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HOUGHTON LAKE  
EDUCATION ASSOCIATION AGREEMENT

This Agreement entered into this 12th day of June, 1967, by and between the Board of Education of Houghton Lake Public Schools, Houghton Lake, Michigan, hereinafter called the "Board", and the Houghton Lake Chapter of the Michigan Education Association, hereinafter called the "Association".

WITNESSETH

WHEREAS the Board and the Association recognize and declare that providing a quality education for the children of Houghton Lake is their mutual aim and that the character of such education depends predominantly upon the quality and morale of the teaching service, and

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

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

WHEREAS the parties, following extended and deliberate professional negotiations, have reached certain understandings which they desire to memorialize,

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

MEA  
1216 Kendall  
E. Lansing, Mich.  
48823

Houghton Lake Ed. Assn.

## ARTICLE I

### Recognition

A. The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in Section II of Act 379, Public Acts of 1965, for all certified classroom teachers, consultants, guidance counsellors, librarians, and department heads whose primary function is, in addition to teaching, one of co-ordinating, and who are not responsible for the hiring and/or firing of certificated personnel, employed or to be employed by the Board, but excluding Principals and Assistant Principals, Superintendents, Assistant Superintendents, business managers, office and clerical employees, teachers' aides and library clerks. The term "teacher", when used hereinafter in this agreement, shall refer to all certified employees represented by the Association in the bargaining or negotiating unit as above defined. The term "board" shall include its officers, trustees, and/or agents.

## ARTICLE II

### Association and Teacher Rights

A. Pursuant to the Michigan Public Employment Relations Act, the Board hereby agrees that every certificated employee of the Board shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under color of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by the Act or other laws of Michigan or the Constitutions of Michigan and the United States; that it will not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association, his participation in any activities of the Association or collective professional negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement.

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

C. The Association and its members shall be permitted to use school building facilities after regular school hours for meetings providing it does not interfere with scheduled activities. No teacher shall be prevented from wearing insignia, pins or other identification of membership in the Association either on or off school premises. Bulletin boards in teachers' lounges shall be made available to the Association and its members.

D. The Board agrees to furnish to the Association in response to reasonable requests from time to time all available information concerning the financial resources of the district, and such other information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers and their students, together with information which may be necessary for the Association to process any grievance or complaint.

E. The Association requests information on any new or modified fiscal, budgetary or tax programs, construction programs, or major revisions of educational policy, which are proposed or under consideration and the Association shall be given opportunity to advise the Board with respect to said matters prior to their adoption and/or general publication.

F. Teachers shall be entitled to full rights of citizenship and no religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher. Consistent with the Code of Ethics of the Education Profession, the private and personal life of any teacher is not within the appropriate concern or attention of the Board unless it affects his teaching responsibilities.

G. The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied in a manner which is not arbitrary,

capricious or discriminatory and without regard to race, creed, religion, color, national origin, age, sex, marital status, or membership in or association with the activities of any professional education organization. The Board and the Association pledge themselves to seek to extend the advantages of public education to every student without regard to race, creed, religion, sex, color or national origin and to seek to achieve full equality of educational opportunities to all pupils.

H. Consistent with the Code of Ethics of the Education Profession, membership in the Association shall be open to all teachers regardless of race, creed, sex, marital status, or national origin.

I. Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted without intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement.

ARTICLE III

Deductions for Professional Dues

A. Teachers may at any time prior to October 1st sign and deliver to the Board an assignment authorizing deduction of membership dues and assessments of the Association (including the National Education Association and the Michigan Education Association).

ARTICLE IV

Teaching Hours

A. The teacher's normal teaching hours in the schools shall be as follows:

1. Check in no later than twenty-five (25) minutes before school starts.
2. Be at assigned place of duty no later than ten (10) minutes before school starts.
3. Leave school no earlier than twenty (20) minutes after school is dismissed.
4. Permission to leave school earlier or arrive later may be granted by the building principal.
5. If school is dismissed early, teachers may be requested by the administration to remain for important professional meetings.

B. All teachers shall be entitled to a duty-free uninterrupted lunch period of at least one-half (1/2) hour.

## ARTICLE V

### Teaching Conditions

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

A. The Board and the Association mutually recognize the importance of continuous use of adequate teaching reference material in maintaining a high level of professional performance. In furtherance of that recognition, the Board shall provide a teacher reference library in the district and include therein all texts which are reasonably requested by the teachers of the school.

B. The Board agrees to make available adequate typing, duplicating, stencil and mimeograph facilities to aid teachers in the preparation of instructional material.

C. The Board shall provide gym uniforms for physical education teachers, smocks for art and home economics teachers, laboratory coats for laboratory science teachers, shop coats for vocational and industrial education teachers.

D. The Board agrees to relieve teachers of playground duty, unless volunteered by a teacher.

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

F. The Board shall make available in each school adequate lunchroom, restroom and lavatory facilities for teacher use and at least one room, appropriately furnished, which shall be reserved for use as a faculty lounge in which smoking shall be permitted. Provisions for such facilities will be made in all future buildings.

G. Telephone facilities shall be made available to teachers for their reasonable use.

H. Adequate off street parking facilities shall be provided, and properly maintained apart from student parking.

ARTICLE VI

Qualifications and Assignments

A. No new teacher shall be employed by the Board for a regular teaching assignment who does not have a bachelor's degree from an accredited college or university.

B. The employment of teachers upon special certificates is to be permitted only in cases of absolute necessity or where the teacher has outstanding credentials and the Association shall be so notified in each instance.

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

D. Teachers who will be affected by a change in grade assignments in the elementary school grades and by changes in subject assignment in the secondary school grades will be notified and consulted by their principals as soon as practicable. Such changes will be voluntary to the extent possible.

E. Any assignments in addition to the normal teaching schedule, during the regular school year, including adult education courses, driver education, extra duties enumerated in Schedule B and summer school courses shall not be obligatory but shall be with the consent of the teacher. Certificated personnel may request consideration for special assignments.



## ARTICLE VII

### Vacancies, Promotions and Transfers

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

B. The Association recognizes that when vacancies occur during the school year it may be difficult to fill them from within the district without undue disruption to the existing instructional program. If the superintendent so determines, such a vacancy may be filled on a temporary basis.

C. Whenever any vacancy in any teaching position covered by this agreement or administrative position in the district shall occur, the Board shall publicize the same by giving written notice of such vacancy to the Association. Any teacher may apply for such vacancy within ten (10) days of receipt of notification by the President of the Association.

D. An involuntary transfer will be made only in case of emergency or to prevent undue disruption of the instructional program. The superintendent shall notify the affected teacher and the Association of the reasons for such transfer.

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

ARTICLE VIII

Illness or Disability

A. All teachers absent from duty on account of personal illness or any other approved reason shall be allowed full pay as follows:

All probationary teachers be given 20 days sick leave per year, cumulative to 60 days; Tenure teachers be given 60 days sick leave per year, cumulative to 120 days.

B. Any teacher whose personal illness extends beyond the period compensated under Article VIII, Paragraph A, shall be granted a leave of absence without pay for such time as is necessary for complete recovery from such illness. Prior to reinstatement a doctor's statement is required stating that normal duties can be performed. Upon return from leave, a teacher shall be assigned to the same position if available, or a substantially equivalent position.

C. Paragraph A of this Article shall not apply when illness or injury is the result of employment other than that covered by this agreement.

ARTICLE IX

Personal Business

A. Each teacher shall be entitled to two days per year for personal business, with no reduction in pay; providing personal days are not taken immediately before or after a holiday unless approved by the Administration.

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

*called for jury duty or*

ARTICLE X

Sabbatical Leaves

A. A teacher who has been employed for seven years may be granted sabbatical leave for one year.

B. A teacher, upon return from a sabbatical leave, shall be restored to his former position or to a position of like nature and status, and shall be placed at the same position on the salary schedule as he would have been had he taught in the district during such period.

ARTICLE XI

Unpaid Leaves of Absence

A. Military leaves of absence shall be granted to any teacher who shall be inducted or shall enlist for military duty to any branch of the armed forces of the United States.

Teachers on compulsory military leave shall be given the benefit of any increments and sick or emergency leave allowances, except tenure, which would have been credited to them had they remained in active service to the school system.

Teachers who have been dishonorably discharged will not be permitted to return to their duties.

B. Leave of absence will be granted of up to two years to any teacher who joins the Peace Corps as a full-time participant in such program. Any period so served shall not affect tenure status but shall be treated as time taught for purposes of the salary schedule set forth in Schedule A of this Agreement.

C. Maternity leave shall be granted without pay. The leave will become effective 4 months prior to expected birth unless it is mutually felt that she can continue to effectively perform her duties. Application for returning to her teaching duties must be made by March 1st following the birth of the child. A teacher returning from leave provided in this paragraph shall be placed on that step of the salary schedule from which she went on leave.

ARTICLE XII

Teacher Evaluation

A. All monitoring or observation of the work performance of a teacher shall be conducted openly.

B. Each teacher shall have the right upon request to review the evaluation made by his supervisor. A representative of the Association may be requested to accompany the teacher in such review.

ARTICLE XIII

Professional Improvement

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

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

C. At the request of the Association, or on the Board's initiative, arrangements shall be made for after-school courses, workshops, conferences and programs designed to improve the quality of instruction. Every effort will be made to obtain people of the highest qualification to participate in the presentation of such programs. All teachers desiring to attend shall be allowed to do so.

D. The Board agree to pay a sum up to \$20.00 per year per teacher for dues for membership in one professional educational organization of teachers choice in the area of the teachers assignment with the administration's approval.

ARTICLE XIV

Professional Compensation

A. The basic salaries of teachers covered by this Agreement are set forth in Schedule A which is attached to and incorporated in this Agreement. Such salary schedule shall remain in effect during the term of this Agreement.

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

C. For each semester hour of credit earned at an accredited college or university beyond the bachelor's degree and permanent certificate, not to exceed Twenty (20) hours whether earned prior or subsequent to employment by the Board, \$15.00 shall be paid annually in addition to the teacher's base salary, providing the most recent credit is earned within the last five years.

D. For each semester hour of credit earned at an accredited college or university beyond the master's degree, not to exceed Thirty (30) hours whether earned prior or subsequent to employment by the Board, \$15.00 shall be paid annually in addition to the teacher's base salary, providing the most recent credit is earned within the last five years.

E. The Salary Schedule is based upon the regular school calendar, from Labor Day for a maximum of 185 membership days, or in accordance with State law, and the normal teaching load as defined in this Agreement. For classroom assignments in excess of the regular school calendar and the normal teaching load, teachers will be compensated at one and one-half (1 1/2) times their individual daily rates.

F. A teacher's daily rate is to be determined by dividing his basic salary for the year by the number of membership days.

G. Teachers involved in extra duty assignments set forth in Schedule B which is attached to and incorporated in this Agreement shall be compensated in accordance with the provisions thereof. All teachers shall be compensated in accordance with the provisions of this Article and the annexed schedules without deviation.

H. Teachers required in the course of their work to drive personal automobiles from one school building to another shall receive a car allowance of ten cents (10¢) per mile. The same allowance shall be given for use of personal cars for field trips or other business of the district. The Board shall provide liability insurance protection for teachers when their personal automobiles are used as provided in this section.

I. Teachers shall not be required to report more than two days (excluding Saturdays, Sundays and Holidays) prior to the beginning of classes in the fall, or to remain more than two days after classes end for the school year.

J. The following legal holidays shall be observed and all schools close New Year's Day, Memorial Day, Labor Day, Thanksgiving Day, Christmas Day. (See Section 257, School Code.)

K. A teacher shall be released from regular duties without loss of salary two (2) days each year for the purpose of participating in State or Regional meetings of the professional education organizations. Personal business days will be charged if meetings are not attended.



ARTICLE XV

Special Teaching Assignments

A. The Board agrees at all times to maintain a list of substitute teachers. Teachers shall be informed of a telephone number they may call before 7:30 a.m. to report unavailability for work. Once a teacher has reported unavailability, it shall be the responsibility of the administration to arrange for a substitute teacher. Substitutes shall be paid for a regular teaching day of not more than eight (8) hours at the sum of \$20.00 per day.

ARTICLE XVI

Terminal Leave

A. In recognition of services to the school district, a terminal leave payment of \$5.00 per day for unused sick days will be paid to a teacher leaving the system provided the teacher shall have been employed in the school for at least ten (10) years.

ARTICLE XVII

Teacher Protection

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

B. If any teacher is complained against or sued by anyone outside of the school system as a result of any action taken by the teacher while in pursuit of his employment, the Board will provide legal counsel and render all necessary assistance to the teacher in his defense.

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

D. The Board will reimburse teachers for any loss, damage or destruction of clothing or personal property of the teacher while on duty in the school or on the school premises. This paragraph shall pertain only to cases resulting from paragraph A. The teacher will subrogate any rights compensated for to the Board.

E. Any time a complaint is received by the administration or Board directed toward a teacher, no written record of the complaint shall be retained without the teacher receiving a duplicate copy and given the opportunity to discuss the complaint with the administration and/or complainant. The teacher shall be required as to sign the written record of the complaint as evidence of receipt of same.

ARTICLE XVIII

Professional Grievance Negotiation Procedure

A. Any teacher, group of teachers or the Association believing that there has been a violation, misinterpretation or misapplication of any provision of this Agreement may file a written grievance with the Board or its designated representative. The Board hereby designates as its representative for such purpose the principal in each school building and the superintendent of schools when the particular grievance arises in more than one school building.

B. Within five days of receipt of the grievance the designated representative of the Board shall meet with the Association in an effort to resolve the grievance. Affected teachers may or may not be present at such meeting. If the meeting is with the school principal and the parties cannot agree, the grievance shall be promptly transmitted to the Superintendent who shall have five days thereafter to approve or disapprove the grievance. If the grievance is transmitted directly to the Superintendent he shall have ten days from receipt to approve or disapprove the grievance. If the grievance shall be denied by the Superintendent, either upon review of the action of the school principal, or in the first instance, the grievance shall immediately be transmitted to the Secretary of the Board, with a statement of reasons why it is being disapproved.

C. Within 15 days from receipt of the grievance, the Board shall pass upon the grievance. The Board may hold a hearing thereon, may designate one or more of its members to hold a hearing or otherwise investigate the grievance, or prescribe such procedure as it may deem appropriate for consideration of the grievance, provided, however, that in no event, except with express written consent of the Association, shall final determination of the grievance be made by the Board more than 20 days after its submission to the Board.

D. If the decision of the Board is not satisfactory to the Association, the grievance may be submitted to the State Labor Mediation Board.

E. If any teacher for whom a grievance is sustained shall be found to have been unjustly discharged, or suspended from all or part of his assigned duties, he shall be reinstated with full reimbursement of all professional compensation lost.

F. There shall be a grievance procedure policy maintained by the Board covering any rule, order or regulation of the Board not covered by this Agreement.

ARTICLE XIX

Negotiation Procedures

A. If either party wishes to modify, add to, or delete from this Agreement it shall, by February 1 of any year covered by this Agreement, give written notice of the requested modification or addition or deletion.

Within ten days of receipt of said notice, arrangements shall be made for the purpose of negotiating in relation to only the items stated in the above notice. All other Articles of this Agreement shall remain in force for the duration of this Agreement.

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

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

ARTICLE XX

Miscellaneous Provisions

A. No polygraph or lie detector device shall be used in any investigation of any teacher or pupil relative to regular school procedure.

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

C. This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms.

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

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

F. Salaries shall be disbursed in bi-weekly payments based on a 12 month period. Balance of contract shall be paid in June.

G. Teachers who do not hold a Bachelor's Degree shall not progress beyond the five years of experience level on the salary schedule. Upon obtaining a degree a former non-degree teacher shall be credited with no more than five years of his non-degree experience for salary purposes.

H. Any substitute teacher working on a full-time basis as a substitute for one semester or more should receive an increment proportionate to the length of service if he is given a contract for the following year.

I. Any parent-teacher conference arrangements shall be made cooperatively between the Association and the Administration.

ARTICLE XXI

Insurance Protection

The Board hereby agrees to provide the members of the Houghton Lake Chapter of the Michigan Education Association health-medical insurance as stated below:

1. Twelve month insurance policy (to run concurrent with Master Contract)
- 2.
2. The choice of two carriers: MEA or Blue Cross
3. Payroll deduction be made available for the payment of the premium
4. Board of Education to pay a portion of the insurance premium and this portion to be paid as a "fringe benefit".
5. The Board's portion to be defined as follows:

The Board of Education will pay, toward the policy of the teacher's choice, an amount equal to 50% of the premium of a Family, Comprehensive, Non-deductible ward insurance policy, and this figure should be based on the Blue Cross income group rate in which they fall.

ARTICLE XXII

Duration of Agreement

This Agreement shall be effective as of July 1, 1967 and shall continue in effect for three (3) years until the 30th day of June, 1970. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

HOUGHTON LAKE CHAPTER OF THE  
MICHIGAN EDUCATION ASSOCIATION

HOUGHTON LAKE PUBLIC SCHOOLS  
BOARD OF EDUCATION

By \_\_\_\_\_  
Its President

By \_\_\_\_\_  
Its President

By \_\_\_\_\_  
Its Secretary

By \_\_\_\_\_  
Its Secretary



SCHEDULE A  
HOUGHTON LAKE PUBLIC SCHOOLS

Teachers' Salary Schedule

<u>Years of Experience</u>	<u>Non-Degree</u>	<u>AB or BS</u>
0	\$ 5000	\$ 5900
1	5100	6100
2	5200	6308
3	5300	6522
4	5400	6744
5	5500	6973
6		7210
7		7455
8		7709
9		7971
10		8242

\*\*\*Substitute Teachers \$ 20.00 per day

Special Increments

Baseball	\$300	Director of Adult Education	\$ 200
Basketball	600	Director of Visual Aids	200
Basketball Assistants	300	Adult Education (per ten week course of 2 hrs. per week)	100
Cheerleading & GAA	400	Dramatics (per play)	100
Football	500	Yearbook	150
Football Assistants	300	Master's Degree	300
Golf	150	Master's Degree in Education or teaching field	500
9th Grade Basketball	150	Band	350
7th & 8th Grade Basketball	150	Additional Class	725
Skiing	150	Smith-Hughes Certificate	200
Tennis	150	Machine Repair (Commercial-Office)	150
Track	300		
Track Assistant	150		
Senior Sponsor	200		
Athletic Game Supervision	10/ Night Game	Driver Education (Increases in relation to legislation)	2.50/hr.
Director of Athletics	300		

June 12, 1967

### Special Duties

The special increments listed on the schedule shall be reimbursed at the designated rate when they are performed in addition to normal classroom duties.

### Military Service

Any person within the system as of June, 1962, shall be credited with one year's teaching experience if he has served one or more years in the armed forces of the United States. Future employees shall receive such credit only if military interrupts (or interrupted) their teaching career.

### Advanced Education

1. A holder of a Bachelor's Degree and any permanent certificate shall receive a permanent increment of \$15 per semester hour for education beyond such degree and certificate providing it is approved as contributing to the individual's teaching proficiency and such increments shall be limited to a total of \$240 until he has acquired a Master's Degree.

2. A holder of a Master's Degree shall be eligible for 30 further \$15 per semester hour increments for approved work, or another Master's or Diploma Degree in his teaching field. An additional \$50 will be granted upon receipt of the degree.

### Pay Period

Salaries shall be disbursed in bi-weekly payments based on a 12-month period. Balance of contract shall be paid in June.

### Non-Degree Teachers

Teachers who do not hold a Bachelor's Degree shall not progress beyond the five years of experience level on the salary schedule. Upon obtaining a degree a former non-degree teacher shall be credited with no more than five years of his non-degree experience for salary purposes.

### Outside Experience

A maximum of ten years credit is allowed for experience outside of the system.

### Substitute Teachers

Any substitute teacher working on a full-time basis as a substitute for one semester or more should receive an increment proportionate to the length of service if he is given a contract for the following year.

### Substitute Teachers' Pay

The salary of a substitute teacher shall be \$20.00 per day.