

6/30/68

FILE Holt 8

OFFICE OF PROFESSIONAL NEGOTIATIONS
Michigan Education Association

MASTER
AGREEMENT BETWEEN
HOLT EDUCATION ASSOCIATION
and
BOARD OF EDUCATION
of the
HOLT PUBLIC SCHOOLS
DIMONDALE & HOLT, MICHIGAN
1967 - 68

Holt Board of Education

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PROFESSIONAL NEGOTIATIONS

MEA
1216 Kendale
E. Lansing, MI
48823

Duv: 1968

PREAMBLE

"Whereas, the Board of Education is required by law to negotiate with the Holt Education Association on wages, hours and the terms and conditions of employment of teachers and the parties, through negotiations in good faith have reached agreement on all such matters and desire to execute this agreement."

ARTICLE I

- A. The Board of Education of the Holt Public Schools recognizes the Holt Education Association as the sole and exclusive bargaining representative as defined in Section II of Act 379 of the Public Acts of 1965 for all certified teaching personnel to the extent required by Act 379 of the Public Acts of 1965 and for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment and other conditions of employment. The term Association when used hereinafter in this contract, shall refer to all employees represented by the Holt Education Association in the bargaining unit as above defined, but excluding all others such as, but not necessarily limited to the following: substitute teachers, Superintendent, Administrative Assistant, Principal, Athletic Director, Intern and non-regularly employed part time teachers.
- B. This Agreement, dated August 22, 1967, shall continue in full force and effect without change until June 30, 1968.

ARTICLE II

Rates of Pay and Wages

- A. The salaries of teachers are set forth in Schedule A which is incorporated in the Agreement. Such salary schedule shall remain in effect during the period covered by this Agreement, starting July 1, 1967 and ending June 30, 1968.
- B. The Board shall provide \$4,000 in group life insurance on behalf of the teacher, \$5 per month for comprehensive hospitalization, medical, and surgical protection and \$2 per month for salary protection of the teacher.

Once the teacher designates the coverage desired, it shall not be altered except as particular cases are involved, such as: a death, a birth, social security eligibility, etc.

ARTICLE III

Hours of Employment

- A. The teachers normal working hours are:
 1. In the elementary schools, 8:30 a.m. to 4 p.m., except during the lunch period.
 2. In the junior high school, 7:45 a.m. to 3 p.m., except during the lunch period.
 3. In the senior high school, 7:45 a.m. to 3:15 p.m., except during the lunch period.
- B. Included in section A of this article are an equitable share of assignments that involve more time than the hours stated above which the Association agrees to perform without extra compensation.
- C. The assignments shall recognize the principle of the forty hour week, exclusive of the lunch period.

Article III (Continued)

D. Lunch periods shall be as follows:

Elementary - 60 minutes duty free daily, except in emergency situations and at which time there is a 30 minute duty free period. The responsibility is telephone duty.

Junior High - 30 minutes duty free daily, except in emergency situations.

Senior High - 25 minutes duty free daily, except in emergency situations.

E. Leave of absence

1. Conference attendance and expense. A teacher shall request permission from the principal and superintendent in advance of attending any conference within the State of Michigan.

a. Permission shall be governed by:

1. The availability of a substitute.
2. Special building situations, including scheduled activities.
3. Number of conferences previously attended.

b. Once permission has been granted, expenses will be allowed as follows:

1. Eight cents (8¢) per mile for automobile.
2. Salary of substitute if necessary.
3. Lodging - ten dollars (\$10.00) per night maximum.
4. Meals at cost, or a maximum of: breakfast \$1.50, lunch \$3.00 and dinner \$5.00.
5. Registration fee.
6. If transportation is by public carrier the most reasonable means of travel.

c. Any teacher may make application to the principal to attend a conference or make a visitation at his own expense, except for the pay of the substitute.

d. Verbal or written reports may be required.

e. Conferences outside the State of Michigan require individual approval by the board of education.

2. Sick leave as prescribed in paragraphs a and b may be granted for the reasons listed in paragraphs c, d and e.

a. A one day leave of absence per month shall be granted with unlimited accumulation at the rate of ten days per full school year.

b. If, in the judgment of the principal, an emergency situation occurs, the principal is authorized to grant the full ten days at any time; provided that, the employee shall repay the Board for any excess leave granted if employment is terminated before the full ten days are earned.

c. Death in the immediate family*

A maximum up to five days may be granted when needed in case of a death in the immediate family.

d. Personal illness

The illness shall be described and attested to by the employee through the completion of a sick-leave form furnished by the school, upon the return of the employee to school. The principal shall endorse the card. The Board reserves the right to require a physical or mental examination from employees should this seem in the best interests of the school. A written statement shall be completed by the attending physician in all cases of an injury or illness that keeps an employee from work for five or more consecutive working days.

e. Illness in the immediate family*

One day per period of illness shall be granted; otherwise, the school does not assume responsibility for family illnesses. The

Article III (Continued)

school reserves the right to require a certified report by the doctor in attendance.

*The term "immediate family" is defined as follows: husband, wife, parents, grandparents, parents-in-law, brother, sister, brother-in-law, sister-in-law, child, grandchild, son-in-law, daughter-in-law, step-father, step-mother, step-sister, step-child and step-brother.

3. Emergency closing

- a. All full time employees shall report to work on any day for which they are salaried, except in the case of provisions within the leave of absence or personal business leave policy or unless other specific notification is given by the superintendent through the building principal to the contrary.
- b. Consideration, in case of inclement weather, will be given for late arrival as follows:
 - a. Arrival prior to 12 noon shall not result in loss.
 - b. Arrival after 12 noon but prior to the close of the school day shall result in the loss of 1/2 a unit as described later.
 - c. Failure to arrive shall result in the loss of a personal business day, or in case none is available, the loss of a sick leave day, or in case none is available, the loss of the amount of the rate of a substitute pay.

4. Other absences not covered by leave policy arranged for preceding the time of absence shall result in loss of the rate which a substitute would be paid.

5. Request for absence, other than sick leave, immediately prior to or following a vacation period will not be granted. Should such an absence occur it will be listed as unapproved with full loss of pay for that period of time.

6. Personal Business Leave

Two days a year beyond the sick leave allowance may be used for personal business, non-cumulative. The purpose of this leave is to relieve teachers of financial hardship in situations over which they have no control.

Personal business means an activity that requires the teacher's presence during the school day and is of such a nature that it cannot be attended to by the teacher at a time when schools are not in session.

An application for a personal business leave, containing the reasons for the leave, must be submitted in writing at least one week in advance (except in the event of an emergency when a shorter notice may be acceptable)

A personal business leave day shall not be granted for the day preceeding or the day following holidays or vacations, and the first and last days of the school year.

Article III (Continued)

7. Pregnancy

Termination of employment by the school in case of pregnancy shall occur at approximately the end of the sixth month period. The exact date shall be determined by school officials in accordance with the health condition of the employee and identifiable school year calendar intervals, both of which may directly effect the educational welfare of the school children involved.

Upon written application, a maternity leave shall be granted without pay commencing no later than the end of the sixth month of pregnancy, except that when this date falls within one school month of the end of the semester the teacher may be permitted to complete the semester. The teacher shall be entitled to a leave for one year. Further extensions may be granted at the will of the board. Upon return, a teacher may be assigned to the same or similar position, providing a vacancy exists.

8. Military Leave

A leave of absence shall be granted a teacher who is inducted or enlists for one period of enlistment in any branch of the Armed Forces of the United States. Reinstatement upon completion of such service shall be in accordance with the requirements of the applicable laws of the United States. Regular salary increments shall accrue.

A teacher will be granted a leave without pay for a period of minimum enlistment for full-time overseas duty in the Peace Corps. Further extensions shall be granted at the will of the Board. The salary increment shall accrue.

9. Health and Hardship Leaves

- a. Any teacher whose personal illness extends beyond the period compensated will be granted a leave of absence without pay or increment for such time as is necessary for complete recovery to a maximum of one year. Further extensions may be granted at the will of the Board. Upon return from leave, a teacher may be assigned to the same or similar position, providing a vacancy exists.
- b. Whenever a leave of absence is granted as described, a teacher must give acceptable professional evidence of recovered health before being permitted to return to duties in this school system.

10. A teacher in this school district may be granted a leave of absence for one school year with the approval of the Board.

Unless otherwise indicated, the following conditions shall apply to extended leaves of absence:

- a. Requests for leaves shall be in writing.
- b. Eligibility shall be based on a minimum of two (2) years continuous employment in the district.
- c. All extended leaves shall be limited to one year. Further extensions shall be at the will of the Board.
- d. Salary increments shall not accrue.
- e. Leave of absence days shall not accrue but unused leave of absence days held at the start of the leave shall be retained.

Article III (Continued)

- f. Written notice of intention to either return or resign shall be given the Superintendent of schools by March 1st of the year in which the leave expires.
 - g. Re-employment during the school year shall be at the discretion of the Board, and re-employment for the beginning of a new school year shall depend upon an opening on the staff for which the teacher is qualified.
11. Subject to the applicable Michigan statutory provisions and any amendments thereto, the Board may grant Sabbatical leaves for study providing:
- a. No more than one, except in particular circumstances, of the teachers in the district shall be absent on Sabbatical leave at any one time.
 - b. Requests are made in writing to the Superintendent on or before February 1, and finalized by May 1, of the school year preceeding the school year for which the leave is sought.
 - c. The teacher has completed at least seven (7) consecutive full school years of service in the district.
 - d. The teacher shall agree to remain in the employ of the district for a period of not less than two years following his return from Sabbatical leave.
 - e. The employee on Sabbatical leave will be required to file periodic reports with the Superintendent as mutually agreed upon.
 - f. The Board shall be responsible for granting all leaves. Approval by the Board will be contingent upon securing a certified employee qualified to assume the applicant's duties while on leave.
 - g. Upon return the teacher shall be entitled to advance to the next level of the salary schedule, receiving the benefit of the salary increases while on leave, providing all requirements of the Sabbatical leave policy have been fulfilled satisfactorily in the judgment of the Superintendent.
 - h. The compensation for a teacher on Sabbatical leave shall be 1/2 annual base salary rate. During the Sabbatical leave the leave of absence policy will apply, and the Board will continue to make insurance payments.
12. A terminal leave pay of fifty(\$50) dollars per year of service in this school district will be paid upon retirement provided the teacher shall have been employed in this school district for at least ten (10) years.
- F. The teachers work year begins approximately September 5, 1967, and ends approximately June 14, 1968, except for librarians for whom the work year begins approximately August 27, 1967, and ends approximately June 23, 1968, provided that the Holt Public Schools meets the 180 instruction day requirement as established by the State of Michigan. The teachers work year shall be considered to be 190 days.

ARTICLE IV

Other Conditions of Employment

- A. The Association shall have the right to use school building facilities as follows:

Article IV (Continued)

1. Time: after regular school hours when a custodian is on regular duty and at times not in interference with regularly scheduled school activities. Authorization by the building principal prior to use when the utilization is before 6 p.m., after that hour in accordance with Policy A 1310.
2. Miscellaneous
 - a. The right to the approved method of use of duplicating equipment after school hours for official business of the Association.
 - b. The use of school mail boxes for official Association business.
 - c. An unlisted number telephone in the staff room for local calls. The Association to pay all toll fees. The use of extensions outside the office at the secondary level and a designated extension in each of the elementary buildings.
 - d. A bulletin board in the staff room for Association use.
 - e. Requests for use of other school equipment shall be requested of the building principal in advance of the utilization.
- B. Association dues will be deducted from the first pay period of each month on the basis of written authorization to do so as stated on each individual continuing membership application. Remittance will be made to the Association for the local dues at the end of each month. The teacher has a right to withdraw an application, as limited by the "continuing Membership" agreement. The Association shall indemnify and save harmless the Board for all sums improperly checked off and remitted to the Organization plus any costs incurred by the Board in connection herewith.
- C. The Board will furnish to the Association any available public information pertinent to collective bargaining concerning the financial resources of the school district, purpose, allocations and other public information which will assist the Association in developing accurate and constructive programs on the behalf of teachers. Also, public information which is necessary for the Association to progress grievances. One copy shall be furnished. Original records shall be examined only in the Board of Education office.
- D. Teaching loads and assignments will be typical of present practices of the Board as nearly as they can be implemented. There are cases where large classes are desirable, but in the typical situation, the Board will endeavor to maintain a 30 to 1 ratio average between pupils and classroom teacher.
- E. Teaching assignments will be:
 1. In the field of competence of the teacher as indicated by certification and major or minor areas of study.
 2. Assignments outside the teachers major or minor field or certification by mutual agreement between teacher and principal.
 3. In the field of competence of the teacher as indicated by certification and major or minor areas of study, and the preference of the teacher to the given area of the field of competence, except that the final decision shall be made by the Board.
- F. Teachers who will experience a change of assignment shall be notified by the director of elementary education at the elementary level, the junior high principal at that level, and the senior high principal at that level as soon as possible, usually before June 1. Such a change will usually be mutually agreeable to the teacher and the proper administrator except that the Board shall, if necessary, make the final decision.

Article IV (Continued)

- G. Teachers shall submit requests to principals for teaching supplies, equipment and maintenance on the annual teachers report form in the spring of the school year and at other times when the need is urgent. The Board shall make the final decision in the purchase of supplies and equipment, and on maintenance items.
- H. A staff room area shall be established in each school building that will provide laboratory facilities and appropriate furniture.
- I. Teachers who wish to be considered for changes of assignment shall notify the principal and superintendent in writing. Such requests shall be kept on file so that when vacancies occur the teacher may receive consideration. The Board recognizes the principle of promotion from within the school system and will consider any qualified and interested applicant. Qualification factors will include: years of experience, personal attributes, certification and performance. In case of the creation of a new position in the school system, the teachers shall be notified by the Board fifteen calendar days in advance of the final selection of the person to fill the position.
- J. Established Board policy shall be in effect where no conflict with this master agreement exists.
- K. Teachers supervising the activities of student teachers will not be required to serve as substitutes in other classrooms.

ARTICLE V
Teacher Rights

- A. Individual teachers may present a grievance and have it adjusted with or without the intervention of the Association, if the adjustment is not inconsistent with the terms of this contract.
- B. Individual teachers shall have the rights described in the current State of Michigan General School Laws. Full rights as a private citizen shall be guaranteed, except as actions in public which are determined to be a detriment to the school district and its personnel shall not be within the teacher rights.
- C. Grievance Procedures
 - 1. A teacher, group of teachers, or the Association, may file an oral grievance in accordance with the informal grievance procedure, or a written grievance in accordance with the formal grievance procedure, provided that there is a violation, misinterpretation or misapplication of any provision of this agreement. Both the formal and informal grievance procedures shall not apply in those cases where the Tenure Act prescribes a procedure or authorizes a remedy.
 - 2. Informal Procedure
 - The following steps shall be oral and within the time specified:
 - a. Any teacher or group of teachers believing there to be a violation as stated above shall discuss same with the building principal within five days from the alleged violation.
 - b. If no satisfactory conclusion is reached within five days from the informal discussion with the principal, the teacher or group of teachers

Article V (Continued)

may request an appointment with the director of elementary education or the superintendent who shall schedule a meeting within five days from said request. Within ten days from said meeting, the director of elementary education or the superintendent shall render a decision thereon. If said decision is not satisfactory, the teacher, or group of teachers, may file a written grievance within five days under the formal grievance procedure. Failure to appeal a decision or institute a formal grievance procedure shall be deemed acceptance of the decision at that level. Failure to institute a written grievance within the time specified from discussion with the director of elementary education or the superintendent shall bar all further proceedings on said grievance.

3. Formal Grievance Procedure

- a. Written grievances shall contain the following information:
 1. A concise statement of the facts alleging the violation.
 2. The specific section of this agreement, which is alleged to have been violated.
 3. A relief requested.
 4. The signature or signatures of the grieving parties.
- b. Steps to be followed:
 1. The written grievance shall be filed with the building principal within five days of the alleged violation or as specified in the last level of the informal grievance procedure. Within five days of the filing of the written grievance, the principal shall schedule a hearing thereon provided that he has not previously had a hearing under the informal grievance procedure, and within five days after said hearing the principal shall make an oral decision, and file a written report of the same with the superintendent.
 2. If the decision of the principal is unsatisfactory to the grieving teacher or teachers, he or they shall file a written appeal to the director of elementary education, at the elementary school level, or the superintendent within five days after the decision of the principal. Within ten days of receipt of an appeal, the director of elementary education, at the elementary school level, or the superintendent shall schedule a hearing thereon, provided that either has not had a hearing thereon under the informal grievance procedure. Within five days of the hearing or receipt of the appeal whichever shall be applicable, the director of elementary education, at the elementary school level, or the superintendent shall render a decision in writing, transmitting a copy thereof to the Association and to the grieving teacher or teachers and file a copy in a permanent file in the superintendent's office.
 3. If the decision of the director of elementary education, at the elementary school level, or the superintendent is unsatisfactory to the teacher or teachers, or the Association, he or they shall within ten days of the date of said decision file a written appeal to the secretary of the board of education. If said appeal is filed within ten days prior to the next regularly scheduled meeting, the same shall be placed on the agenda of the Board and the teacher or teachers, or Association shall be given an opportunity to be heard on said grievance. In the event that the grievance is not filed within ten days of the regularly

Article V (Continued)

scheduled Board meeting, then and in that event, the Board shall place the appeal on the agenda for the next succeeding regularly scheduled Board meeting thereafter. The Board shall have the right in their sole discretion to schedule special Board meetings for processing an appeal at any time. Within five days after the hearing on said appeal the Board shall render its decision in writing with a copy transmitted to the grieving teacher or teachers and the Association, and a copy thereof shall be in a permanent file in the superintendent's office.

4. If the decision of the Board of Education is unsatisfactory to the teacher or teachers involved, he or they may file an appeal with the State Labor Mediation Board in accordance with law. Failure to institute a grievance or appeal a decision within the time specified shall be deemed acceptance of the decision at that level. Should a teacher or group of teachers of the Association withdraw a grievance at any level, or should a teacher or a group of teachers leave the employ of the Board, all further proceedings on said grievance shall be barred. The term day or days used herein shall mean regular school days.
- D. A teacher shall not be reprimanded, disciplined or evaluated for activities as a member of the Association except that the Board, through the superintendent of schools, may institute a complaint within the provisions of the "Code of Ethics of the Education Profession", in the Michigan Education Association booklet Constitution and Standing Rules.
- E. It shall be the general practice of all parties in interest to process grievances during times which do not interfere with assigned duties; provided, however, in the event it is agreed by the Board to hold proceedings during regular working hours, a teacher participating in any level of the grievance procedure, with any representative of the Board, shall be released from assigned duties without loss of salary.

ARTICLE VI
Board Rights

- A. The Board, on its own and electors of the school district behalf, retains and reserves without limitation all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and of the United States, including, but without limiting the generality of the foregoing, the right:
1. To the executive management and administrative control of the school system, its properties and facilities, and the activities of its employees.
 2. To employ personnel subject to the provisions of the law, to determine their qualifications and conditions for continued employment, their discharge or demotion, and to promote, and transfer such employees.
 3. To establish grades and courses of instruction, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board.

Article VI (Continued)

4. To decide upon the means and methods of instruction, the selection of textbooks, and other teaching materials, and the use of teaching aids of every kind and nature.
5. To determine class schedules, the hours of instruction, and the duties responsibilities, and assignments of teachers and other employees with respect thereto, and with respect to administrative and non-teaching activities, and the terms and conditions of employment. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this agreement, and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Michigan, and the Constitution and laws of the United States.

ARTICLE VII
Negotiation procedures

- A. It is contemplated that matters which are not specifically covered by this agreement but are of common concern to the parties shall be subject to professional negotiations between them from time to time during the period of this agreement upon mutual consent. The parties shall undertake to cooperate in arranging meetings, selecting representatives for such discussion, and to bargain in good faith in resolving any such matters.
- B. Neither party shall have any control over the selection of the negotiating representative of the other party and each party may select its own representatives. No final agreement between the parties may be executed without ratification by the Board and by the members of the Association, but both parties agree that representatives selected by each shall be empowered with the authority to make proposals, and to consider proposals, in the courses of negotiations, subject only to such ultimate ratification.

ARTICLE VIII

Copies of this agreement shall be prepared at the joint expense of the Board of Education and the Association and presented to all teachers now employed or hereafter employed by the Board.

Witness

BOARD

By _____

By _____

ASSOCIATION

By _____

By _____

SCHEDULE A

SALARY SCHEDULE FOR TEACHERS
HOLT PUBLIC SCHOOLS
DIMONDALE AND HOLT, MICHIGAN
1967-68

CLASSIFICATION I: TEMPORARY AND PROVISIONAL CERTIFICATION

Step	Temp. Certif. ¹ and Degree		Prov. Certif. & Bachelors Degree		Prov. Certif. ² & Bachelors Degree + 30		Prov. Certif. ³ & Masters Degree	
	Index ⁴	Sal.	Index	Sal.	Index	Sal.	Index	Sal.
1	1	6000	1	6000	1	6000	1	6000
2	1.04	6240	1.04	6240	1.04	6240	1.04	6240
TENURE								
3	1.08	6480	1.08	6480	1.11	6660	1.15	6900
4	1.12	6720	1.12	6720	1.15	6900	1.19	7140
5	1.16	6960	1.16	6960	1.19	7140	1.23	7380

CLASSIFICATION II:⁵ PERMANENT CERTIFICATION

	Bachelors Degree		Bachelors Degree + 30 Term Hrs.		Masters Degree	
	Index	Sal.	Index	Sal.	Index	Sal.
6	1.22	7320	1.26	7560	1.31	7860
7	1.26	7560	1.31	7860	1.36	8160

1. A maximum of two years' credit for previous experience will be allowed here. Pertains to teachers who need "special" certification.
2. The 30 term hours beyond the Bachelors Degree shall be on a Masters program or a course of study with prior approval by the superintendent of schools.
3. The Masters Degree shall be earned in a field of study that is pertinent to the teaching assignment unless the school makes the assignment out of the teaching field.
4. This is an index system. Changes are made by changing base salaries.
5. It is possible to advance from Classification I to II by step, and not necessarily by years of experience.

CLASSIFICATION III - SELF IMPROVEMENT PROGRAM

Step	Bachelors Degree		Bachelors Degree + 30 Term Hrs.		Masters Degree	
	Index	Sal.	Index	Sal.	Index	Sal.
	SELF IMPROVEMENT A ¹					
8	1.30	7800	1.36	8160	1.41	8460
9	1.34	8040	1.41	8460	1.46	8760
	SELF IMPROVEMENT B ¹					
10	1.38	8280	1.46	8760	1.51	9060
11	1.42	8520	1.51	9060	1.56	9360

¹Refer to B 4200, Directions For Use of the S. I. Program.

CLASSIFICATION IV - CONTINUING MAXIMUM AND LONGEVITY PROGRAM

A. CONTINUING MAXIMUM¹

	Bachelors Degree + 30 Term Hrs.		Masters Degree	
	Index	Sal.	Index	Sal.
12	1.51	9060	1.56	9360
13	1.51	9060	1.56	9360
14	1.58	9480	1.64	9840
<hr/>				
15	1.58	9480	1.64	9840
16	1.58	9480	1.64	9840
17	1.65	9900	1.72	10320
<hr/>				
18			1.72	10320
19			1.72	10320
20			1.80	10800

¹A teacher who has reached maximum salary position on the schedule may apply at that time, and may qualify at the end of every third year, for an additional increment.

Qualifying criteria shall be:

- A. Earning a minimum of six semester (nine term hours) of credit in a selected institution of higher education acceptable to the superintendent of schools. This assumes the planning and completion of the courses before the three-year period has elapsed.
- B. Judgment by a committee of four persons during the third year composed as follows:
 1. Two teachers selected in accord, by the principal, superintendent and teacher applying for the continuing maximum.
 2. The principal of the school and the superintendent.

Classification III (Continued)

3. The applicant will qualify for the continuing maximum increment if he meets requirement A, and the judgment of the committee outlined in B, has exhibited for the three-year period of above average teaching effectiveness.

B. LONGEVITY¹

	Bachelors Degree		Bachelors Degree + 30 Term Hours		Masters Degree	
	Index	Sal.	Index	Sal	Index	Sal.
12	1.42	8520	1.51	9060	1.56	9360
13	1.42	8520	1.51	9060	1.56	9360
14	1.42	8520	1.51	9060	1.56	9360
15	1.42	8520	1.51	9060	1.56	9360
16	1.47	8820	1.56	9360	1.61	9660
17	1.47	8820	1.56	9360	1.61	9660
18	1.47	8820	1.56	9360	1.61	9660
19	1.47	8820	1.56	9360	1.61	9660
20	1.47	8820	1.56	9360	1.61	9660
21	1.52	9120	1.61	9660	1.66	9960

-
1. A teacher who has reached maximum salary position on the schedule may apply at that time, and may qualify at the end of each fifth year, for an additional increment.

2. Qualifying criteria shall be:

- A. Judgment by a committee of four persons during the fifth year composed as follows:

1. Two teachers selected in accord, by the principal, superintendent and teacher applying for the longevity increment.
2. The principal of the school and the superintendent.

- B. The applicant will qualify for the longevity increment, if in the judgment of the committee outlined in A, the teacher has exhibited for the five year period evidence of above average teacher effectiveness.

1. Contractual placement on salary guide will not be altered after September 10 of the school year for which the contract is offered.
2. Allowable credit in teaching experience five years in schools of equal accreditation, lesser accreditation to be evaluated by the superintendent of schools.
3. Extra-Duty Pay is as follows:
 - a. Head varsity football, 10 weeks; head varsity basketball, 15 weeks, 9% of base.
 - b. Secondary instrumental: secondary vocal, 8% of base.
 - c. Wrestling, 14 weeks, 7% of base.
 - d. Ass't varsity football, 10 weeks; head reserve football, 10 weeks; reserve basketball, 14 weeks; varsity baseball, 10 weeks; varsity track, 9 weeks; 6% of base.
 - e. Special education, 5.5% of base.
 - f. Assistant reserve football, 10 weeks; head freshman football, 9 weeks; girls basketball, 11 weeks; 5% of base.
 - g. Forensics, annual, assistant freshman football, Ass't track, 9 weeks; cross country, 8 weeks; freshman basketball, 13 weeks; junior high basketball, 12 weeks; reserve baseball, 10 weeks; tennis, 10 weeks; golf, 10 weeks, varsity football trainer, 10 weeks; 4% of base.
 - h. Elementary vocal; elementary instrumental, 2% of base; play direction 2.5% of base.
 - i. Audio visual director: senior high, 6%; junior high 4%; elementary 4%; all of base.
 - j. Building responsibility for safety patrol 2%; coordination of safety patrol program, 1%.
 - k. Junior High Intramurals: Seminar rate, \$4.50 per hour.