt of the written disposition of the Superintendent or his/her designee.

If the parties cannot agree as to the arbitrator within one (1) week of the described Union notice of arbitration, any party

may request that the American Arbitration Association select an arbitrator in accordance with its rules which shall likewise govern the arbitration proceedings. Both parties agree to be bound by the word of the arbitrator and agree that the judgment thereon may be ended in any court of competent jurisdiction.

**D. POWERS OF THE ARBITRATOR**

1. He/she shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement or Board rule, order, policy, or regulation.
2. He/she shall have no power to rule on any of the following:
  - a. The placing of a non-tenure teacher on a third year of probation.
  - b. Any matter involving teacher evaluation except in those instances in which the procedures as specified in Article X have been violated.
3. His/her powers shall be limited to deciding whether the Board has violated the express articles or sections of the Agreement.
4. If either party disputes the arbitrability of any grievance under the terms of this Agreement, the arbitrator may have the jurisdiction to act on the matter if he/she determines that it is within the scope of his/her authority, provided, however, that such scope may be subject to judicial review by either party.
5. There shall be no appeal from an arbitrator's decision if within the scope of his/her authority as set forth above. It shall be final and binding on the Union, its members, the employee or employees involved and the Board.
6. The fees and expenses of the arbitrator shall be shared equally by the Board and the Union. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expense of witnesses called by the other.
7. All claims for back wages shall be limited to the amount of wages that the employee would otherwise have earned, less any wages, unemployment benefits, or school-sponsored insurance that he/she may have received during the period of the back pay. This limitation shall not include any compensation for part-time employment begun prior to the period in question.
8. No decision in any one case shall require a retroactive wage adjustment in any other case.

9. The Union may appeal teacher dismissals or any other matter subject to the procedures specified in the Michigan Teacher Tenure Act (Act 4, Public Acts, Extra Session of 1937, of Michigan, as amended) by utilizing either the grievance procedure in this Agreement, or by the process specified in the Michigan Teacher Tenure Act, but not both.

#### **ARTICLE XVII: SUMMER SCHOOL ASSIGNMENT**

- A. The Board and the Union recognize that the special needs of the students in the summer school program require optimum classroom conditions for the most effective learning. Accordingly, the Board and the Union agree to the following priority objectives for the summer school program:
  1. Limitation of class size
  2. Assignment of the teacher applicant with the greatest seniority
  3. Adequate teaching materials suitable to the programs offered
  4. Split-grade classes should be avoided
- B. Teaching positions in summer school shall be filled on a voluntary basis by regular certified teachers in the Redford Union Schools, if available, working insofar as possible within their areas of certification and current assignments.
- C. Applications for summer school positions shall be submitted in writing to the building principal prior to the first day of May each year. Notification of tentative summer school assignments, subject to adequate enrollment, shall be made by the 15th day of May.
- D. Insofar as is applicable this Article shall apply to the driver education program.

#### **ARTICLE XVIII: REDUCTIONS IN PERSONNEL AND ANNEXATION, CONSOLIDATION OR OTHER REORGANIZATION OF THE DISTRICT**

- A. This Agreement shall be binding upon the Board and its successor personnel and upon any school district into which or with which this district shall be merged or combined.
- B. In the event that this district shall be combined with one or more districts, the Board will use its best effort to assure the continued employment of its teaching staff without reduction in position in such consolidated district.
- C. In the event of a reduction of personnel, the Board shall first retain those teachers possessing current teaching certificates with the greatest seniority in Redford Union

Schools who are certified to teach in those positions to be preserved. In the event of layoff, the Board will institute a recall procedure which when implemented will recall teachers in the reverse order of their layoff within the positions or areas to be reinstated.

- D. No teacher shall be discharged or laid off pursuant to a necessary reduction in personnel for any school year or portion thereof unless he/she has been notified of said discharge or layoff on or before the Friday before the final week of the previous school year or, effective September 1, 1990, at least sixty (60) days prior to the effective date of the layoff if such layoff is to be effective at the end of the first semester. No teacher shall be laid off mid-year pursuant to a necessary reduction in personnel unless there is a substantial decrease in the students enrolled in this school district, there is a substantial decrease in the revenues of the school district, or there are other substantial budgetary considerations which shall have a detrimental effect on the district.

E. SENIORITY

1. As soon as possible the Board shall prepare and publish a seniority list of certified personnel indicating areas of certification. The seniority list shall be posted on Union bulletin boards in all buildings of the district. (The date used for seniority purposes shall be the first compensable day for the teacher in his/her position or the date on which the teacher's employment was acted upon by the Board, whichever comes first.)
2. In the event of more than one individual teacher beginning employment on the same date, all individuals so affected will participate in a drawing, by lot, to determine position on the seniority list. The Union and teachers so affected shall be notified in writing of the date, place and time of the drawing. The drawing shall be conducted openly and at a time and place which will reasonably allow affected teachers and Union representatives to be in attendance.
3. Seniority is based on the most recent continuous contractual employment in Redford Union. However, seniority shall be retained and, except for all pay purposes, shall be accrued during a layoff.
4. A teacher who has been granted a leave of absence during which seniority is not accumulated shall, upon termination of said leave, be placed at the top of the seniority list of all teachers whose seniority date is the same as the new seniority date of the returning teacher and/his her reinstatement to a teaching position will be subject to the provisions of this Article.
5. A teacher on leave for which seniority is accumulated shall be maintained at that position on the seniority list as if he/she had been teaching in the district. Reinstatement to a teaching position shall be subject to the provisions of this Article.

6. RECALL

- a. For recall purposes only pursuant to the provisions of this Article, any teacher on layoff or eligible to return from leave who refuses a written offer of employment from the Board for a position for which he/she is qualified or fails to respond in writing to accept such a position within ten (10) calendar days of the making of said offer, shall be considered to have resigned and shall have no further rights under this Agreement.
- b. A teacher otherwise subject to recall may elect to refuse an offer of employment in an area of his/her certification which he/she chooses not to exercise. Once the teacher makes such an election, the teacher shall not be eligible for recall or assignment to the exempted area of certification for the duration of his/her employment with the school district.

7. Supervisory, administrative or executive personnel who become members of the bargaining unit after serving in such capacity in the Redford Union School District shall retain all rights accrued as a teacher in the Redford Union School District prior to such administrative service consistent with the terms of this Agreement including seniority. Administrators shall be credited with bargaining unit seniority for such administrative service if continuous from their last date of hire.

- F. A teacher on layoff shall have the option of continuing the current health insurance at the current group rate by forwarding the appropriate premium payment in a manner as determined by the Board to the Board by the first day of the month in which the layoff is effective or September 1, whichever is later. This provision shall be for a period not to exceed twelve (12) months.

G. LAYOFFS/INVOLUNTARY TRANSFERS

1. When effecting layoffs, the Board will within the provisions of this contract retain those teachers with the greatest seniority; however, certification requirements may necessitate retaining a teacher with less seniority.
2. Should involuntary transfers be needed to comply with this Article, such transfer shall take place only at the beginning of a semester.
3. Should Schedule C positions become vacant they shall be posted and preference shall be given to teachers presently on staff. In no event shall involuntary transfers be made into those positions in Schedule C.

- H. Resignations from the school district shall terminate seniority and all other bargaining unit contractual rights.

- I. The recall provisions of this Article shall extend for a period of time not to exceed seven (7) years following the date of layoff.
- J. Teachers on layoff may request to be a Contracted Substitute as indicated in Appendix E.
- K. Teachers may request a shared time or part-time teaching position as indicated in Appendix F.

#### **ARTICLE XIX: CALENDAR**

The Board and the Union agree that the conditions as set forth in this Article are valid only if the number of attendance days and hours of the district are in accordance with the minimum number of attendance days and hours stipulated by the State for maximum allowable State aid. In such event the calendar must be renegotiated.

- A. The school year shall officially commence on Labor Day.
- B. The Tuesday after Labor Day shall be the first official attendance day for teachers.
- C. Orientation classes for 7th and 9th graders may be held for a half day on Wednesday following Labor Day, and regularly scheduled classes for students shall begin on Thursday.
- D. A minimum of a half day each year will be set aside as an inservice training day. Two half days (one of which shall be the afternoon of the Tuesday after Labor Day) shall be set aside each year as Union days.
- E. Thanksgiving shall be observed as a legal holiday. School shall close at the usual time on Wednesday preceding Thanksgiving and shall remain closed until the following Monday.
- F. The two continuous weeks during which Christmas and New Year's fall, respectively, shall be observed as the winter vacation period.
- G. In no event shall teacher-pupil contact exceed 180 days per year or teacher attendance exceed 185 days per year.
- H. The final day of the first semester shall be a work day for all teachers. Examinations ending Thursday noon at the high school are approvable.
- I. Spring vacation shall begin at the end of the regular day on Thursday preceding Good Friday and continue through the week following Good Friday.
- J. Memorial Day shall be observed as a legal holiday. Regularly scheduled classes for students shall begin on Tuesday following Memorial Day.

- K. The school year for students shall end in the elementary schools and junior high school at the close of the day Wednesday of the last week of the school year. Elementary students may return Friday for their report cards.
- L. The school year for senior high school students shall end when examinations are completed on Wednesday morning of the last week of school. Classes shall meet for the full period prescribed during the three (3) morning examination schedule, even though no examination is given.
- M. Thursday and Friday of the last week of the school year are designated as teacher workdays. It is recognized that situations might arise requiring an administrator to call a staff meeting during this time. All records shall be completed by the end of the school day Friday with the exception of report cards which shall be turned in or ready for distribution at check-in time on Friday morning.
- N. The school year shall not exceed the 18th day of June in any year. Further, the school year shall end on a Friday which is the 18th day of June, or on a Friday of the week preceding the 18th of June if the 18th is not a Friday. The above conditions are applicable provided the State minimum attendance requirements are satisfied.
- O. The school calendar shall be appended in Appendix C.

#### **ARTICLE XX: LEAVES OF ABSENCE**

All requests for leaves of absence must be in writing on the Leave Request Form and directed to the Personnel Office. Certificated employees of the Redford Union Schools under continuing tenure will be granted leaves of absence by the Board of Education under the following policy:

##### **A. SABBATICAL LEAVE**

1. The Board policy on sabbatical leave as presently written shall remain in effect for the duration of this Agreement.
2. A copy of the policy shall be appended to this Agreement.

##### **B. HEALTH LEAVE**

1. Quality education necessitates regular teacher attendance. In cases where ill health necessitates frequent and/or lengthy absences, the teacher is urged to request a leave of absence for health reasons.
2. A health leave of absence without pay may be granted for a period up to one (1) school year to a teacher for illness, and/or physical disability upon written request from the teacher. Such request shall be accompanied by a



recommendation from a physician. Upon written request from the teacher, the health leave of absence may be extended for an additional one (1) school year period.

3. A teacher may be placed on an involuntary health leave in accordance with Article V, Section 2, of the Teacher Tenure Act after the teacher has exhausted his/her accrued leave days or the income protection program. A teacher placed on said leave by the Board shall not be eligible for return prior to the date when the leave is scheduled to expire.
4. At any time during the first school year of absence or the first semester of the second school year of absence, a teacher who has requested and been granted a health leave may, after giving notice of at least five (5) days of his/her intent to return, return from said leave and be assigned to the same position which he/she held at the time the leave commenced or to a position of like nature, seniority, status and pay, whenever he/she is capable of fulfilling his/her professional obligations. If the leave lasts for fewer than forty-five (45) school days, the teacher, upon return, will be reinstated immediately to his/her previous position and the leave shall not result in a loss of experience on the salary schedule. A letter from a physician may be required as verification of the teacher's ability to perform professional obligations. If the teacher cannot return prior to the second semester of the second school year of the leave, the teacher shall remain on leave and a contracted teacher will be placed in the position.
5. If the above voluntary leave extends beyond forty-five (45) school days, the teacher will, at the option of the Board, and provided the teacher maintains certification in accordance with Article V, Section C, and remains eligible under presently established Board policy:
  - a. be assigned either to his/her previous position or to a position of like nature, seniority, status and pay, or
  - b. if fewer than forty-five (45) school days remain in the semester, be returned to said duty at the beginning of the next semester.
6. Health insurance and other insurance granted under the provisions of Article XXII shall remain in force for a period of up to one (1) school year during the health leave of absence. Any extension of the health leave of absence beyond one school year shall be without health insurance or other insurance granted under the provisions of Article XXII. The employee can continue Blue Cross/Blue Shield coverage at his/her expense subject to the permission of the insurance carrier.

**C. EMERGENCY LEAVE**

1. A leave of absence for up to one (1) year, without pay, may be granted to a teacher for personal emergency reasons, upon a written request by the teacher.
2. A teacher who has requested and been granted an emergency leave may, after giving notice of at least five (5) days of his/her intent to return, return from said leave and be assigned to the same position which he/she held at the time the leave commenced or to a position of like nature, seniority, status and pay, whenever he/she is capable of fulfilling his/her professional obligations. If the leave lasts for fewer than forty-five (45) school days, the teacher, upon return, will be reinstated to his/her previous position and leave shall not result in a loss of experience on the salary schedule.
3. If the leave extends beyond forty-five (45) school days the teacher will, at the option of the Board, and provided the teacher maintains certification in accordance with Article V, Section C, and remains eligible under presently established Board policy:
  - a. be assigned either to his/her previous position or to a position of like nature, seniority, status and pay, or
  - b. if fewer than forty-five (45) days remain in the semester, be returned to said duty at the beginning of the next semester.
4. The teacher shall retain all seniority rights while on leave and retains his/her place on the salary schedule, but no increment is granted for the period of absence if the leave is over forty-five (45) days.

**D. PROFESSIONAL GROWTH LEAVE**

1. A leave of absence for one (1) year, without pay, renewable for a second year, may be granted to a tenure teacher for alternative employment, study, exchange teaching, and other activities that the Board may determine appropriate.
2. Whenever possible such a leave shall commence at the beginning of a school year or at the semester change.
3. Return from Professional Growth Leave shall be at the beginning of a school year provided such leave does not conflict with seniority as defined in this Agreement.
4. Upon return from Professional Growth Leave, a teacher shall be placed in a position for which he/she is certified and qualified. The teacher shall retain

all seniority rights while on leave, and retains his/her place on the salary schedule but no increment is granted for the period of absence.

**E. PEACE CORPS OR JOB CORPS LEAVE**

1. A leave of absence of up to two (2) years without pay shall be granted to any teacher, upon application, for the purposes of participating in the Peace Corps, Teachers' Corps or Job Corps as a full time participant in such program.
2. Upon return from such leave a teacher shall be placed at the top of the placement list for the next available position for which he/she qualifies and will accept. He/she shall be placed at the same position on the salary schedule as he/she would have been had he/she taught in the district during such period.

**F. MILITARY LEAVE**

1. A military leave of absence without pay shall be granted to any teacher who shall be inducted or shall enlist for military duty in any branch of the armed forces of the United States.
2. Upon honorable discharge and return from such leave, in accordance with the Federal statute, a teacher shall be placed at the top of the placement list for the next available position for which he/she qualifies and will accept.

He/she shall be placed at the same position on the salary schedule as he/she would have been had he/she taught in the system during such period.

3. Continuing tenure is not a prerequisite for military leaves.

**G. PUBLIC OFFICE**

1. A leave of absence of one (1) year without pay, renewable up to four (4) years' duration may be granted to a teacher for the purpose of campaigning for, or serving in, any full time public office.
2. Whenever possible public office leaves will be granted to commence at the beginning of a school year or at a semester change.
3. Such leave may be terminated upon the teacher's written request at which time the teacher will be placed at the top of the placement list for the next available position for which he/she qualifies and will accept.
4. The teacher on public office leave retains his/her place on the salary schedule, but no increment is granted for the period of absence.

5. Completed applications for public office leave specifying the intended length of the requested leave shall be filed with the Superintendent of Schools not later than April 1 for leaves beginning the following school year.

#### **H. CHILD CARE LEAVE**

1. A leave of absence for one (1) year, without pay, renewable for a second year, may be granted to a teacher for the purpose of child care.
2. Return from Child Care Leave shall be at the beginning of a school year provided such a return does not conflict with seniority as defined in this Agreement.
3. Upon return from Child Care Leave, a teacher shall be placed in a position for which he/she is certified and qualified. The teacher shall retain all seniority rights while on leave and retains his/her place on the salary schedule, but no increment is granted for the period of absence.

- I. As to all leaves, the teacher shall notify the district of his/her intent to return in writing to the Personnel Office or shall request in writing an extension of a leave by April 1 preceding the proposed return. The Personnel Office shall send by registered mail a reminder of the April 1 notification obligation on or before March 1. (Copies of the notification letter shall be sent to the Union.) If no such notification is received from the teacher on leave by April 1 preceding his/her return, the Board shall assume the teacher is not returning and the teacher shall be deemed to have resigned.

- J. Any teacher eligible to return from leave who refuses an offer of employment from the Board for a position for which he/she is qualified or fails to accept such a position within fourteen (14) calendar days of the making of said offer shall be considered to have resigned and shall have no further rights under this Agreement.

- K. A teacher on leave, other than sabbatical or health leave, shall have the option of continuing the current health insurance at the current group rate by forwarding the appropriate premium payment in a manner as determined by the Board to the Board by the first day of the month following the month in which the leave is effective for a period not to exceed twelve (12) months.

- L. Persons on leave shall be entitled to no benefits set forth in this agreement except as expressly indicated.

#### **ARTICLE XXI: MISCELLANEOUS**

- A. An adequate number of substitutes should be listed.

- B. There shall be established in each building a procedure that will provide for communications and consultation between teachers and administrators concerning problems of mutual concern.
- C. In the case of the temporary closing of a school for inclement weather, mechanical difficulties, or Acts of God, the teachers of that building shall not be required to attend school on that day.

In those cases where a school or schools are closed for two (2) or more consecutive days, the teachers will be subject to reassignment to other professional duties.

- D. The Board shall make available in each school, lunchroom, restroom and lavatory facilities exclusively for use of teachers, other school personnel, and other authorized persons, and one room shall be reserved for use as a faculty lounge in which smoking shall be permitted. Parking facilities shall be provided and maintained for teacher use.
- E. Telephone facilities shall be made available to teachers for school business.
- F. When a teacher's preparation or planning period must be assigned for emergency reasons, the assignments shall be rotated so that all of the staff share these burdens equitably.
- G. Copies of this Agreement shall be printed at the expense of the Board and presented to all teachers now employed or hereafter employed by the Board.
- H. The Board shall furnish the Redford Union Education Association president eighteen (18) copies of the agenda and complete minutes of all regular and special meetings of the Board of Education.

#### **ARTICLE XXII: SUPPLEMENTARY BENEFITS**

- A. The Board shall reimburse the teachers for the cost of tuition and books for courses specifically required by the administration which are necessary for the teacher to maintain his/her position (excluding the hours necessary for permanent certification and those to meet North Central requirements.) All such courses must be requested to the Superintendent and approved by him/her in writing for the individual teacher prior to taking the course.
- B. The amount paid to persons acquiring graduate semester hours shall be paid at the rate of .003 of the Bachelor's degree minimum salary for each graduate semester hour and shall be paid only at the following levels:
  - 1. Bachelor's degree plus 15 hours for those presently receiving payment at this level and those whose certificates were issued before July 1, 1970.

2. Bachelor's degree plus 20 hours for those whose certificates were issued on or after July 1, 1970.
3. Master's degree plus 15 hours.
4. Master's degree plus 30 hours.

Credits shall be shown by an official transcript from a fully accredited university or college. All transcripts must be in the Personnel Office not later than October 31 in order to receive salary credit for the full year or by March 15 to receive one-half salary credit for the year.

**C. VOCATIONAL CERTIFICATES**

1. High School teachers who successfully completed requirements and hold a valid vocational certificate in the areas of Trade and Industry, Office Education, Health Occupations, Distributive Education, and Cooperative Education, in addition to their regular teacher's certificate, shall be paid an additional stipend of 6% based on the Bachelor's minimum yearly salary on a pro-rata basis.
  2. Teachers who have voluntarily chosen to transfer out of vocational certificate areas will not be eligible for the additional stipend commencing with the 1985-86 school year.
  3. All certificates must be in the Personnel Office not later than October 31 in order to receive this credit for the full year or March 15 to receive one-half salary credit for the year.
  4. Teachers hired after the signing date of the 1988-1991 Agreement who secure a vocational education certificate will be paid for the certificate only when they teach a vocationally reimbursed class.
- D. Teachers who teach six (6) classes as an interim assignment shall be paid at the rate of one-fifth of their contractual salary for such sixth class assignment.
- E. A teacher who resigns a teaching position in the District and later returns shall be entitled to full credit for all experience within the Redford Union system plus all allowable outside teaching experience in determining his/her level on the salary schedule.
- F. Teachers hiring into the system initially will be allowed up to eight (8) years of outside teaching experience on salary schedules A and B. This policy is not retroactive and does not apply to teachers hired prior to the 1971-72 school year.

After January 31, 1986, teachers hiring into the system initially will be allowed one-half the number of years of their K-12 teaching experience in public schools outside the system on Schedules A, B, and C.

G. Teachers hiring into the system initially shall be allowed one (1) year's experience on the Salary Schedule A for honorable service of twelve (12) months or more in the Armed Forces or Peace Corps. This policy shall not apply to teachers hired prior to the 1969-70 school year.

H. Leave days will be granted to teachers as follows:

1. Each teacher shall receive ten (10) leave days per year accumulated to fifty-six (56) days.

a. Teachers accumulating in excess of the fifty-six (56) days will be compensated at \$55 per day, to be paid by July 15.

b. Upon leaving Redford Union Schools, in good standing, teachers will be compensated for all unused leave days at the rate of \$55 per day not to exceed \$3,500.

2. The first responsibility of all school employees is the orderly conduct of the school. Although leave time may be used for various purposes, the absence of any employee could interfere with our school services. Therefore, requests for use of leave days, except in cases of sickness or emergencies, should be made in advance to the school principals so that substitutes can be provided.

3. No extended vacations will be granted except as authorized by the Board of Education. A request for using leave days for such purposes shall be made at least thirty (30) days in advance.

I. The estate of a teacher who dies during the school year shall receive a pro-rata amount of the present year's leave day allowance based on the length of his/her employment during the school year plus the full amount of any leave day allowances accumulated.

J. JURY DUTY

1. A teacher called for jury duty including time for assignments and orientation and for whom the district is not able to gain deferment shall be compensated for the difference between teaching pay and the pay received for the performance of such obligation.

2. A teacher served with a subpoena shall be compensated for the difference between the teaching pay and the pay received for the performance of such obligation up to five (5) days per year.

3. In addition, no leave days will be charged for such absences.

**K. MEDICAL SERVICE PLAN**

1. The Board agrees to pay the full expense of Michigan Blue Cross/Blue Shield hospital and medical service plan for all eligible teachers and their dependents. The Michigan Blue Cross/Blue Shield protection shall be specified as the Four Point Plan with \$3 deductible Prescription Drug Rider, Second Surgical Opinion Program Rider and the Predetermination Program Rider.
2. An eligible teacher who elects not to receive coverage under the medical service plan as provided herein shall receive one hundred dollars (\$100) per month, maximum of one thousand two hundred dollars (\$1,200) per year, to be paid into a tax-deferred annuity plan available through the Employer in lieu of the health insurance coverage.

L. The Board shall pay to the carrier 50% of the premium cost of a long term income protection coverage, with a rider to cover complications due to pregnancy, for each teacher eligible for coverage under the terms of this Agreement. During the time income protection insurance benefits are being collected, accrued leave days shall neither be paid nor forfeited.

M. The Board agrees to continue the present liability coverage or its equivalent for all teachers.

N. The Board shall pay to the carrier the full premium cost of term life insurance coverage of \$40,000 (w/AD & D) for each teacher eligible for coverage under the terms of this Agreement.

Teachers must work at least one (1) day after September 1 of any year term life insurance is to be raised in order to be eligible for insurance benefits.

O. The Board shall make payment of all appropriate insurance premiums for each employee through August 31 for all employees who complete their contractual obligations except that income protection shall terminate as of the end of the school year for retirees and teachers who resign as of the end of the school year.

If an employee terminates his/her employment prior to the end of the school year, coverage of health insurance shall terminate at the end of the month in which termination occurred and income protection coverage and life insurance coverage shall terminate on the last day the teacher is actively employed.

P. The failure of an insurance company to provide any of the benefits for which it has contracted, for any reason whatsoever, shall not result in any liability to the Board or the Union, nor shall such failure be considered a breach by either of them of any obligation under this contract.



- Q. Subject to the terms of the contracts with the respective insurance carriers, it is the intent of the parties that insurance benefits provided for in Article XXII of the Agreement shall commence on the first compensable working day of teachers and that coverage shall remain in effect continuously for the duration of this Agreement so long as the teacher is actively employed by the Board. The parties further intend that except where explicitly provided there will be no coverage for teachers on any type of leave of absence.
- R. The Board shall pay to the carrier the full premium cost of a comprehensive dental plan for each eligible teacher and his/her dependents including bridges and dentures. Benefits are listed in Appendix D.
- S. At the request of the Association, the Board will meet with the Association Insurance Committee a minimum of three (3) times per year to review present insurance policies, future considerations or carriers and additional benefits available. However, the Board shall retain the right of final selection with regard to all insurance contracts and the carriers not otherwise named in this Agreement.
- T. The Board will pay to the carrier the full premium cost of a vision care program for each eligible teacher and his/her dependents which will include benefits as listed in Appendix D.
- U. All benefits hereunder are subject to the terms and conditions of the insurance policies and any claims shall be made against the insurance carrier. The employee must comply with all requirements for coverage specified by the insurance carrier, including those for enrollment and active employment. The employee must, within thirty (30) days of the change, notify the Employer of any change in marital status and/or number or age of dependents which would result in an adjustment of premiums paid by the Employer for insurance coverage. Any failure to so notify the Employer shall make the employee liable for any overpayment of premiums attributable thereto.

Any overpayment of premiums shall be deducted from the salary of the teacher.

#### **ARTICLE XXIII: DURATION OF AGREEMENT**

This Agreement shall be effective as of September 1, 1991, and shall continue in effect for three (3) years until the 31st day of August, 1994.

**SALARY SCHEDULE A  
REDFORD UNION SCHOOLS, 1991-92**

YEAR	STEP	BACHELOR'S DEGREE	MASTER'S DEGREE	THIRD LEVEL
1	0	\$27,438.00	\$29,905.00	\$32,377.00
	1/2	\$28,214.00	\$30,908.00	\$33,419.00
2	1	\$28,991.00	\$31,910.00	\$34,462.00
	1/2	\$29,808.00	\$32,982.00	\$35,575.00
3	2	\$30,625.00	\$34,054.00	\$36,688.00
	1/2	\$31,488.00	\$35,190.00	\$37,868.00
4	3	\$32,351.00	\$36,326.00	\$37,048.00
	1/2	\$33,272.00	\$37,802.00	\$40,310.00
5	4	\$34,192.00	\$38,771.00	\$41,572.00
	1/2	\$35,148.00	\$40,074.00	\$42,917.00
6	5	\$36,104.00	\$41,378.00	\$44,262.00
	1/2	\$37,123.00	\$42,763.00	\$45,689.00
7	6	\$38,141.00	\$44,149.00	\$47,116.00
	1/2	\$39,224.00	\$45,633.00	\$48,636.00
8	7	\$40,306.00	\$47,116.00	\$50,156.00
	1/2	\$41,444.00	\$48,691.00	\$51,775.00
9	8	\$42,583.00	\$50,265.00	\$53,393.00
	1/2	\$43,827.00	\$51,954.00	\$55,130.00
10	9	\$45,071.00	\$53,643.00	\$56,867.00

**GRADUATE HOURS (See Article XXII-B)**

(.003 X BA minimum = 82.314)

BA + 15	\$1,235.00
BA + 20	\$1,646.00
MA + 15	\$1,235.00
MA + 30	\$2,469.00

**LONGEVITY**

(.03 of the 9th and present degree)

BA	\$1,352.00
MA	\$1,609.00
THIRD	\$1,706.00

VOCATIONAL CERTIFICATE (.06 of minimum Bachelor's salary) = \$1,646

\*\*DOCTORAL LEVEL = \$800 above the appropriate step at the Third Level

\* THIRD LEVEL is to include the following: Specialist's degree; double Master's with a minimum of 55 semester hours beyond the BA; MA + 45 semester hours; and the Master's in social work with a minimum of 55 semester hours beyond the BA.

\*\* DOCTORAL LEVEL is to include persons with the Doctor of Philosophy (Ph.D) or Doctor of Education (Ed.D) degrees only.

**SALARY SCHEDULE A  
REDFORD UNION SCHOOLS, 1992-93**

YEAR	STEP	BACHELOR'S DEGREE	MASTER'S DEGREE	THIRD LEVEL
1	0	\$29,084.00	\$31,700.00	\$34,320.00
	1/2	\$29,907.00	\$32,762.00	\$35,424.00
2	1	\$30,730.00	\$33,825.00	\$36,529.00
	1/2	\$31,597.00	\$34,961.00	\$37,709.00
3	2	\$32,464.00	\$36,098.00	\$38,889.00
	1/2	\$33,378.00	\$37,302.00	\$40,140.00
4	3	\$34,292.00	\$38,506.00	\$41,390.00
	1/2	\$35,268.00	\$39,802.00	\$42,728.00
5	4	\$36,243.00	\$41,097.00	\$44,066.00
	1/2	\$37,257.00	\$42,479.00	\$45,492.00
6	5	\$38,270.00	\$43,860.00	\$46,918.00
	1/2	\$39,350.00	\$45,239.00	\$48,431.00
7	6	\$40,430.00	\$46,798.00	\$49,943.00
	1/2	\$41,577.00	\$48,370.00	\$51,554.00
8	7	\$42,724.00	\$49,943.00	\$53,165.00
	1/2	\$43,931.00	\$51,612.00	\$54,881.00
9	8	\$45,138.00	\$53,281.00	\$56,597.00
	1/2	\$46,457.00	\$55,071.00	\$58,438.00
10	9	\$47,775.00	\$56,861.00	\$60,279.00

**GRADUATE HOURS (See Article XXII-B)**

(.003 X BA minimum = 87.252)

BA + 15	\$1,309.00
BA + 20	\$1,745.00
MA + 15	\$1,309.00
MA + 30	\$2,617.00

**LONGEVITY**

(.03 of the 9th and present degree)

BA	\$1,433.00
MA	\$1,706.00
THIRD	\$1,808.00

VOCATIONAL CERTIFICATE (.06 of minimum Bachelor's salary) = \$1,745

**\*\*DOCTORAL LEVEL = \$800 above the appropriate step at the Third Level**

\* **THIRD LEVEL** is to include the following: Specialist's degree; double Master's with a minimum of 55 semester hours beyond the BA; MA + 45 semester hours; and the Master's in social work with a minimum of 55 semester hours beyond the BA.

\*\* **DOCTORAL LEVEL** is to include persons with the Doctor of Philosophy (Ph.D) or Doctor of Education (Ed.D) degrees only.

**SALARY SCHEDULE A  
REDFORD UNION SCHOOLS, 1993-94**

YEAR	STEP	BACHELOR'S DEGREE	MASTER'S DEGREE	THIRD LEVEL
1	0	\$30,974.00	\$33,760.00	\$36,550.00
	1/2	\$31,851.00	\$34,892.00	\$37,727.00
2	1	\$32,728.00	\$36,024.00	\$38,904.00
	1/2	\$33,650.00	\$37,234.00	\$40,160.00
3	2	\$34,574.00	\$38,444.00	\$41,417.00
	1/2	\$35,547.00	\$39,726.00	\$42,749.00
4	3	\$36,521.00	\$41,009.00	\$44,081.00
	1/2	\$37,560.00	\$42,389.00	\$45,506.00
5	4	\$38,599.00	\$43,769.00	\$46,930.00
	1/2	\$39,678.00	\$45,240.00	\$48,449.00
6	5	\$40,758.00	\$46,711.00	\$49,967.00
	1/2	\$41,908.00	\$48,275.00	\$51,578.00
7	6	\$43,058.00	\$49,839.00	\$53,190.00
	1/2	\$44,279.00	\$51,515.00	\$54,905.00
8	7	\$45,501.00	\$53,190.00	\$56,621.00
	1/2	\$46,787.00	\$54,967.00	\$58,448.00
9	8	\$48,072.00	\$56,744.00	\$60,276.00
	1/2	\$49,476.00	\$58,651.00	\$62,236.00
10	9	\$50,881.00	\$60,557.00	\$64,197.00

**GRADUATE HOURS (See Article XXII-B)**

(.003 X BA minimum = 92.922)

BA + 15	\$1,394.00
BA + 20	\$1,858.00
MA + 15	\$1,394.00
MA + 30	\$2,787.00

**LONGEVITY**

(.03 of the 9th and present degree)

BA	\$1,519.00
MA	\$1,808.00
THIRD	\$1,916.00

VOCATIONAL CERTIFICATE (.06 of minimum Bachelor's salary) = \$1,858

\*\*DOCTORAL LEVEL = \$800 above the appropriate step at the Third Level

\* THIRD LEVEL is to include the following: Specialist's degree; double Master's with a minimum of 55 semester hours beyond the BA; MA + 45 semester hours; and the Master's in social work with a minimum of 55 semester hours beyond the BA.

\*\* DOCTORAL LEVEL is to include persons with the Doctor of Philosophy (Ph.D) or Doctor of Education (Ed.D) degrees only.

**LONGEVITY** - Upon completion of 25 years of service, including outside experience credited at the time of original employment at Redford Union, up to a maximum of five (5) years, the teacher shall be paid an additional amount per year equal to 3% of the last step of the applicable salary schedule level.

**EXTRA PAY SCHEDULES**

Unless otherwise stated, remuneration or extra pay schedules shall be at the rates indicated. The maximum is arrived at after five (5) years experience.

**EXTRA PAY SCHEDULE: 1991-92**

<b>LEVEL</b>	<b>1ST YEAR</b>	<b>2ND YEAR</b>	<b>3RD YEAR</b>	<b>4TH YEAR</b>	<b>5TH YEAR</b>
I	\$175.00	\$213.00	\$252.00	\$291.00	\$331.00
II	\$346.00	\$415.00	\$484.00	\$550.00	\$617.00
III	\$522.00	\$618.00	\$715.00	\$811.00	\$906.00
IV	\$698.00	\$821.00	\$947.00	\$1,070.00	\$1,193.00
V	\$869.00	\$1,023.00	\$1,176.00	\$1,329.00	\$1,481.00
VI	\$1,043.00	\$1,226.00	\$1,406.00	\$1,588.00	\$1,768.00
VII	\$1,219.00	\$1,429.00	\$1,638.00	\$1,850.00	\$2,059.00
VIII	\$1,391.00	\$1,630.00	\$1,869.00	\$2,108.00	\$2,348.00
IX	\$1,567.00	\$1,833.00	\$2,101.00	\$2,370.00	\$2,634.00
X	\$1,741.00	\$2,037.00	\$2,333.00	\$2,628.00	\$2,923.00
XI	\$1,914.00	\$2,239.00	\$2,562.00	\$2,887.00	\$3,210.00
XII	\$2,089.00	\$2,441.00	\$2,794.00	\$3,147.00	\$3,500.00

**EXTRA PAY SCHEDULE: 1992-93**

LEVEL	1ST YEAR	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR
I	\$186.00	\$225.00	\$267.00	\$308.00	\$351.00
II	\$367.00	\$440.00	\$513.00	\$583.00	\$654.00
III	\$533.00	\$666.00	\$758.00	\$859.00	\$960.00
IV	\$739.00	\$870.00	\$1,004.00	\$1,135.00	\$1,265.00
V	\$921.00	\$1,085.00	\$1,246.00	\$1,408.00	\$1,570.00
VI	\$1,106.00	\$1,299.00	\$1,490.00	\$1,684.00	\$1,875.00
VII	\$1,292.00	\$1,515.00	\$1,736.00	\$1,961.00	\$2,183.00
VIII	\$1,475.00	\$1,728.00	\$1,981.00	\$2,235.00	\$2,489.00
IX	\$1,661.00	\$1,943.00	\$2,227.00	\$2,512.00	\$2,792.00
X	\$1,845.00	\$2,160.00	\$2,473.00	\$2,786.00	\$3,099.00
XI	\$2,029.00	\$2,373.00	\$2,716.00	\$3,061.00	\$3,403.00
XII	\$2,214.00	\$2,587.00	\$2,961.00	\$3,336.00	\$3,710.00

**EXTRA PAY SCHEDULE: 1993-94**

LEVEL	1ST YEAR	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR
I	\$198.00	\$240.00	\$285.00	\$328.00	\$374.00
II	\$390.00	\$469.00	\$546.00	\$621.00	\$697.00
III	\$568.00	\$698.00	\$807.00	\$915.00	\$1,023.00
IV	\$787.00	\$927.00	\$1,069.00	\$1,209.00	\$1,347.00
V	\$981.00	\$1,155.00	\$1,327.00	\$1,500.00	\$1,672.00
VI	\$1,178.00	\$1,384.00	\$1,587.00	\$1,793.00	\$1,996.00
VII	\$1,376.00	\$1,613.00	\$1,849.00	\$2,089.00	\$2,325.00
VIII	\$1,571.00	\$1,841.00	\$2,110.00	\$2,380.00	\$2,651.00
IX	\$1,769.00	\$2,070.00	\$2,372.00	\$2,675.00	\$2,974.00
X	\$1,965.00	\$2,300.00	\$2,633.00	\$2,967.00	\$3,300.00
XI	\$2,160.00	\$2,528.00	\$2,892.00	\$3,260.00	\$3,624.00
XII	\$2,358.00	\$2,755.00	\$3,154.00	\$3,552.00	\$3,951.00

## SCHEDULE B

Assignment and reassignment to Schedule B positions shall be made annually and are subject to yearly review by the Board of Education, who shall make the final determination as to the continuation or deletion of each of these positions and the services of the person appointed to the position. Teachers shall not be deemed to be granted continuing tenure with respect to Schedule B assignments by virtue of this Agreement or for any other reason whatsoever.

A teacher, once given an assignment, will be automatically reappointed to the assignment for the forthcoming school year unless notification of his/her removal is given him/her by the Monday of the last week in June of the current school year. Failure to so notify an individual will be conclusive evidence of his/her reappointment for the next school year. Teachers intending to resign such positions shall notify the appropriate administrator no later than the first Monday in June.

Teachers involved in the extra duty assignments set forth below are required to expend additional time beyond the normal teacher day and, therefore, the Board shall pay each teacher an additional remuneration as indicated below:

POSITION	PLACE	COMPENSATION
ANNUAL	High School	Mileage
BASEBALL    Head Coach	High School	IX
Assistant Coach	High School	VI
BASKETBALL    Boys Head Coach	High School	XI
Boys Assistant Coach	High School	VIII
Boys Freshman Coach	High School	VII
Boys 7-8 Grade Coach	Hilbert Jr. High	V
Girls Head Coach	High School	XI
Girls Assistant Coach	High School	VIII
Girls Freshman Coach	High School	VII
Girls 7-8 Grade Coach	Hilbert Jr. High	V
CHEERLEADER / 2 squads	High School	VIII
CROSS            Boys Head Coach	High School	VIII
COUNTRY        Girls Head Coach	High School	VIII
** DEPARTMENT REPRESENTATIVES *60 sections or more	High School	VI (plus one period off)
** DEPARTMENT REPRESENTATIVES 25-59 sections	High School	III
** DEPARTMENT COORDINATOR	Hilbert Jr. High	III
DRAMATICS	High School	VII (all rehearsals after school)

FOOTBALL	Head Coach	High School	XI
	Assistant Coach	High School	VIII
	Reserve Coach	High School	VIII
	Freshman Coach	High School	VII
	Assistant Freshman Coach	High School	VI
GOLF / Head Coach		High School	VII
JOURNALISM		High School	Mileage
SERVICE PATROL		Elementaries	V
SOCCER	Boys Head Coach	High School	VIII
	Boys Assistant Coach	High School	VI
	Girls Head Coach	High School	VIII
	Girls Assistant Coach	High School	VI
SOFTBALL	Head Coach	High School	IX
	Assistant Coach	High School	VI
SWIMMING	Boys Head Coach	High School	X
	Boys Assistant Coach	High School	VII
	Girls Head Coach	High School	X
	Girls Assistant Coach	High School	VII
SYNCHRONIZED SWIMMING	Head Coach	High School	VI
	Assistant Coach	High School	III
TENNIS	Boys Head Coach	High School	VIII
	Girls Head Coach	High School	VIII
TRACK	Boys Head Coach	High School	IX
	Boys Assistant Coach	High School	VI
	Girls Head Coach	High School	IX
	Girls Assistant Coach	High School	VI
	Coed 7-8 Grade Coach	Hilbert Jr. High	V
VOLLEYBALL	Girls Head Coach	High School	VIII
	Girls Assistant Coach	High School	VII
	Girls Freshman Coach	High School	VI
	Girls 7-8 Grade Coach	Hilbert Jr. High	V
WRESTLING	Boys Head Coach	High School	X
	Boys Assistant Coach	High School	VII
	Boys 7-8 Grade Coach	Hilbert Jr. High	V

\* Determination of number of sections will be based on fall class schedules. A section is a class of 45 to 55 minutes duration which meets for five (5) days each week for a period of one (1) school year. In figuring total sections, proportionate credit will be given those classes which meet for shorter periods of time. The following department representatives have been authorized: English, Social Studies, Mathematics, Science, and Business.

\*\* Up to twenty-five (25) hours per department may be used at the discretion of the principal.



## SCHEDULE C

Teachers involved in the assignments set forth below are required to expend additional time beyond the normal teacher day, and therefore, the Board shall pay each such teacher an additional remuneration as indicated below. Teachers shall not be deemed to be granted continuing tenure with respect to Schedule C assignments by virtue of this Agreement or for any other reason whatsoever.

A teacher, once given an assignment, will be automatically reappointed to the assignment for the forthcoming school year unless notification of his/her removal is given him/her by the first Monday in June of the current school year. Teachers intending to resign such positions shall notify the appropriate administrator no later than the first Monday in June.

POSITION	COMPENSATION
Band/Junior High	II
Co-Op Coordinator Distributive Education	1 week extra + additional time as needed subject to the discretion of the principal
Co-Op Coordinator/Health	1 week extra + additional time as needed subject to the discretion of the principal
Co-Op Coordinator/Office	1 week extra + additional time as needed subject to the discretion of the principal
Co-Op Coordinator Technical & Industrial	1 week extra + additional time as needed subject to the discretion of the principal
Counselors	V, plus 2 weeks
Diagnostician	X
Instrumental Music & Band/Elementary	II
Instrumental Music & Marching Band Director/High School	XII
Librarian	Same rate as contractual teacher substitute in Schedule D. Maximum of 60 hours, one week before school opens and one week after school closes, subject to the discretion of the principal
Reading Specialist	V
School Social Worker	VII
Vocal Music Director High School	VIII, plus III w/Drama
Vocal Music/Junior High	I
Vocal Music/Elementary	I

## SCHEDULE D

Assignment and reassignment to Schedule D positions shall be made as necessary and are subject to review by the Board of Education, who shall make the final determination as to the continuation or deletion of each of these positions and the services of the person appointed to the position. Teachers shall not be deemed to be granted continuing tenure with respect to Schedule D assignments by virtue of this Agreement or for any other reason whatsoever.

Teachers involved in the extra duty assignments set forth below are required to expend additional time beyond the normal teacher day and, therefore, the Board shall pay each such teacher an additional remuneration as indicated below:

### SCHEDULE D ASSIGNMENTS

POSITION	HOURLY RATE SCHEDULES		
	1991-92	1992-93	1993-94
Bookstore Manager/High School	\$16.48	\$17.47	\$18.61
Certified Adult Education	*	*	*
Contractual Teachers (Substitute)	\$16.48	\$17.47	\$18.61
Driver Education Teacher	\$16.48	\$17.47	\$18.61
Extra Duty (Per Teacher Contract)	\$16.48	\$17.47	\$18.61
Instructional Swimming	\$13.17	\$13.96	\$14.87
Life Guard	\$11.54	\$12.23	\$13.03
Summer School Teacher	\$16.48	\$17.47	\$18.61

\* Current Adult Education Hourly Rate

This Agreement shall be binding on the parties hereto, their executors, administrators, successors, and assigns. If any provision or any application of the Agreement to any employee or group of employees shall be found contrary to law by a court of competent jurisdiction or by a registered opinion of the Michigan Attorney General, then that portion of the contract will be opened for immediate negotiation so as to conform with law, but all other provisions or applications shall continue in full force and effect.

It is further agreed that the Board will pay all benefits incorporated within this Agreement subject, however to applicable federal law, or rules, regulations or orders under such law.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the day and year first written above.

IN THE PRESENCE OF:

**REDFORD UNION SCHOOLS**

*Lyle C. Kenney*  
*Kenneth J. Johnson*  
*December 2, 1991*  
DATE

By: *John A. Dagg*  
President  
And: *Elizabeth A. Zimmerman*  
Secretary

**WAYNE COUNTY-MEA/NEA**

*Rodney C. S. Fry*  
*December 2, 1991*  
DATE

By: *Elaine Miller*  
President  
By: *Mary Christine Arroyo*  
Vice President  
By: *William H. Derr*  
Secretary/Treasurer  
By: *Elaine Miller*  
District Negotiator

# ***APPENDICES***

**REDFORD UNION SCHOOLS, DISTRICT NO. 1  
GRIEVANCE REPORT FORM  
STEP I\***

Name of Grievant \_\_\_\_\_

Building \_\_\_\_\_ Date Presented \_\_\_\_\_

**STEP I**

A. Date cause of grievance occurred \_\_\_\_\_

B. Section(s) of contract alleged to be violated \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

C. Statement of grievance \_\_\_\_\_

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D. Relief requested \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\* Submitted to Principal or Director

REDFORD UNION SCHOOLS, DISTRICT NO. 1

**GRIEVANCE REPORT FORM  
STEP II**

A. Date received by Superintendent or designated representative: \_\_\_\_\_

B. Response of Superintendent or designated representative: \_\_\_\_\_

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SIGNATURE

\_\_\_\_\_  
DATE

**APPENDIX B**

## ***SABBATICAL LEAVE POLICY***

### **AUTHORIZATION**

Sabbatical leave of absence may be granted to members of the professional staff of the Redford Union Schools subject to the approval of the Board of Education upon the recommendation of the Superintendent of Schools, when in their considered judgment, the professional competence of the staff member and the general welfare of the public schools will be benefited.

The policies and administrative regulations of the Redford Union Sabbatical Leave Program are authorized and shall be interpreted in accordance with the following Michigan statutory provisions and any amendments thereto:\*

Any Board, after a teacher has been employed at least seven (7) consecutive years of employment, may grant said teacher a sabbatical leave for professional improvement for not to exceed two (2) semesters at any one time: Provided, that the teacher holds a permanent or life certificate, or is engaged in teaching in a college maintained by the Board. During said sabbatical leave, the teacher shall be considered to be in the employ of the said Board, shall have a contract, and may be paid compensation as provided in the rules and regulations of said Board: Provided, however that said Board shall not be held liable for death or injuries sustained by any teacher while on sabbatical leave.

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

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

### **PURPOSES**

Sabbatical leave is given to professional personnel to permit them to improve their ability to render educational service. Such improvement is usually achieved by formal study, research and/or writing and travel. Applications for sabbatical leave for other types of experience shall be considered on their merits and may be approved by the Board of Education upon the recommendation of the Superintendent.

\*Legal Reference - Sec. 572, School Code of 1955 - M.S.A. 15.3572

The following information shall be presented in the application as evidence of the employee's plan to fulfill the purposes of the leave:

1. **Formal Study**

A program of work should be outlined which will qualify the applicant for a higher credential in his/her profession, or a program of recognized courses relating to the present or prospective service of the applicant to the Redford Union School District. A minimum of eight (8) semester hours of graduate credit, or its equivalent, is required for each semester of sabbatical leave.

2. **Research and/or Writing**

The proposed project shall be outlined and approved in relation to the present or prospective service of the applicant to Redford Union School District.

3. **Travel**

A plan, including the proposed itinerary, shall be submitted stating professional objectives which are sought through such travel, and also stating the expected value to the school system.

4. **Other Reasons**

A plan shall be submitted stating the professional objectives which are sought through the opportunities afforded by the leave, and also stating the expected value to the school system.

## ELIGIBILITY AND QUALIFICATIONS

Any professional employee of the Redford Union Schools who meets the qualifications shall be eligible to apply for sabbatical leave. A professional employee may apply for sabbatical leave subject to the following conditions and requirements:

1. Applicant must hold a Life or Permanent Certificate.
2. Applicant must have seven (7) consecutive years of satisfactory service as a full time employee in the Redford Union Schools. Absence from service in the district for a period of not more than one year under a leave of absence without pay, granted by the Board of Education, shall not be deemed a break in the continuity of a service in computing the seven (7) consecutive years.
3. Subsequent sabbatical leaves may be authorized after eligibility has been reestablished by service of an additional seven (7) consecutive years of satisfactory service as a full time employee.
4. A maximum of two percent (2%) of the professional employees may be granted sabbatical leave each year. Insofar as possible a proportionate division of leaves will be granted to the various groups of the professional staff. Approval of a



sabbatical leave by the Board of Education shall be contingent upon securing an employee qualified to assume the applicant's duties.

5. A sabbatical leave may be granted for a period of not less than one (1) full semester nor for more than two (2) full consecutive semesters. A sabbatical leave once granted may not be terminated before the date of expiration except as otherwise provided herein or otherwise agreed upon by the Superintendent and Board of Education.
6. As a condition to receiving final approval for a sabbatical leave, a staff member shall file with the secretary of the Board of Education, a written agreement stipulating that he/she will remain in the service of the Redford Union Schools for a period of two (2) years after the expiration of said leave.

#### REQUIREMENTS AND STATUS WHILE ON SABBATICAL LEAVE

1. The compensation for the staff member on sabbatical leave shall be one-half (1/2) of the contractual salary he/she would receive if on active staff status for the period in which the leave is effective unless in combination with a grant or fellowship or other remuneration the total should exceed the amount of his/her regular contractual salary. The details pertaining to any remuneration in excess of the contractual salary shall be worked out with the Superintendent. Any monies a teacher would ordinarily receive if he/she were teaching in the District shall be exempt from the above provision.
2. Payment of salary to a staff member on sabbatical leave shall be made in accordance with the provisions of the Board for payment of salary to other members of the professional staff.
3. An employee on sabbatical leave will receive an allowance of five (5) leave days and will receive the benefits of the regular medical care policy. If a sabbatical leave is for less than a year, the above leave days will be prorated.
4. A sabbatical leave granted to a regular employee of the professional staff shall also operate as a leave of absence without compensation from all other school activities.
5. An employee granted a leave of absence pursuant to this policy may be required to perform such services and to engage in such activities during the leave as the Superintendent of Schools, with the approval of the Board of Education, and the employee may agree upon in writing. In the event that the Superintendent finds that the employee is not fulfilling the Agreement or is dilatory in any respect, he/she will report his/her findings to the Board of Education which shall render a judgment in the case. If it finds the employee dilatory, the entire sum or any portion thereof paid to the employee by the Board of Education shall become immediately due and all future payments shall cease. An employee shall not be

considered as having completed the requirements of the sabbatical leave until a final report has been approved by the Superintendent.

#### **REQUIREMENT AND STATUS UPON RETURNING FROM SABBATICAL LEAVE**

1. At the expiration of a sabbatical leave, the employee shall be restored to his/her position or to a position of like nature, seniority, status and pay; provided that the employee remains eligible for reinstatement under the rules and regulations of the Board of Education.
2. When an employee completes the planned program of the leave, but does not return to service in the Redford Union Schools, he/she shall within two (2) years repay to the Board of Education the amount received by him/her during the sabbatical leave. If an employee does not remain in the Redford Union Schools for two (2) years immediately following his/her sabbatical leave, he/she shall within two (2) years after leaving the system repay the Board of Education an amount of money which will bear the same relation to the amount granted as the unexpired period of service bears to two (2) years. This rule does not apply to cases wherein the person becomes incapacitated to work or in cases wherein the rule is waived by the Board of Education.

#### **APPLICATION REQUIREMENTS AND PROCEDURES**

1. The applicant should review the policy before proceeding with this application.
2. Prescribed application forms are available at the central administration office.
3. Applicant shall file with the application a detailed plan for the period of the sabbatical leave. This plan shall be on the prescribed form and shall be in accordance with the criteria listed on that form.
4. Completed applications shall be filed with the Superintendent of Schools not later than April 1 for leaves beginning the first semester and November 1 for leaves beginning the second semester.

**1991-92 SCHOOL YEAR CALENDAR**

September 3	Teacher workday
September 4	Teacher workday
September 5	School opens for all students
November 27	School closes at end of school day for Thanksgiving holiday
December 2	School reopens
December 20	School closes at end of school day for winter recess
January 6	School reopens
January 24	End of semester; Teacher workday
April 16	School closes at end of school day for spring recess
April 27	School reopens
May 25	Memorial Day - schools closed
June 11	Teacher workday
June 12	Teacher workday

**1992-93 SCHOOL YEAR CALENDAR**

September 8	Teacher workday
September 9	Teacher workday
September 10	School opens for all students
November 25	School closes at end of school day for Thanksgiving holiday
November 30	School reopens
December 18	School closes at end of school day for winter recess
January 4	School reopens
January 29	End of semester; Teacher workday
April 8	School closes at end of school day for spring recess
April 19	School reopens
May 24	Memorial Day - schools closed
June 17	Teacher workday
June 18	Teacher workday

**1993-94 SCHOOL YEAR CALENDAR**

September 7	Teacher workday
September 8	Teacher workday
September 9	School opens for all students
November 24	School closes at end of school day for Thanksgiving holiday
November 29	School reopens
December 17	School closes at end of school day for winter recess
January 3	School reopens
January 28	Teacher workday
March 31	School closes at end of school day for spring recess
April 11	School reopens
May 23	Memorial Day - schools closed
June 16	Teacher workday
June 17	Teacher workday

**FRINGE BENEFITS**

**I. VISION CARE**

**A.** A Board paid vision care program will be offered to employees and their families. Said program will include the following fee schedule:

- 1. Examination - \$30
- 2. Regular Lenses - \$20 per lens
- 3. Bi-focal Lenses - \$24 per lens
- 4. Tri-focal Lenses - \$30 per lens
- 5. Frames - \$24
- 6. Contact Lenses - \$50 per lens

**B.** Examinations, frames, and one set of corrective lenses (regular glasses, prescriptive sunglasses, photogrey lenses, or contact lenses) will be provided once in a twelve (12) month policy year for each eligible member of the family.

**II. DENTAL CARE**

**A. Covered Dental Services**

- 1. **Basic Services** - These are services usually employed by dentists in evaluating existing conditions and the dental care required. By way of description, such services include: examinations, consultations, diagnosis and diagnostic aids, necessary radiographs.
- 2. **Preventive Services** - Dental procedures or techniques usually employed by dentists to prevent the occurrence of dental abnormalities or diseases. By way of description, such services include: prophylaxis, topical application of fluoride solution, instruction in the proper fluoride intake.
- 3. **Restorative Services** - Services usually employed by dentists to rebuild, repair or reform the tissues of the teeth. By way of description, such services include: amalgam, synthetic porcelain and plastic restorations; gold restoration, crowns and jackets when the teeth cannot be restored with another filling material.
- 4. **Oral Surgery Services** - Extractions and all other oral surgery procedures usually employed by dentists. By way of description, such services include pre and post-operative care.
- 5. **Endodontic Services** - Procedures usually employed by dentists for the treatment of non-vital teeth.
- 6. **Periodontic Services** - Procedures usually employed by dentists for the treatment of diseases of the gums and supporting structures of the teeth.
- 7. **Major Services** - Prosthodontics work: bridges, partial and complete dentures.

8. **Orthodontic Services** - Orthodontic services include all necessary treatment and procedures required for the correction of malposed teeth for subscribers and dependents to age 19.

B. Coverage Schedule

1. **Benefit Year** - A calendar year (January 1 through December 31)

2. **Dental Expense Insurance**

a. **Basic benefits:**

Percentage	-	50% Co-pay
Lifetime deductible amount	-	\$25
Incentive plan increments*	-	\$10% each succeeding benefit year not to exceed Basic Benefits percentage of 80%

b. **Additional benefits (Major Services)**

Percentage	-	50% Co-pay
Deductible Amount**	-	\$50
Incentive plan increments	-	10% of each succeeding benefit year not to exceed Major Services Benefits percentage of 80%

- c. **Maximum annual dental benefit for each covered individual** - \$1,000

3. **Orthodontic Expense Insurance**

Percentage	-	50% Co-pay
Deductible amount	-	\$50
Lifetime maximum benefit	-	\$1,000

\* **BASIC BENEFITS INCENTIVE PLAN INCREMENT PROVISION:**  
The Basic Benefits Percentage applicable to a Covered Individual's insurance under the coverage for a Benefit Year will be increased as indicated above provided the Covered Individual visited a dentist for examination and diagnosis at least once during the preceding Benefit Year, and all Basic Services, indicated in the list of Dental Services, which were recommended by the dentist as a result of the first of such visits, were completed during that Benefit Year. Otherwise the original Basic Benefits Percentage will again apply for the current Benefit Year, and future incentive increments will be determined as described above.

\*\* **ADDITIONAL BENEFITS DEDUCTIBLE AMOUNT PROVISION:**  
For the purpose of calculating benefits for charges incurred in connection with any one Treatment Plan, charges used toward satisfaction of the Additional Benefits Deductible for a Benefit Year will include any charges in connection with that Treatment Plan which were used toward the satisfaction of the Additional Benefits Deductible for a previous Benefit Year. If any benefit has become payable under the Coverage in connection with a charge, that charge shall in no event be considered in the satisfaction of the Additional Benefits Deductible for any Benefit Year.

## **APPENDIX E**

### **CONTRACTED SUBSTITUTES**

Any teacher who was employed as a teacher for the current school year and subsequently received a layoff notice, may request to be a Contracted Substitute for the next school year. Contracted Substitutes shall not be bargaining unit positions and shall be governed solely by Board of Education policies and administrative directives regarding substitutes with the following conditions:

1. The wages of Contracted Substitutes shall be paid at the rate of pay for per diem substitutes.
2. Insurance benefits shall be provided to the Contracted Substitutes at a single subscriber coverage for health insurance, dental insurance and life insurance. The health and dental insurance may be extended to cover additional family members by the employee assuming the additional cost.
3. Contracted Substitutes shall be given preference for substitute assignments reasonably expected to be of a duration exceeding ten (10) days in the same position.
4. Contracted Substitutes may be used as substitutes for teachers or classroom aides.
5. Contracted Substitutes may use leave days accumulated during prior years.
6. Contracted Substitutes hired pursuant to the above shall remain subject to recall.

## **APPENDIX F**

### **PART-TIME/SHARED TEACHING POSITIONS**

Any teacher presently on staff who desires a part-time or shared time teaching position for the following school year should contact the Personnel Department by the last teacher day in June. If the application is approved, the Master Agreement between the Redford Union Board of Education and the Wayne County-MEA/NEA will prevail, with the following exceptions:

1. Wages will be on a pro-rata basis.
2. Insurance benefits will be limited to a single subscriber. However, the insurance may be extended to cover additional family members by the employee assuming the additional costs.
3. Leave days will be prorated.
4. The part-time or shared time position will be for only one (1) year. Teachers will be returned to full time positions if they desire for the next school year in accordance with provisions in Articles XI and XVIII of the Master Agreement.

(See attached application)

## PART-TIME/SHARED TEACHING

The Redford Union Schools will consider teachers for part-time or shared teaching assignments for the next school year. Fill out the form, shown below, if you desire either of these assignments. (Forms can be secured in the school office or from the Personnel Office.)

### PART-TIME

A part-time assignment is for any position that is less than full time. (e.g. 1/2 kindergarten, 1/2 social worker, 3/5 foreign language, etc.)

### SHARED TIME

To be considered for shared time teaching, a teacher should join with a partner and submit a plan for working together to the Personnel Department. The plan should include, but not be limited to, the following considerations:

- who makes up the partnership
- when each partner will teach
- how the curriculum will be divided
- when joint planning will take place
- how various duties will be handled such as teacher meetings, marking cards, etc.
- how parent/teacher conferences will be handled

Shared time teachers must work very closely together in planning the educational programs for their students. The principal or director must also be involved and must give his/her approval.

-----

I would be interested in the following part-time or shared time assignment for the \_\_\_\_\_ school year:

PART-TIME \_\_\_\_\_

Area \_\_\_\_\_

(Elem/Sec/Sp.Svcs)

(Subject and/or grade level)

SHARED TIME \_\_\_\_\_

Area \_\_\_\_\_

(Elem/Spec/Sp.Svcs)

(Subject and/or grade level)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

(Place an "X" in the appropriate space above and fill in the basic information.)



