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MASTER AGREEMENT

between

HOLT EDUCATION ASSOCIATION

and

BOARD OF EDUCATION

of the

HOLT PUBLIC SCHOOLS

1973-74

and

1974-75

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HOLT PUBLIC SCHOOLS
TEACHER MASTER AGREEMENT
1973-74
and
1974-75

This Agreement, is made and entered into this 12th day of June 1973, by and between the Board of Education, Holt Public Schools, (hereinafter referred to as the Board) and the Holt Education Association (hereinafter referred to as the Association).

SECTION 1
PURPOSE AND INTENT

- 1.1 The Board and the Association recognize: That their joint objective is to provide a quality education to the students of the School District, and that the quality of education provided depends upon the dedication, preparation, and morale of the teaching staff and upon the effectiveness and efficiency of the administration to maintain a desirable educational atmosphere.
- 1.2 Being engaged in a mutual endeavor in the public interest the Board and the Association encourage fair and harmonious relations between their respective representatives at all levels.
- 1.3 In the above spirit and pursuant to the requirements of Act 336 of the Michigan Public Acts of 1947 as amended by Act 379 of the Michigan Public Acts of 1965, the Board and Association herein set forth their Agreement with respect to rates of pay, wages, hours and other terms and conditions of employment of all individuals included in the Bargaining Unit as defined in Section 2 who are covered hereby, insofar as such matters are not controlled by applicable Michigan Laws, such Laws superseding anything which may be contained herein.

SECTION 2
RECOGNITION

- 2.1 The Board hereby recognizes the Holt Education Association as the exclusive bargaining representative, as defined in Section II of Act 379, PA of 1965, for all certificated personnel or professional personnel employed by the Board, whether on contract, or on a per diem, hourly or a class rate basis, but excluding substitutes and adult education personnel, supervisory and executive personnel, office-clerical, and maintenance and operating employees.
- 2.11 The term "teacher" when used hereinafter in this Agreement shall refer to all employees represented by the name of the employee organization in the bargaining or negotiating unit as above defined.
- 2.12 The term "Board" shall include its officers and agents.

SECTION 3
TEACHER RIGHTS AND RESPONSIBILITIES

- 3.1 Teachers may have access to their official personnel files located in the superintendent's office, to review any document prepared by the teacher himself, college transcripts, progress evaluation forms prepared by the principal or supervisor and information which is not received as privileged or confidential, which at the present time are restricted to letters of reference and teacher credentials. Said access shall be in the presence of the Superintendent and/or Director of Instructional Personnel. Written acknowledgement of the review shall follow each inspection.
- 3.2 Complaints directed toward a teacher shall be called to the teacher's attention at the earliest possible time if a permanent record is made of such complaint.
- 3.3 Teachers may request the presence of an Association Representative when being reprimanded, warned or disciplined subject to the following procedure:

- 3.31 Nothing contained herein shall prevent verbal communication between administrators and teachers without the presence of an Association Representative. The Association recognizes need for a building principal to carry out responsibilities relating to Board policy, terms of the Master Agreement and the exercise of good judgment by teachers. (These functions of the principal are entirely separate from the teacher evaluation process.) Thus, the building principal confers with teachers. Such contacts including commendation, praise, questioning, suggesting, directing, reminding and correcting shall be termed casual and will not include the presence of an Association Representative.
- 3.32 If any verbal communication is intended by the administrator to be an oral reprimand which will be the basis for further disciplinary action, or if a written reprimand is to be issued in connection with the verbal communication, this intent shall be expressly stated as such, and the teacher shall be given a reasonable opportunity to request the presence of an Association Representative as an observer. No written reprimands shall be issued without preceding verbal communication regarding the incident which will be the subject of the written reprimand.
- 3.33 Before being placed into the teacher's permanent record, the teacher will be provided with a copy of the written reprimand signed by the administrator issuing it and the teacher may submit any written statement he wishes, signed by the teacher, which the teacher wishes included in the record.
- 3.34 Reprimands issued under this Article may be the subject of a grievance within the terms and conditions of the professional grievance procedure set forth elsewhere in this Agreement.

- 3.41 The Board recognizes its responsibility to continue to give administrative backing and support to its teachers leading to the attainment of an environment in the classroom which will enable the teacher best to perform his primary responsibility, the offering of desirable learning experiences. The teacher shall report to the principal the names of students who seem to need particular assistance of skilled personnel. The situation will be studied by school officials and an effort will be made to alleviate the situation.
- 3.42 The teacher shall also report to the principal names of students who are disruptive to the classroom environment which prevents the teacher from offering desirable learning experiences. The teacher will submit a written statement of the nature of the problem, including the facts causing the teacher to file the report as well as a summary of the action of the teacher to correct the situation. These situations shall be studied by school officials and an effort will be made to alleviate the situation. In these cases the teacher will be given a written report of the action taken as soon as practical.
- 3.5
- 3.51 Any case of assault upon a teacher which had its inception in a school centered problem shall be reported immediately in writing to the superintendent or his designated representative. In the event of such an assault, the Board will provide legal advice if the teacher requests it.
- 3.52 No charge shall be made against a teacher's salary or leave time in case of time lost because of court appearances involving incidents stated in Paragraph 3.51 above.

- 3.6 Teachers are required to comply with rules, regulations and directions, from time to time adopted by the Board or its representatives which are not inconsistent with the provisions of this Agreement. The appropriate school administrator shall be informed of any situation where compliance with such rules, regulations and directions would create an imminent hazard to health or safety and the administrator shall take any action necessary.
- 3.7 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.
- 3.8 In case of reduction of staff under contract with the Board, it is recognized that the Board may reduce its staff, provided, however, that in connection with any such reduction the Board shall release the teachers with the lowest seniority within the certification group being reduced.

SECTION 4

ASSOCIATION RIGHTS AND RESPONSIBILITIES

- 4.1 The Association, on its own and its individual members behalf, retains and reserves without limitation all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and Constitution of the State of Michigan, and of the United States.

- 4.2 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 the teachers. The Association may make reports and recommendations to the Board regarding such matters if the Association wishes to do so. Also, public information will be made available which is necessary for the Association to process grievances. One copy shall be furnished. Original records shall be examined only in the Board office.
- 4.3 All regularly scheduled meetings of the Association shall be held after the school day on Mondays. The Association shall notify the Board of scheduled meetings and the teachers who will be involved. It is understood that while Mondays are thus reserved for Association meetings, that other meetings may be held on Mondays which do not involve teachers scheduled for Association meetings. Emergency situations take precedence over any other Board or Association meetings no matter when scheduled.
- 4.4 The Association shall have the right to use school building facilities for business purposes as follows:
 - 4.41 Time: After school hours when a custodian is on regular duty and at times not in interference with regularly scheduled school activities.
 - 4.42 Authorization by the building principal prior to use when the utilization is before 7:00 p.m. After that hour in accordance with Policy A 1310.

4.43 Miscellaneous:

- 4.431 The use of school mail boxes for official Association business.
- 4.432 A bulletin board in the staff room for Association use.
- 4.433 Requests for use of other school equipment shall be made of the building principal in advance of the utilization, in accordance with Policy A 1310.

4.5 Duly authorized representatives of the Michigan Education Association or the National Education Association may have access to school facilities during normal school hours. In all cases of such visits the initial contact in such building must be with the school office to announce their presence. Their activity shall not interfere with the instructional program.

4.6 Association announcements will be permitted after building faculty meetings are completed.

4.7 The following provisions shall be implemented at the beginning of each school year with respect to present Association members and newly employed teachers as follows:

4.71 Each teacher may elect to join the Association and pay the periodic dues (Local-Michigan-National Education Association) by authorizing the deduction of such amounts from his salary, or . . .

- 4.72 Each teacher may elect not to join the Association but to pay it a representation fee in an amount equal to its dues (Local-Michigan-National Education Association) by authorizing the deduction of such amounts from his salary.
- 4.73 If any teacher to whom the foregoing provisions apply fails to comply therewith and the Association certifies such fact to the Board and requests it to institute dismissal proceedings, the Board shall give such teacher notice that his employment will not be continued after the end of the current school year. If the teacher challenges that decision before an agency or court of competent jurisdiction, such teacher's employment will be continued in normal fashion until the end of the school year following the time when there is a final decision by an agency or court of competent jurisdiction (which has not been appealed by any party to the action) upholding such termination.
- 4.74 It is agreed that with respect to any teacher to whom the foregoing provisions apply, failure or refusal to comply with such provisions constitutes just cause for dismissal.
- 4.75 In the event the Board, acting on the request of the Association, discharges or attempts to discharge a teacher for failure to comply with these provisions, the Association agrees to indemnify and hold the Board harmless from any and all damages and judgments which may result from such action except for loss which may be caused by the Board's negligence.

- 4.76 Teachers who elect to pay a representation fee in lieu of joining the Association shall be afforded the same liability insurance coverage as is afforded to Association members and shall be afforded the same representation rights as are extended to Association members.

SECTION 5
BOARD RIGHTS AND RESPONSIBILITIES

- 5.1 The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, 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:
- 5.11 To the executive management and administrative control of the school system and its properties and facilities and the activities of its employees;
- 5.12 To hire all employees and subject to the provisions of law, to determine their qualifications, and the conditions for their continued employment, or their dismissal or demotion, to reduce the number of teachers employed; and to promote, and transfer all such employees;
- 5.13 To establish grades and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board;

- 5.14 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;
- 5.15 To determine class schedules, the hours of instruction, and the duties, responsibilities, and assignments of teachers and other employees with respect thereto, and non-teaching activities, and the terms and conditions of employment.
- 5.2 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 judgement and discretion in connection therewith shall be limited by and subject to the specific and express terms of this Agreement.

SECTION 6 ASSOCIATION DUES

- 6.1 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 Association shall indemnify and save harmless the Board for all sums improperly checked off and remitted to the Association plus any costs incurred by the Board in connection herewith.
- 6.2 Voluntary payroll deductions and reductions are also available for the following purposes upon written authorization of the teacher:
1. United Fund Contributions
 2. Lansing Teachers Credit Union
 3. Tax Sheltered Annuities, in accordance with Board policy.

4. Insurance options

- MESSA - Auto insurance
- MESSA - Income protection*
- MESSA - Life insurance - self only*
- MESSA - Dependent life
- MESSA - Hospital supplement
- Federal Life - Income protection*
- Federal Life - Life insurance - self only*
- Federal Life - Dependent life
- Sun Life - Life insurance

5. Other plans or programs jointly approved by the Association and the Board.

* Additional coverage in addition to the Board-paid portion.

SECTION 7
HOURS OF EMPLOYMENT

7.1 The hours a teacher is normally required to be at school:

7.11 Elementary teachers (except kindergarten)

- 8:00 a.m.-3:35 p.m.--teacher hours
- 8:00 a.m.-8:50 a.m.--planning time
- 9:00 a.m.-3:30 p.m.--student hours

7.12 Kindergarten teachers

- 8:00 a.m.-3:40 p.m.--teacher hours
- 8:00 a.m.-8:40 a.m.--planning time
- 8:50 a.m.-11:38 a.m.--morning student hours
- 12:47 p.m.-3:35 p.m.--afternoon student hours

7.13 Secondary teachers

7:45 a.m.-3:10 p.m.--teacher hours, including five teaching periods and one planning/preparation period.

8:00 a.m.-2:45 p.m.--student hours, Junior High

8:00 a.m.-2:55 p.m.--student hours, Senior High

7.14 These hours recognize that teachers do work away from normal work stations and outside of the hours stated in 7.11-7.13, above. Such work includes: Parent-Teacher conferences, Junior High Parent Night, New Teacher Orientation, up to 5 hours of teacher meetings per semester, curriculum meetings in accordance with 8.3, and supervision or chaperoning of functions as follows: Elementary and Junior High, a maximum of 2 per year; and Senior High a maximum of 2 per semester.

7.15 A teacher may leave after student dismissal time before the end of scheduled teacher hours, making use of the sign out sheet and indicating his or her destination. The Principal has the right to verify the absence.

7.2 Lunch periods will entitle teachers to a daily duty-free period as follows, except in emergency situations; Elementary, 60 minutes; Junior High and Senior High, 25 minutes, excluding passing time.

SECTION 8
TEACHING CONDITIONS

- 8.11 The Board will keep class sizes at a maximum of 27 in grades K-2, 28 in grade 3, and 29 in grades 4-6. Combination rooms will be kept at a maximum of 26.
- 8.12 The Board will keep total student load at a maximum of 160, and individual class sizes at a maximum of 32 for a five-period school day in grades 7-12. These limits shall not apply to physical education, band, choir, typing or the phase elective English program. Laboratory classes in science, home economics and industrial arts will not exceed the number of pupil work stations in the classroom.
- 8.13 Counts to determine class and teacher loads shall be made as follows:
- a. In grades K-6, (1) the second Friday of the student school year with adjustments as follows:
 - (a.) A decision as to the appropriate adjustment to be made within ten (10) teaching days thereafter, and;
 - (b.) Implementation of the adjustment will occur within twenty (20) teaching days after the count date;
 - (2) the second Friday of the second marking period with adjustments as above; and (3) the second Friday of the second semester with adjustments as above.
 - b. At Junior High, (1) the second Friday of the student school year with adjustments as above, and (2) the second Friday of the second tri-mester with adjustments as above.

- c. At Senior High, (1) the fourth Friday of the student school year with adjustments as above, (2) the fourth Friday of the second marking period with adjustments as above; and (3) the fourth Friday of the second semester with adjustments as above.

8.14 If it becomes necessary to exceed the indicated maximum class size, one of the following alternatives will be agreed upon and recommended by the building principal after consultation with the teacher(s) involved:

- a. If classroom space in the building is available, an additional teacher will be employed and the students re-assigned accordingly.
- b. If classroom space in the building is not available, one of the following alternatives will be recommended:
 - (a.) An additional teacher will be employed for "cooperative or team teaching" purposes with the teachers at the affected grade level. Employment to be based on post-interview recommendations from the principal and affected teachers.
 - (b.) Clerical assistance will be employed to provide the teacher with "clerical" relief as indicated in a "clerical utilization" plan developed by the teacher and principal.
 - (c.) Additional consultant help will be provided to the building, which could result in additional released time, possibly on daily basis.

8.2 Teacher evaluation procedure shall be that which is set forth in the Board policy under "Teacher Evaluation Procedure" in existence at the time of execution of this Agreement; provided, however, that changes in evaluation procedure may be implemented from time to time during the life of this Agreement if such changes are first approved by the Tenure Committee.

Any grievance under this Agreement with respect to teacher evaluation shall be limited to the question of whether the procedures established in Policy A 4101 have been followed. Teachers believing that there has been a violation of said procedures may request a formal hearing with Association representation, if desired, before the Tenure Committee. Failure of the Tenure Committee to hold a hearing within ten days after receiving a written request for the same shall be grievable. Specifically excluded from grievance are challenges as to the contents of any evaluation.

- 8.3 The Board and Association recognize and encourage the importance of teacher involvement in the area of curriculum. The existing curriculum organization and structure as outlined in policy enables the teacher to advise and react to the Board on such matters as teaching techniques, courses of study, curriculum revision, curriculum guides, pupil testing and evaluation; philosophy and educational goals of the district, research and experimentation, educational specifications for buildings and related matters; textbooks and other teaching materials; and the use of teaching aids of every kind and nature. The existing structure, organization, and function of curriculum are subject to the following procedure:
- 8.31 The chairmen of the elementary grade committees and K-6 study committees will be appointed by the Elementary Administrative Council. These appointments must be mutually agreeable to the teacher and principal.

- 8.32 The chairmen of secondary department committees will be appointed by the secondary principals. These chairmen will also serve as chairman and vice-chairmen of a 7-12 study committee. These appointments must be mutually agreeable to the teacher and principal.
- 8.33 The dates for elementary grade committee meetings and secondary department meetings shall be established by the principal and chairman jointly. All teachers within a particular grade or department will participate in the study at this level.
- 8.34 K-6 and 7-12 study committee meetings shall be announced in advance. Teacher participation is encouraged but not required.
- 8.35 All reimbursement for time spent on curriculum work shall be in accordance with Schedule B.
- 8.4 Calendar for 1973-74, 1974-75 and 1975-76 has been negotiated by the parties as one of the items for negotiations for the 1973-74 school year, provided, however, the Board reserves the right to set the opening and closing days of the school term.
- 8.5 It is recognized that the democratic values of our society can best be transmitted in an atmosphere which is free from censorship and artificial restraints upon free inquiry and learning, and in which academic freedom for teachers and students is encouraged, provided the teachers within the scope of their assignments exercise such freedom within the framework of established curriculum practices, and provided courses of study are adhered to.

- 8.6 A teacher will not be required to cover another teacher's class except in emergency situations and limited to no more than three times per year. Teachers supervising the activities of student teachers will not be required to serve as substitutes in other classrooms.
- 8.7 A staff room will be located in each building that will provide lavatory facilities and appropriate furniture. The Board will involve teachers in the study and planning for adequately designated and furnished staff rooms for all future buildings and major additions.
- 8.8 An unlisted telephone will be provided in the staff room only for local calls. Teachers may also make use of extensions outside the office at the secondary level and a designated extension in each of the elementary buildings.
- 8.9 When mechanical difficulties arise which affect a school and/or classroom environment; (i.e. no lighting, heat below 60°, no water, no fire alarm system, etc.) adequate educational facilities must be made available the following school day, or sooner if possible. If adequate facilities cannot be provided by the following school day, those classrooms affected will not be required to attend until necessary adjustments are completed.

SECTION 9 TEACHER ASSIGNMENTS

- 9.1 Teachers will be notified of their assignments for the following school year by June 25. Changes beyond that date may be made in case of emergency, which shall include lack of available classrooms, inadequate financial resources, growth patterns that are unexpected or a lack of qualified personnel. In such situations, the teacher will be notified of the change in assignment as soon as possible and the teacher may accept the assignment or may resign his position in the District without prejudice of any type.

9.2 At the elementary level, two or three teachers, with the consent of the principal, may share outdoor physical education duty, thus allowing released time for one or two teachers.

9.3 Teachers employed for less than a full time position have a proportional amount of preparation time.

9.4 Vacancies, Transfers, and Promotions

9.41 In case of vacancies in positions within the bargaining unit during a school year, the Board will attempt to fill the vacancy from within the staff based on letters of interest which teachers have filed with the Director of Instructional Personnel and Curriculum. If there is a qualified member of the staff who has filed a letter of interest regarding the position vacant, the Board will consider the teacher for such position. If a teacher with a letter of interest on file is not transferred to fill the vacancy, a written notice of the reasons for the Board's decision shall be given to the teacher.

9.42 In case of positions within the bargaining unit known by the Board to become vacant in the next school year, the Board will post notice of such vacancies as may be known during January, February, March, April, and May for a period of ten calendar days during each of those months. The Board will award such position to the best qualified member of the staff who applies during such posting period. If no staff member who is qualified applies for the position, the Board will employ outside applicants during the balance of each month.

After May 10, the Board will consult letters of interest on file before employing outside applicants but shall not post.

Teachers applying but not awarded the position shall be given written notice of the reasons for the Board's decision.

- 9.43 In case of openings in present administrative positions, the Board shall consult letters of interest on file. Should new administrative positions be created, the Board shall post notice for ten days. Teachers who meet the minimum requirements for a position, and who are not chosen to fill it, will receive a written statement of the reasons for their non-selection upon request.
- 9.44 Letters of interest on file shall expire each year on December 31. Teachers wishing to express a continuing interest in a position or positions shall submit a new letter of interest for the ensuing year.
- 9.45 Although adult education positions are not within the scope of this Agreement, the Board agrees to post notice of adult education openings for the information of the regular teaching staff, and to receive letters of interest. Members of the regular teaching staff will have the first opportunity for high school completion positions providing the teacher meets the goals, objectives and requirements of the course.
- 9.5 At the secondary level, unless a teacher volunteers for more, there shall be a maximum of three preparations in the academic subjects which are of significant difference, and except for the third level of a foreign language course.

SECTION 10
LEAVE OF ABSENCE

- 10.1 A teacher shall request permission from the secondary principal at that level and elementary coordinator at that level in advance of attending any conference within the State of Michigan. Final approval shall be by the Director of Instructional Personnel and Curriculum. Conferences outside the State of Michigan require Board approval.
- 10.11 Permission will be governed by the availability of a substitute, special building situations, and the principal's judgment as to the needs of and/or benefits to the teacher and the programs or activities concerned.
- 10.12 Expenses will be allowed as follows: 10¢ per mile for automobile; the salary of a substitute if necessary; lodging, actual cost (normally not to exceed \$15.00 per night except where the least expensive accommodations available are more costly); meals up to \$1.50 for breakfast, \$3.00 for lunch and \$5.00 for dinner; registration fee; and if transportation is by public carrier, the most economical means.
- 10.13 Any teacher may make application to the principal to attend a conference at his own expense, except for the pay of the substitute. Verbal or written reports may be required.
- 10.2 A teacher shall request permission from the secondary principal at that level and elementary coordinator at that level in advance of making any visitation. Final approval shall be by the Director of Instructional Personnel and Curriculum. Visitations shall be within the State of Michigan.

- 10.21 Permission will be governed by the availability of a substitute, special building situations, and the number of visitations previously made. No permission will be granted for the day preceding or the day following holidays and vacations, and the first and last days of school year.
- 10.22 Expenses allowed will be limited to the salary of a substitute if necessary.
- 10.3 Visitations made by a teacher at the request of the Board shall not be subject to the limitations in 10.2 above. Expenses for visitations outside the school district shall be allowed as outlined in 10.12, above.
- 10.4 Sick leave chargeable against accumulated sick leave time shall be granted as follows. Ten days shall be granted per school year with a maximum accumulation of ninety days.

Teachers having more than ninety days accumulated sick leave time on the date of final ratification of this Agreement shall retain the additional days above ninety and may draw against them as the need arises; however, they will be granted no additional days unless, through usage, their accumulated sick leave time is reduced to less than ninety days, at which time they shall be entitled to normal accumulation as described above to a maximum of ninety days.

Teachers employed for less than a full school year shall receive a pro-rated bank of days.

10.41 Personal Illness

The illness shall be attested to by the teacher through the completion of a sick-leave form furnished by the school, upon the return of the teacher to school. The principal shall endorse the card. The Board reserves the right at such time to require a physical or mental examination of a teacher at the Board's expense by a doctor of its choice should this seem in the best interests of the school. A written statement may be required from the attending physician in cases of an injury or illness that keeps a teacher from work for five or more consecutive working days. A written statement shall be mandatory commencing the eighth calendar day of absence. Also, such a statement shall be mandatory in all cases of absence covered by Workman's Compensation regardless of the length of the absence.

10.42 Illness in the Employee's Household ¹

One day per period of illness of a member of the employee's family shall be granted. The intent of this provision is to provide the employee time to make arrangements for the care of the sick members of his household; otherwise the school does not assume responsibility for family illness. The school reserves the right to require a certified report by the doctor in attendance. In serious emergencies additional days may be granted.

¹ A person for whom the teacher principally is responsible for financial and physical care.

In the event of serious illness of a parent or parent-in-law, the teacher's first recourse shall be to personal business leave as defined in 10.5 below. Should the teacher's personal business leave be exhausted, one day per period of illness of a parent or parent-in-law may be granted as provided in this section.

10.43 Death in the Immediate Family

A maximum up to five days may be granted at the time of death when needed in case of a death in the immediate family. 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-parent, step-sister, step-child, step-brother, or a person for whom the teacher principally is responsible for financial and physical care.

10.44 Funerals outside the Immediate Family

One day may be granted for attendance at funerals of persons outside the immediate family. If additional time is needed, it may be requested as personal business leave.

10.5 Two days a year beyond the sick leave allowance may be used for personal business. Notification of desire to take a personal business leave day shall be filed in writing with the Director of Instructional Personnel at least four days in advance (except in the event of an emergency when a shorter notice may be acceptable). In connection with such personal business leave, and upon return to school, the teacher must indicate on the leave card the purpose of the leave. The leave card is to be sent by inter-school mail directly to the Director of Instructional Personnel. Use of personal business leave time may be subject to verification by the Board.

The purpose for which such leave time may be used shall be sound, pressing, unavoidable causes which cannot be handled during the normal school day. A personal business leave day shall not be granted for the day preceding or the day following holidays or vacations, and the first and last days of school year. Exceptions are when personal business days are granted for funeral attendance not covered by the immediate family, or when stranded out of town due to failure of public carriers to operate in adverse weather conditions. Verification by the public carrier (s) is required.

Personal business leave days not used during a school year will be added to and accrued as sick leave days at the beginning of the following year.

- 10.6 Weather or Mechanical conditions which force the closing of schools.
 - 10.71 Notification of such closing by radio or telephone will include teachers.
 - 10.72 Teachers are encouraged but not required to use such time for a work day at their school.
- 10.7 When a teacher has exhausted compensated leave days, the teacher shall be placed on health and hardship leave as provided in 10.94.
- 10.8 Adverse travel conditions excepting failure of public carriers to operate, which necessitate a teacher's absence when school is in session will result in the reduction of the teacher's pay by the period of no service. (For exception, see 10.5, paragraph 2, above.)

10.9 Other Leaves

10.91 General Leave

The following conditions shall apply to general leaves under this Article and unless otherwise indicated also shall apply to all other extended leaves covered under this Article.

- 10.911 Requests for leaves shall be in writing. Teachers requesting general leave shall indicate the reason for which the leave is requested.
- 10.912 A teacher must be on tenure to be eligible for general leave except in case of maternity or military leave or health reasons.
- 10.913 All general leaves shall be limited to one year. Extensions may be granted by the Board.
- 10.914 Salary increments shall not accrue.
- 10.915 Leave of absence days shall not accrue but unused leave of absence days held at the start of the leave shall be retained.
- 10.916 Written notice to the Director of Instructional Personnel of intention to either return or resign shall be given by March 1st of the year in which the leave expires.

10.917 Re-employment during the school year shall be at the discretion of the Board, and a teacher who gives timely notice of intent to return for the following year and meets the other qualifications of the leave procedure shall be re-employed if there is an opening on the staff for which the teacher is qualified.

10.92 Extended Leave for Pregnancy

Normally, employees going on maternity leave shall begin maternity leave at the end of the marking period closest to the sixth month of pregnancy. Requests to vary from this time limit must be supported by a doctor's statement, specifying that the teacher is able to carry on the full responsibility of the teacher's position during such additional time. The statement shall specify the period of time the teacher is allowed to work.

Normally employees will be expected to return from maternity leave within 60 days following delivery. Requests to vary from this requirement must be supported by a doctor's statement, indicating the teacher's condition and date when the teacher may report to work without limitation to carry out the responsibilities to which the teacher will be assigned.

The School District reserves the right at its option to require employees to be examined by a doctor of the district's choice, pursuant to the provisions of Section 10.41.

Teachers qualifying for maternity leave shall first receive any accumulated sick leave benefits for which they are qualified; after which they shall be placed on extended maternity leave until eligible to return to their duties.

10.93 Extended Leave for 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.

10.94 Extended Leave for Health and Hardship Reasons

10.941 Any teacher whose personal illness extends beyond the period compensated will be granted a leave of absence to a maximum of one year without pay or increment for such time as is necessary for complete recovery. Extension may be granted by the Board. A teacher may be re-employed at the discretion of the Board.

10.942 Whenever a leave of absence is granted as described, a teacher shall give acceptable professional evidence of recovered health before being permitted to return to employment in this school system.

10.95 Extended Leave for Educational Purposes

10.951 Peace Corps - A teacher will be granted a leave without pay for a period of minimum enlistment for full-time overseas duty in the Peace Corps. Extensions may be granted by the Board. Regular salary increments shall accrue.

10.952 Study Leave

10.9521 A teacher who has been employed by the Board for at least five years will be granted a leave upon written application for a study leave without pay for a period not to exceed one school year. Provided, however, no more than three (3) members of the teaching staff will be permitted to be absent for such leaves in any given year. If more than three (3) applications are filed for any given year, applications will be considered in order of filing dates. A teacher planning to take such leave shall give written notice of intent to the Director of Personnel and Curriculum as soon as possible in the school year prior to the school year in which the leave will be taken and shall file a formal written application by no later than April 1 of such preceding year.

No such leave shall be granted unless the Board has employed a suitable replacement for the teacher by June 15.

If no replacement has been employed, the teacher shall not be granted leave under this provision but may apply and shall be granted a general leave, subject to the terms and conditions applicable to such leaves, as provided elsewhere in this Agreement.

If granted a study leave, a teacher upon completion of the leave shall be returned to his or her position held prior to the leave.

10.9522

The teacher will be required to take at least nine semester hours credit per semester (or 9 term hours per quarter) in an institution of higher education accredited by the North Central Association of Colleges and Secondary Schools or its equivalent.

10.9523

The teacher will advance on the salary schedule as he would have advanced had he been employed by the Board.

- 10.953 Exchange teaching -- After five years of employment by the Board, a teacher may be granted a leave to teach for not more than one year in another State or another Country or Territory. Requests shall be made no later than February 1 preceding the school year for which the leave is sought.
- 10.954 United States Government Teaching - A teacher who has been employed by the Board for at least two years may be granted a leave for not more than two years in an assignment in a United States Government School outside this country. If re-employed, advancement on the salary schedule shall occur. Requests shall be made no later than February 1 preceding the year for which the leave is sought.
- 10.955 Sabbatical Leave - Subject to the applicable Michigan Statutory provisions and any amendments thereto, the Board may grant Sabbatical leaves for study providing:
- 10.9551 No more than one of the teachers in the district shall be absent on sabbatical leave at any one time except in particular circumstances.

- 10.9552 Requests are made in writing to the Superintendent on or before February 1, and finalized by May 1, of the school year preceding the school year for which the leave is sought.
- 10.9553 The teacher has completed at least seven (7) consecutive full school years of service in the district.
- 10.9554 The teacher shall agree to remain in the employ of the District for a period of not less than one year following his return from Sabbatical leave.
- 10.9555 The teacher will be required to file periodic reports with the Superintendent as mutually agreed upon.
- 10.9556 The Board shall be responsible for granting all leaves. Approval will be contingent upon securing a certified employee qualified to assume the applicant's duties while on leave.

- 10.9557 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, in the judgment of the Superintendent, fulfilled satisfactorily.

- 10.9558 The compensation for a teacher on sabbatical leave shall be half annual base salary rate. During the sabbatical leave, the leave of absence policy will apply, and the Board will continue to make insurance payments. The applicant will be paid at the same time as the rest of the staff.

- 10.96 A leave of absence of up to two (2) years shall be granted to any teacher upon application for the purpose of serving full time in an elective office of the MEA or NEA.

- 10.97 The Board shall grant released time to the Association up to fifteen (15) full days per year, provided the Association agrees to reimburse the Board for the substitute's pay, subject to the following limitations:

- 10.971 Any one teacher shall be limited to a maximum of five (5) days absence on Association time.
- 10.972 The Association President shall endorse requests for use of Association time.
- 10.973 Attendance at conferences sponsored by NEA, MEA, or affiliated organizations which relate to curriculum are to be authorized via the procedure outlined in 10.1, not as Association time.
- 10.974 Association time will not be requested for purposes of training negotiators.
- 10.98 A period not to exceed twenty (20) working days in one school year may be granted for jury duty. An extension beyond twenty (20) days will be granted when the continuation of a specific case necessitates it. The Board shall pay the difference between the teacher's regular pay and the pay received for jury duty.
- 10.99 Leaves for Other Purposes - No charge shall be made against a teacher's salary or leave days for the following reasons:
 - 10.991 Court appearance when subpoenaed.
 - 10.992 Time necessary to take the Selective Service physical examination.
 - 10.993 Attendance at a particular function when requested by the Board.
 - 10.994 Appearance in court necessitated by a school related incident.

SECTION 11
RATES OF PAY, WAGES AND FRINGE BENEFITS

- 11.1 The salaries of teachers are set forth in Schedule A which is incorporated in the Agreement. Such salary schedule shall go into effect as provided in Schedule A.
- 11.2 Insurance
 - 11.21 The Board will provide either of the following coverages, at the teacher's option:
 - 11.211 Effective October 1, 1973, Blue Cross-Blue Shield MVF-2 health insurance, \$5,000 group life insurance on the employee, and \$60.00 weekly salary protection for each teacher; subject to the terms and conditions of the master policies applicable to such benefits, or . . .
 - 11.212 Effective October 1, 1973, Michigan Education Special Services Association (MESSA) Super Med 2 health insurance (\$5,000 group life insurance on the employee included) and \$60.00 weekly salary protection for each teacher; subject to the terms and conditions of the master policies applicable to such benefits.
 - 11.22 Effective October 1, 1973, the Board will provide MESSA Delta Dental Plan D, with orthodontic rider 0-2 for each teacher; subject to the terms and conditions of the master policies applicable to such benefits.

- 11.23 The Board will provide MESSA long term disability insurance subject to the terms and conditions of the master policies applicable to such benefits as follows:
- 11.231 Effective October 1, 1973, 60% of monthly contractual salary, with a 90 day waiting period.
 - 11.232 Effective October 1, 1974, 66-2/3% of monthly contractual salary, with a 90 day waiting period.
- 11.24 Insurance provided by the Board under either option in 11.21, above, shall cover either the employee only; or, in the case of principal wage earners, the employee and spouse or full family coverage, as the teacher is eligible.
- 11.25 In order to provide for an orderly transfer of coverage for teachers wishing to change options in 11.21, an open enrollment period shall be designated in cooperation with the various carriers each September.
- 11.26 Once coverage is designated, it shall not be altered except as birth or adoption, marriage, social security eligibility or death is involved or until the next open enrollment period.

Failure to make use of all or any part of the maximum possible premium coverage available shall not make any funds transferable to cash or other form of benefit for the benefit of the teacher or others.

For present employees, the Board shall continue its contribution toward such benefits the first of the month following ratification.

For new employees employed prior to the 15th day of any month, the contribution shall begin the first of the following month. For those employed subsequent to the 15th of any month, the contribution shall begin the first of the second succeeding month.

For employees leaving the payroll prior to the 15th of any month, the contributions shall cease with that month. For those leaving the payroll subsequent to the 15th of any month, the contribution shall cease after the following month.

Teachers who resign effective at the end of a school year after having been employed the entire school year, shall have their Board-paid insurance coverages extended through the following September 30.

- 11.3 Upon a teacher's retirement, in accordance with the requirements of the Michigan Public School Employees Retirement Act, a terminal leave pay determined by the greater of (1) or (2) below will be paid if at least ten years continuous employment in this school district has occurred.

(1) \$50.00 per year of employment in this school district, or (2) a sum equal to 50% of the current wage for each accumulated leave of absence day. (2) is limited to a sum up to twice the amount calculated by (1).

- 11.4 Teachers are covered by Workmen's Compensation benefits for work related injury or illness. In the event of a work related injury or illness, the teacher shall be paid at his regular rate but time lost from work is chargeable against the teacher's accumulated bank of sick leave days.

After the five day waiting period, the teacher is eligible for Workmen's Compensation benefits, and his pay will be reduced to the difference between said Workmen's Compensation benefits and his regular rate. Sick leave will be charged on a pro rata basis computed on the relationship of his differential pay to his regular rate of pay.

- 11.5 When a regular pay day occurs within a vacation period during the school year, that pay day shall be advanced to the last day prior to the beginning of said vacation period, provided that no more than one pay period shall be advanced with respect to any vacation period.
- 11.6 Pay periods shall be every two weeks during the entire year. The pay periods may be based on either a ten- or twelve-month year at the option of the teacher. Unless the Director of Personnel and Curriculum is notified otherwise by no later than August 1, the teacher will be presumed to have selected the twelve month plan. Those selecting the ten month plan must remain on this plan for the entire school year.

Teachers on the twelve month plan must designate no later than February 1 if they wish a lump sum payment at the end of the school year.

SECTION 12 GRIEVANCE PROCEDURE

- 12.1 A "grievance" is a claim, by one or more teachers or the Association, of violation or misinterpretation or misapplication of any provision of this Agreement.

- 12.2 The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances. Both parties agree these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.
- 12.3 Nothing contained herein will be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate administrator and having the grievance adjusted without intervention of the Association, provided the adjustment is consistent with the terms of this Agreement and provided further, the teacher need not exercise such right.
- 12.4 There shall be one Association representative for each building who shall be recognized as official representative of the Association in grievance procedures. The names of such representatives of the Association shall be furnished in writing to the Director of Instructional Personnel and Curriculum as soon as possible after their appointment. No such representative shall act on behalf of the Association until the Director of Instructional Personnel and Curriculum has been advised of his appointment in writing by the officers of the Association. Any changes in such representatives shall be reported to the Director of Instructional Personnel and Curriculum in writing as far in advance as possible.
- 12.5 General Conditions
- 12.51 Prompt processing of grievances is important. Therefore, all time limits stated in this procedure should be considered as maximums, and every effort should be made to expedite the process.

No grievance which has not been filed within the initial time limit prescribed will be heard.

Any grievance which is not appealed to the next higher step of the procedure within the time limit specified will be considered settled on the basis of the decision rendered at the last step heard.

Any grievance upon which no hearing is held, or no decision rendered, within the time limit specified will be considered automatically appealed to the next higher step of the procedure, effective with the expiration of the time limit.

Time limits may be waived only by mutual written consent of all parties to the grievance signed and dated prior to the expiration of the time limit for which a waiver is requested. Any extension of a time limit shall be for a specified number of days.

In all references to time limits in this procedure, the term day or days refers to scheduled teacher work days according to the calendar. Days lost under emergency closing procedures shall not be counted.

- 12.52 Beyond the initial step of this procedure, appeals by the Association shall be signed, and the Association shall be represented in hearings, by the Chairman of its Grievance Committee, and/or such other person(s) who shall be designated in writing by him with authority to act on behalf of the Association.

- 12.53 Should either party desire to be represented at any hearing under this procedure by legal counsel, it shall notify the other parties sufficiently in advance so that they may be represented by counsel also; and no hearing shall be held at which any party is represented by counsel unless the other parties are also so represented or have waived in writing their right to such representation.
- 12.54 Should the Association withdraw a grievance at any level, or should the grieving teacher or teachers leave the employ of the Board, all further proceedings on said grievance shall be barred.

12.6 Formal Grievance Procedure

- 12.61 Except as provided in 12.3, above, all grievances shall be in writing. They shall contain the following information:
 - 12.611 A statement of the facts alleging the violation, including the date when said alleged violation occurred.
 - 12.612 The section(s) of this Agreement which are alleged to have been violated.
 - 12.613 The relief requested.
 - 12.614 The signature or signatures of the grieving parties.
 - 12.615 The date upon which the grievance is filed.

12.62 Initial Step

- 12.621 A grievance shall be filed within ten (10) days of the alleged violation, misinterpretation or misapplication of this Agreement.
- 12.622 The grievance shall be filed with the teacher's principal or other immediate supervisor.
- 12.623 The principal may, at any point prior to rendering a decision, refer the grievance to the next higher step in the procedure, should the matter being grieved be beyond the scope of his authority.
- 12.624 If the principal decides to hear the grievance, he shall within five (5) days of the filing of the grievance hold a hearing thereon with the grieving teacher(s), and at the teacher's option, the building Association representative.
- 12.625 Within five (5) days after said hearing, the principal shall render a written decision to the grieving party with a copy to the Association, and a written report of the grievance to the Superintendent.

12.63 Second Step

- 12.631 If the decision of the principal is unsatisfactory to the grieving teacher, teachers or the Association, the Association may file a written appeal to the Director of Instructional Personnel and Curriculum within five (5) days after the decision of the principal.

- 12.632 Within ten (10) days of receiving an appeal, or a grievance by referral from the principal, the Director of Instructional Personnel and Curriculum shall hold a hearing thereon.
- 12.633 Within five (5) days after said hearing, the Director of Instructional Personnel and Curriculum shall render a written decision thereon, transmitting a copy thereof to the Association, and filing a copy in a permanent file in the Superintendent's office.

12.64 Third Step

- 12.641 If the decision of the Director of Instructional Personnel and Curriculum is unsatisfactory to the Association, it may file an appeal for mediation with the Michigan Employment Relations Commission, in accordance with the Commission's procedures and law. Such appeal to mediation shall be filed within ten (10) days after the decision of the Director of Instructional Personnel and Curriculum.

12.65 Fourth Step

- 12.651 Should it be impossible to resolve the grievance in a mutually acceptable manner via mediation, either The Board or the Association may, within ten (10) days of the conclusion of mediation, appeal to arbitration. Such appeal shall be in writing and shall be delivered to the American Arbitration Association and the other party within said ten day period. If not so delivered, the grievance shall be abandoned. If the parties are unable to agree upon an arbitrator, he shall be appointed under the rules of the American Arbitration Association.
- 12.652 The arbitrator so selected will confer with the parties and hold hearings promptly and will issue his decision not later than twenty (20) days from the date of the close of the hearing. The arbitrator's decision shall be in writing and will set forth his findings of fact, reasoning, and conclusions on the issues submitted.
- 12.653 The arbitrator shall have no power to alter, modify, add to, or subtract from the provisions of this Agreement. His authority shall be limited to deciding whether a specific article and section of this Agreement has been violated and shall be subject to, in all cases, the rights, responsibilities and authority of the parties under the Michigan General School Laws or any other national, state, county, district or local laws. The arbitrator shall not usurp the functions of the Board of Education or the proper exercise of its judgment and discretion under law and this Agreement.

- 12.654 The decision of the arbitrator shall be final and binding upon both parties.
- 12.655 The arbitrator's fee and expenses shall be divided equally between the parties.
- 12.7 Immediately after any adjustment is made, the Association will be given an opportunity to meet with the Board's representative to learn of the settlement of the grievance. The Association will indemnify and save harmless the Board from any action taken by a teacher not desiring the Association's involvement.
- 12.8 If any teacher has a complaint regarding any condition of employment covered by the Michigan Teachers' Tenure Act such complaint shall be dealt with exclusively through the provisions of said Act, unless a specific alternative provision is provided under this Agreement and the established procedures thereof.
- 12.9 Teachers required to participate in negotiating meetings, grievance meetings, or arbitration hearings, shall suffer no loss of pay in connection with time lost as a result of a teacher's participation in such meetings, when any of such meetings are scheduled by the Board to be held during the teacher's normal working hours.

SECTION 13
TEACHER QUALIFICATIONS

- 13.1 The Board normally will require a Bachelors degree and proper certification as the minimum qualification from applicants for employment. The Board will also continue its practice of employing only substitutes who have proper certification to qualify under state law for substitute teaching.

- 13.2 In cases where the Board varies from its normal practice with respect to the Bachelors or standard certification requirement, the Association will be given notice of the teacher employed. The Association will also be notified if substitutes are employed who do not have the minimum certification or when substitutes are employed for more than fifteen consecutive working days.

SECTION 14
MISCELLANEOUS PROVISION

- 14.1 If any provision of this Agreement or any application of the Agreement to the Association, the Board or a member of the Board, shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- 14.2 Copies of this Agreement will be printed at the expense of the Board and presented to all teachers now employed or hereafter employed by the Board during the term of the Agreement.
- 14.3 Neither party shall have any control over the selection of the negotiating representative of the other and each 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, in the course of negotiations, subject only to such ultimate ratification.
- 14.4 This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in written and signed amendment to this Agreement.

- 14.5 The parties agree to meet at mutually convenient times during the life of this Agreement to review the language of the Agreement and seek mutual understanding on its interpretation.
- 14.6 Individual contracts between the Board and individual teachers shall be subject to the terms and conditions of the Master Agreement. If any individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

SCHEDULE A
HOLT PUBLIC SCHOOLS
1973-74
TEACHER SALARY SCHEDULE

<u>Step</u>	<u>BA</u>	<u>BA+30 Term Hours</u>	<u>MA</u>	<u>MA+15 Term Hours</u>
1	\$ 8,476	\$ 8,476	\$ 8,476	\$ 8,476
2	8,822	8,904	9,058	9,058
3	9,256	9,377	9,687	9,687
4	9,674	9,905	10,258	10,258
5	10,108	10,432	11,046	11,046
6	10,593	11,014	11,620	11,863
7	11,079	11,594	12,300	12,569
8	11,565	12,175	12,981	13,288
9	12,079	12,755	13,683	14,006
10	12,564	13,358	14,385	14,734
11	13,204	14,050	15,232	15,612
1 L/CM	13,704	14,550	15,732	16,112
2 L/CM	14,204	15,050	16,232	16,612

1974-75

TEACHER SALARY SCHEDULE

For the 1974-75 school year, the 1973-74 Teacher Salary Schedule shall be increased a minimum of 4% at all steps and degree levels, with the exception of the 1 L/CM and 2 L/CM steps, which shall be \$500 and \$1,000 above step 11 for the appropriate degree level respectively.

If the cost of living increases more than 4%, the 1974-75 Teacher Salary Schedule shall be increased from the 1973-74 schedule proportionally, to a maximum increase of not to exceed 6%.

The cost of living percentage to be applied shall be determined in the following manner:

The U.S. Consumer Price Index all items summary of retail prices, as published by the U.S. Department of Labor shall be used. The percentage gain or loss shall be calculated by dividing the annual average index for the period June, 1973, through May, 1974, by the annual average index for the period June, 1972, through May, 1973.

SUPPLEMENTARY INFORMATION:

Longevity - \$500 additional at Steps 16 and 21.

Continuing Maximum - \$500 additional at Steps 14, 17 and 20.

No new applications for continuing maximum will be accepted. Teachers currently on continuing maximum shall continue to receive the benefit.

Credit for other experience: Teaching: up to full credit. Related experience: An equitable share. Both as determined by the Superintendent.

Bachelors + 30, Masters Degree and Masters + 15 must be applicable to the teaching assignment to be credited unless otherwise approved by the Director of Instructional Personnel and Curriculum. Grandfather clause protection for present teachers is in effect for teachers who began work toward BA + 30 and/or Masters prior to the 1968-69 school year. Graduate credits to be applied to the Masters + 15 level during the 1973-74 school year, shall have been earned since July 1, 1968, and during the 1974-75 school year they shall have been earned since July 1, 1969.

Teachers who had qualified for the "skip step" benefit on or before October 1, 1971, will continue to receive the benefit.

Contractual placement on the salary schedule shall not be altered after October 1.

In order to qualify by the deadline date, the teacher must submit to the Director of Instructional Personnel and Curriculum documented proof of qualifications. Such proof must be in the form of a certified transcript.

LONGEVITY

1. A teacher who has reached the qualifying step to be considered for the longevity benefit must apply at that time.

2. Procedure for qualification
 - a. Present evidence of being above average in teaching performance.
 - b. The evaluation will be done by a committee of four persons as follows:
 1. The principal of the building.
 2. The Director of Instructional Personnel and Curriculum.
 3. Two teachers selected by the applicant and approved by the principal and Director of Instructional Personnel and Curriculum.
3. Teachers presently under the continuing maximum provisions of Schedule A must complete five years' service after receiving their last continuing maximum increment before being eligible to receive a longevity increment.

SCHEDULE B

Extra Duty Pay is as Follows:

- 10% Head Varsity Football Coach, Varsity Boys Basketball Coach.
- 9% Secondary Instrumental, Secondary Vocal, Head Wrestling Coach.
- 8% Head Reserve Football Coach, Reserve Boys Basketball Coach, Varsity Baseball Coach, Varsity Boys Track Coach, Swimming Coach.
- 7% Varsity Girls Basketball Coach, Head Freshman Football Coach, Head Boys Tennis Coach, Assistant Varsity Football Coaches.
- 6% Freshman Boys Basketball Coach, Junior High Boys Basketball Coaches, Senior High Audio-Visual, Assistant Reserve Football Coach, Assistant Wrestling Coach.
- 5% Reserve Girls Basketball Coach, Cross Country Coach, Reserve Baseball Coach, Assistant Boys Track Coach, Golf Coach, Assistant Freshman Football Coach.
- 4% Girls Tennis Coach, Girls Volleyball Coach, Girls Track Coach, Girls Softball Coach, GAA Advisor -- Senior High, Building responsibility for safety, Elementary Bus Duty, Forensics, Annual Advisor, Elementary and Junior High Audio-Visuals, Senior High Cheerleading, Assistant Boys Tennis Coach.
- 2.5% Play Director (per play).
- 2% Elementary Vocal, GAA Advisor -- Junior High, Junior High Cheerleading.

1% Elementary Instrumental, Coordinator of Safety Patrols.

Elementary grade and subject chairman	\$200
7-12 Study Committee Chairman	225
7-12 Vice-Chairman	175
K-12 Guidance Chairman	225
K-12 Assistant Guidance Chairman	175
K-12 Library Chairman	225
K-12 Assistant Library Chairman	175

NOTE: Percentages based on the teacher's current degree level, with experience credit for experience in this extra-duty activity. (This may or may not coincide with the teacher's total teaching experience).

Seminar Rate:

The 1973-74 seminar rate of \$6.75 per hour is effective with the beginning of the 1973-74 school year and continues through the summer of 1974. The 1974-75 seminar rate of \$7.25 per hour is effective with the beginning of the 1974-75 school year and continues through the summer of 1975.

HOLT PUBLIC SCHOOL CALENDAR

1973-74

Pre-School Conference	August 28 - New Teachers August 29-31 - All Teachers
First Day of School	September 4
Thanksgiving	November 22 & 23
Christmas Vacation	December 22-January 6
School Resumes	January 7, 1974
End of Semester	January 25
First Semester:	
Teacher Days 95 (96):	Instruction Days 92
Spring Vacation	April 8-April 12
Memorial Day	May 27
End of School	June 7
Second Semester:	
Teacher Days 89:	Instruction Days 88
Total for Year:	
Teacher Days 184 (185):	Instruction Days 180

HOLT PUBLIC SCHOOL CALENDAR

1974-75

Pre-School Conference	August 27 - New Teachers August 28-30 - All Teachers
First Day of School	September 3
Thanksgiving	November 21 & 22
Christmas Vacation	December 23-January 3
School Resumes	January 6, 1975
End of First Semester	January 24

First Semester:

Teacher Days 95 (96); Instruction Days 92

Spring Vacation	March 31-April 4
Memorial Day	May 26
End of School	June 6

Second Semester:

Teacher Days 89; Instruction Days 88

Total for Year:

Teacher Days 184 (185); Instruction Days 180

HOLT PUBLIC SCHOOL CALENDAR

1975-76

Pre-School Conference	August 26 - New Teachers August 27-29 - All Teachers
First Day of School	September 2
Thanksgiving	November 27 & 28
Christmas Vacation	December 24-January 2
School Resumes	January 5, 1976
End of First Semester	January 23
First Semester:	
Teacher Days 95 (96):	Instruction Days 92
Spring Vacation	April 12-April 16
Memorial Day	May 31
End of School	June 4

Second Semester:

Teacher Days 89: Instruction Days 88

Total for Year:

Teacher Days 184 (185): Instruction Days 180

DURATION OF AGREEMENT

This Agreement shall become effective July 1, 1973, or as of the date of ratification by both parties, whichever is later; and shall continue in effect until June 30, 1975. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated. At a time mutually agreeable, but not later than April 1, 1975, the parties shall meet to begin negotiations on a successor Agreement.

EDUCATION ASSOCIATION

BOARD OF EDUCATION

By
Its President Date

By
Its President Date

By
Its Secretary Date

By
Its Secretary Date

By
Chairman, Negotiation Comm.
